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The EMS Program at Kellogg Community College is nationally accredited through the Commission on Accreditation of Allied Health Education Programs (CAAHEP)/Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). This national accreditation means that students who successfully complete the program and National Registry of Emergency Medical Technicians (NREMT) practical and written testing are capable of transferring their certification to other states. National accreditation means that the KCC EMS Program upholds the highest standards for the education of prehospital providers.

The EMS Program is approved through the Michigan Department of Health and Human Services EMS Section (MDHHS-EMS) to educate all levels of EMS licensure in the State of Michigan. Students successfully completing their EMS certificate will be eligible for testing through the NREMT and licensing through the State of Michigan, assuming all requirements are met.

In addition to national accreditation and state approval, the KCC EMS Program is approved in a number of specialty certification required for the prehospital workforce. These include; 1) a fully approved training center with the American Heart Association and can certify students in Basic Cardiac Life Support, Advanced Cardiac Life Support and Pediatric Advanced Cardiac Life Support training. 2) the only Michigan approved provider/sponsor for the University of Maryland-Baltimore County Critical Emergency Medical Transport Program. 3) an approved site for International Trauma Life Support Training. All of these programs allow students to obtain required certifications so that they are ready to enter the workforce.

EMS Program Mission Statement

To meet the EMS Education needs of the College service district community members with the highest quality education program.

It is because of the mission above that the EMS Program has adopted the motto, “Saving Lives through Education.”

Kellogg Community College defines their Mission Statement as “We are dedicated to providing accessible, high-quality education to enrich our community and the lives of individual learners.” To further that mission, the EMS Program Mission Statement is as follows:

To meet the EMS Education needs of the College service district community members with the highest quality education program.
It is because of the mission above that the EMS Program has adopted the motto, “Saving Lives through Education.”

**EMS Education Overview**

Emergency Medical Services is a new and rapidly changing field. As this area continues to upgrade and expand, there will be an increasing demand for trained personnel, especially at the Paramedic and associate degree levels. Because the EMS field is broad, students completing this program may work in a variety of different fields such as industrial, safety, ambulance (private and public), fire, and emergency department.

The Kellogg Community College Emergency Medical Services Program offers several levels of study through which students can meet their future employment needs. Study is available at the certificate level in Medical First Responder, Basic Emergency Medical Technician, Advanced Emergency Medical Technician (Specialist), and Paramedic. Also available is the Associate of Applied Science Degree in Emergency Medical Services.

The EMS System is composed of various components which together create an environment where the maximum number of lives are saved and disability and injury are decreased. The KCC EMS Program serves the system in a variety of ways. First, by offering a variety of continuing education opportunities for both licensed and non-licensed individuals who are part of the EMS System. Second, by maintaining a close relationship to the Calhoun County Medical Control Authority with joint operations and programming. Finally, the program maintains close ties to the employers (EMS and otherwise) who have need of the services which are offered or can advise the program on how to best meet the needs of the community.

To support the EMS System and students within the program, KCC maintains an active American Heart Association Community Training Center. Both Basic and Advanced Cardiac Life Support Programs are offered through the training center. Often, graduates of the EMS Program return after graduation to provide service within the Community Training Center.

In addition, a variety of continuing education programs are offered to meet the needs as determined by the EMS Advisory Committee and Calhoun County Medical Control Authority. These include Emergency Medical Dispatch Training, Automatic Defibrillator Training, UMBC Critical Care Paramedic, First Aid in the Workplace and more. The EMS Program also offers ongoing education credits to employer sites throughout Branch, Barry and Calhoun counties. These classes are designed keep employees up-to-date with the latest EMS techniques and knowledge base while granting approved ongoing education units used towards re-licensing.
The EMT Code of Ethics

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

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

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

The Emergency Medical Technician does not use professional knowledge and in any enterprise detrimental to the public wellbeing.

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

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

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

An Emergency Medical Technician assumes responsibility in defining and upholding standards of professional practice and education.

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

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

(Source: The National Association of Emergency Medical Technicians ©2007)
Instructor Biographies

Sylvia M. Ambs
Paramedic/IC, Adjunct Faculty

Ms. Ambs works as a part-time Paramedic for Marshall Area Fire Fighters Ambulance Authority. She holds a Bachelor’s degree in Education from Central Michigan University and has over 25 years of experience in EMS. She is also certified in ACLS and PALS, and is an assistant instructor for FTC and teaches AHA BCLS courses.

Brent Cornwell
EMT-P/IC, CCEMT-P, B.S., Adjunct Faculty

Mr. Cornwell has over 35 years EMS experience, and was one of the first 13 nationally registered EMT’s in Calhoun County hosted by Kellogg Community College in the early 1970’s. He holds two Associates in Applied Science degrees, one in Criminal Justice and the other in Emergency Medical Services. He also received a Bachelor’s of Applied Science in Public Service from Siena Heights University. He holds instructor certifications in BLS, ACLS, PALS, and ITLS. Mr. Cornwell is also a part paid firefighter for almost 40 years with the City of Marshall, holding the rank of Sergeant with certificates in Firefighter I & II and Officer Class I, II, & III and is a Technician Level responder with the Calhoun County Haz-Mat Team, serves on the operations board of Calhoun County Emergency Services, and instructor/trainer for several of the local fire departments. Along with instructing many of the programs at KCC he is a Critical Care Paramedic/Supervisor for Marshall Area Firefighters Ambulance Authority.

Paul W. French
Paramedic I/C; 22+ years EMS field experience

Currently employed by the Grand Rapids Fire Department with almost 20 years of service, Paul is a Certified Fire Instructor I through the State of Michigan. Paul is a technical rescue trained Paramedic, he holds Certificates of Technician at the Haz-Mat, Confined Space and Heavy Collapse Rescue level, and an Operations level certificate for Trench Rescue and Vehicle Extrication. He is currently enrolled in a Paramedic to RN program. For the last three years he has served as the EMS Coordinator for the City of Grand Rapids Fire Department. Paul holds
cards for BLS Instructor, ACLS and PALS. Paul is looking to add the CCP to his list of learning achievements. Paul has experience in computer programming and with various software programs. Emergency Medical Dispatch is also in his quiver of experience.

Mark Gysel  
Paramedic I/C, AAS, Adjunct Faculty  
Currently Mark is working as a full-time CCEMPT-P, I/C at LifeCare Ambulance Service in all operations and participating in Community Special Events. When Mark is not on duty at LifeCare, he participates in local fire departments activities, rescues, and training for Bedford Township. These activities have allowed for multi-agency operations at all levels of local, state, and federal government within different incidences to create unique experiences to draw upon. Mark has volunteered time at many different volunteer agencies to include different SAR agencies, CERT, and the American Red Cross. Constantly, Mark is renewing current training levels and always striving for further knowledge and experience.

Clark A. Imus  
EMT-P/IC, CCEMT-P, BAS, EMS Faculty Coordinator  
Mr. Imus is a full-time faculty member at Kellogg Community College and is responsible for the coordination of the Paramedic level of the EMS Program. After graduating with an Associate of Applied Science degree from KCC, Clark earned his Bachelor of Applied Science from Siena Heights University in the field of Emergency Medical Services. Clark is certified to instruct BLS, ACLS, and PALS training courses as an American Heart Association instructor. As a former KCC EMS student, Clark received the award for Outstanding EMS Student in 2006, and has returned to KCC as an instructor. In addition to his teaching, Clark is currently active as a Critical Care Paramedic, serving the Marshall Fire Fighters Ambulance Authority.

Mark W. Malcuit  
Paramedic, EMS, I/C, EMS Faculty/Clinical Coordinator  
Mr. Malcuit has worked in the EMS industry since 1975. He has been a Paramedic since 1979 and I/C since 1980. He holds an Associate’s degree from Lansing Community College in Applied Science EMS, and a Bachelor’s degree from Spring Arbor University in organizational development. Mr. Malcuit has instructed many aspects of EMS in various venues including Lansing Community College where he taught for over 10 years. His career includes work in both the private and public sectors. He retired from the Delta Township. Fire Department after 26 years where he worked as a paramedic/firefighter and served as the EMS Director for eight years. Mr. Malcuit managed the Critical Care Transport Unit and Dispatch Center at Sparrow Health System for four years. He most recently worked for two and a half years as the Bio-Terrorism/All Hazard Coordinator for the District One Regional Medical Response Coalition.

Mark has been an active member of the Tri-County Emergency Medical Control Authority where he served as a board member for over 10 years, including board president. He also compiled and wrote the first extensive version of the Medical Control Authorities protocols, policies and procedures manual. Mr. Malcuit has also served as the Society of Michigan EMS Instructor/Coordinators president and been an active member since 1980. There he served as
the Society’s representative for committee work to form EMS legislation. He is an AHA instructor and has facilitated educational opportunities in BCLS, ACLS, PALS and ITLS. Mr. Malcuit, is the Clinical Coordinator for KCC and responsible for clinical requirements and schedules, EMS continuing education and the AHA course curriculums.

**Julie Masten**  
Paramedic, EMS I/C, Adjunct Faculty

Julie Masten has been in the EMS field since 1979. She is currently employed full-time at LifeCare Ambulance Service as the Manager of Clinical Quality. ACLS, PALS, PHTLS are just a few of the certifications held by Julie. Julie teaches all levels of the EMS Program.

**Dale Rhode**  
EMT-B, EMS I/C, M.Sc., Adjunct Faculty, EMS, Physical Education

Mr. Rhode has been teaching first aid and EMS related programming for the past 36 years. He is certified in BCLS Instructor and BTLS. Mr. Rhode specializes in Medical First Responder courses (lab and lecture), Basic EMT lab, and special courses/abilities in Wilderness Medicine and Sports injuries. Mr. Rhode retired after 30 years as a full-time faculty member at KCC. We are pleased that he has returned to continue to share his wisdom with our students in an adjunct role.

**John (Jack) Trayling**  
EMT-B I/C, B.A., Adjunct Faculty

Mr. Trayling has served 20 years in the Fire Service community. He currently holds the rank of Lieutenant as a career firefighter with the City of Coldwater Fire Department. He also serves as the Strike Team Leader for the Michigan 5th District Technical Rescue Team which serves the nine counties of Southwest Michigan. Mr. Trayling earned his Bachelor's Degree in English Communications from St. Meinrad College (IN) in 1993. In addition to being an EMS Instructor Coordinator he is certified as a Fire Instructor I with the Michigan Fire Fighters Training Council. He holds Company Officer I & II certification, as well as being certified to Technician Level in High Angle, Confined Space, Trench, Building Collapse, Vehicle/Machinery, & Ice Rescue disciplines. Mr. Trayling completed both his EMT and I/C training with Kellogg Community College and is excited to now have the opportunity to return as an adjunct instructor.

**Dr. Tyler Vaughn**  
Medical Director

Dr. Tyler Vaughn is a Board Certified Physician who has taken on the role of Medical Director for the Kellogg Community College EMS Programs. Dr. Vaughn is a native of Illinois who loves the outdoors. He holds degrees from Benedictine University and Southern Illinois University School of Medicine. His residency at Western Michigan University brought him to Michigan and our programs.
Larry Wagner  
EMT-P, EMS I/C, CCEMT-P, PNCCT, M.A. EMS Faculty  

Mr. Wagner has been in EMS since 1987. He holds an Associates in Applied Science from Kellogg Community College in EMS and a Bachelors of Applied Science in EMS Management at Siena Heights University. He has worked in rural northern Wisconsin, the Detroit-metropolitan area and is currently employed with AMR of West Michigan as a Critical Care Paramedic. He is the former ACLS Coordinator for AMR. He holds AHA Instructor certificates in CPR, ACLS and PALS. He also is an ITLS Instructor. Mr. Wagner is responsible for the Basic EMT Program, UMBC Program, and teaches at all levels of the program including EMS specialty courses.
Michigan state-level agency responsible for regulating EMS Education

Program Approval #
P-03-1102

Michigan EMS Goals and Educational Objectives
Kellogg Community College meets the standards and guidelines of the following Michigan Goals and Objectives:

MFR:

EMT-Basic:

Advanced-EMT:

Paramedic:

National Education Standards

National Education Standards:

National EMS Scope of Practice:
Admissions Requirements

General
The College has general admission requirements that are outlined in the College catalog. Please refer to the College catalog for more details. All students who apply to the EMS Program must have applied and been accepted to the College before acceptance to the program can occur. To be accepted to the College, one of the following conditions of admission must be met:

- A high school graduate
- 18 years of age or older
- Successful completion of the GED Test
- A student desiring to participate in the Early Entry Program

Please Note: To license at any MDHHS level, applicants must be 18 years of age or older. There are no exceptions to this State of Michigan Rule.

Student Advising
Because of the unique nature of the EMS Program, advising for different levels is as follows:

<table>
<thead>
<tr>
<th>Program</th>
<th>Advisor</th>
<th>Ideal Advising Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical First Responder</td>
<td>Academic Advising: Clark Imus</td>
<td>June-August (for Fall semester registration) August-October (for Spring semester registration) February-April (for Summer semester registration)</td>
</tr>
<tr>
<td>Basic EMT</td>
<td>Academic Advising: Larry Wagner</td>
<td>Mid-August – May (Larry) June-August (Clark)</td>
</tr>
<tr>
<td></td>
<td>Clark Imus</td>
<td>Anytime</td>
</tr>
<tr>
<td>Specialist or Paramedic</td>
<td>Clark Imus</td>
<td>June-August</td>
</tr>
<tr>
<td>EMS I/C, AAAs</td>
<td>Clark Imus</td>
<td>June-August</td>
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Registration for Classes
Registration for classes is on a first-come, first-served basis. Specific section numbers are not normally held open. Registration dates are published in the schedule of classes. To register for a class, students must have either a counselor’s or EMS advisor’s signature. The EMS Program has no control over courses offered in other disciplines (Biology, Graphic Design, etc.) For this reason, to guarantee the schedule of choice, students are advised to register early. Waiting until two weeks prior to classes starting will likely cause a different course schedule then what is desired.
Medical First Responder
The Medical First Responder Certificate is an open admission course. There are no prerequisites beyond College admission for this level. Students must have a high school diploma or GED to be certified for state licensure.

Basic EMT Program
The Basic EMT Certificate is an open admission course. Besides College admission, the Basic EMT course has a prerequisite of a five-hour CPR card (American Red Cross Professional Rescuer or American Heart Association Healthcare Providers Course.) Students are also required to take the ACCUPLACER® Placement Test. No counselor or program director’s signature is required to enroll in this program of study. Students must have a high school diploma or GED to be certified for state licensure.

Advanced EMT and/or Paramedic
The requirements for admission to the Advanced EMT or Paramedic Certificate programs are:

1. Application and acceptance to the College.
2. Current Basic EMT license
3. Application to the Paramedic Program.
4. ACCUPLACER® Testing
5. Admission/Academic advisement meeting with EMS Faculty Coordinator or designee.

EMS Associate Degree Program
The requirements for admission to the associate degree program are:

1. Application and acceptance to the College.
2. Current EMT or Advanced EMT license or department permission.
3. Application to the Program.
4. Completion of a “credit evaluation” form in the Admissions office for credits earned at other institutions.
5. ACCUPLACER® testing, depending on past coursework, this requirement may be waived.
6. Admission/Academic advisement meeting with the EMS Faculty Coordinator or designee.

Guaranteed Admission (Paramedic Program)
Students who apply to the Paramedic program during the Fall or Spring semester in which they are taking their Basic EMT training at Kellogg Community College are eligible for guaranteed admission. Students in this category will have a place reserved for them in the Fall Advanced EMT Program (offered the following year) based on the following conditions:

1. They pass the MDCH Basic EMT licensure exam prior to the start of their Advanced EMT Program.
2. There is sufficient space within the Advanced EMT program (students will be admitted based on the order in which completed files are received.)
3. The student completes the above admission requirements prior to the end of their first year Spring semester.
4. Admission priority will be given to students who successfully complete (BIOL 201 and BIOL 202) or BIOL 105.

Probationary Admission (Paramedic Program)
Students who have not yet received or passed their Michigan state-level agency responsible for regulating EMS Education. Topics include: legal responsibilities, anatomy, physiology, patient assessment MDHHS Basic EMT licensing exam may be granted probationary admission to the Paramedic Program.

Probationary admission allows the student to participate in up to the first semester of the paramedic or specialist program. It is expected that the student will receive their MDHHS Basic EMT license during this time period. It is the student’s responsibility, upon receipt of the license, to provide a copy to their advisor for forwarding into their file. On receipt of the license, general admission status is granted (removing the probationary admission). Failure to provide a license prior to the start of the Spring semester will result in Administrative withdrawal from the program.

Likewise, if a student is taking Anatomy (BIOL 201) or Essentials of A&P (BIOL105) concurrently with their Fall courses, they must complete the course with a “C” or better to be allowed to continue in the program. Students who do not achieve a “C” or better will be Administratively dropped from all EMS coursework.

Courses taken under probationary admission, where general admission has not been achieved, will not count towards any EMS certificate or degree.

Early Entry Program Admission (MFR and Basic EMT Only)
Students who have not yet graduated from high school may seek early entry admission to the Medical First Responder or Basic EMT certificate programs. This admission status allows the student to participate in the education experience however does not guarantee eligibility for State of Michigan licensing at that level. Admission is based on an interview with the EMS Director and/or their designee. Students with this admission status will be expected to perform to the same standards as any other student in the program.
EMS Programs – Degrees & Certificates

Medical First Responder Certificate
The Medical First Responder level is designed for firefighters, police officers, healthcare workers or anyone who must stabilize the patient until the ambulance arrives. The goal of the KCC MFR Program is to prepare competent entry-level Emergency Medical Responders in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. This program is divided into 32 hours of didactic and 32 hours of laboratory experience where knowledge and skills are obtained which prepare the student to meet the challenges of the pre-hospital setting. Students who are uncertain if EMS is their best career choice often use this level to explore their opportunities in EMS. Clinical experience is optional at any of the ambulance or first responder clinical sites.

There are no prerequisites for this certificate.

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Credits</th>
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<tbody>
<tr>
<td>EMT 110 Medical First Responder Training</td>
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<tr>
<td><strong>Total Credits</strong></td>
<td><strong>8</strong></td>
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Basic Emergency Medical Technician Certificate
The Basic EMT Certificate is the best entry point for individuals who are interested in working in the pre-hospital setting. The goal of the KCC EMT-Basic Program is to prepare competent entry-level Emergency Medical Technician-Basics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Both the demands and work settings a Basic EMT is utilized in varies. This program is divided into 128 hours of didactic lecture, 72 hours of laboratory experience and 40 hours of clinical experiences. Students must be certified in the American Heart Association Healthcare Providers Course prior to entry into this program of study. ACCUPLACER® reading test with a score of 60, or at least a grade of “C” in TSRE 55 and either EMT 110 or EMT C300 with a passing grade.

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Credits</th>
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<tbody>
<tr>
<td>EMT 120 Basic Emergency Medical Technician Didactic</td>
<td>8</td>
</tr>
<tr>
<td>EMT 121 Basic Emergency Medical</td>
<td>2.25</td>
</tr>
<tr>
<td>EMT 122 AllSafe Driving</td>
<td>1</td>
</tr>
<tr>
<td>EMT 123 Basic Emergency Medical Technician Clinical Internship</td>
<td>.75</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td><strong>12</strong></td>
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Advanced EMT Certificate
At the time of printing this handbook, the Advanced EMT (Specialist) is not being offered due to an assessment of community needs.

Paramedic Certificate Program
The KCC Paramedic Certificate is designed to prepare the student for licensure at the Paramedic Level. This program is designed to run between nine months and one year.
The goal of the KCC Paramedic Program is to prepare competent entry-level Emergency Medical Technician-Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Students must successfully complete a specific sequence of classes to be certified. Students who fail, drop, or otherwise withdraw from a class are not eligible to continue with the program. The minimum passing grade in any core required course is a “C-” or a “Pass” in the case of Pass/Fail classes. Students who wish to be readmitted to the program must follow the guidelines listed under Requirements Necessary for Consideration for Readmission.

Students must be admitted to the program and licensed as Basic EMT before entry to this certificate level is allowed. This program is divided into 392 hours of didactic lecture, 128 hours of laboratory experience and 480 hours of clinical experiences. Listed below is the required sequence of classes for this certificate.

Total Program Credits: 40

<table>
<thead>
<tr>
<th>Prerequisite Work</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ACCUPLACER® Testing Minimums:</td>
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<tr>
<td>Writing: 76</td>
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<tr>
<td>Reading: 63</td>
<td></td>
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<tr>
<td>Elementary Algebra: 85</td>
<td></td>
</tr>
<tr>
<td>BIOL 105</td>
<td>Essentials of Anatomy &amp; Physiology</td>
</tr>
<tr>
<td></td>
<td><strong>Total Credits</strong></td>
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<table>
<thead>
<tr>
<th>Required Courses – Fall Semester</th>
<th>Credits</th>
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<tbody>
<tr>
<td>EMT 250</td>
<td>Clinical Experience 1</td>
</tr>
<tr>
<td>EMT 200</td>
<td>Pharmacology 1</td>
</tr>
<tr>
<td>EMT 240</td>
<td>Skills Lab 1</td>
</tr>
<tr>
<td>EMT 210</td>
<td>Cardiology 1</td>
</tr>
<tr>
<td>EMT 220</td>
<td>Paramedic 1</td>
</tr>
<tr>
<td></td>
<td><strong>Total Semester Credits</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Required Courses – Spring Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMT 255</td>
<td>Clinical Experience 2</td>
</tr>
<tr>
<td>EMT 205</td>
<td>Pharmacology 2</td>
</tr>
<tr>
<td>EMT 245</td>
<td>Skills Lab 2</td>
</tr>
<tr>
<td>EMT 235</td>
<td>Paramedic Pediatric ALS</td>
</tr>
<tr>
<td>EMT 215</td>
<td>Cardiology 2</td>
</tr>
<tr>
<td>EMT 255</td>
<td>Paramedic 2</td>
</tr>
<tr>
<td>EMT 230</td>
<td>Paramedic Advanced Practice</td>
</tr>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Required Courses – Summer Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMT 260</td>
<td>Clinical Internship</td>
</tr>
<tr>
<td></td>
<td><strong>Total Semester Credits</strong></td>
</tr>
</tbody>
</table>
EMS Instructor-Coordinator Certificate Program

The KCC EMS Instructor-Coordinator Certificate is designed to prepare the student for licensure at the State of Michigan EMS Instructor-Coordinator level. In this two semester program, students learn the skills and knowledge base to perform the duties of an EMS Instructor Coordinator. Students must apply to the EMS Department for admission to this program. Admission is based on evidence of three years field experience with a life support agency, licensing at the Basic EMT (or above) level, written application to the program, references by two licensed EMS I/C’s, successful oral interview and completion of all required admission documentation. Students who are accepted into the program must complete the entire program within the 2 semesters it is offered. This includes the student-teaching assignments and accompanying documentation. Listed below is the required coursework for this certification.

<table>
<thead>
<tr>
<th>Prerequisite Work</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCUPLACER® Testing Minimums:</td>
<td>Writing: 76</td>
</tr>
<tr>
<td></td>
<td>Reading: 63</td>
</tr>
<tr>
<td></td>
<td>Elementary Algebra: 85</td>
</tr>
<tr>
<td>Evidence of Coursework in:</td>
<td>Human Anatomy and Physiology</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMT 280</td>
<td>EMS Instructor-Coordinator Didactic</td>
</tr>
<tr>
<td>EMT 285</td>
<td>EMS Instructor-Coordinator Practicum</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
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</tr>
</tbody>
</table>

EMS Associate of Applied Science Degree

The Associate of Applied Science Degree Program allows students who pursue the Basic and Paramedic Certificate Programs the option of completing an Associate Degree. The addition of several supportive and core competency courses in English, psychology, sociology and humanities help the student achieve a more rounded education. Students may use this degree as a starting point for higher level studies at the baccalaureate level and beyond.

A complete listing of the required courses and their descriptions can be found in the Kellogg Community College Catalog. Also included in the College catalog are any prerequisites and corequisites that may be required for the successful completion of these programs. It is strongly advised that any student preparing to obtain a degree in an EMS field seek advisement from the EMS Department.

**Total Degree Program Credits: 69**

<table>
<thead>
<tr>
<th>Required Courses – Fall 1 Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMT 120</td>
<td>Basic Emergency Medical Technician Didactic</td>
</tr>
<tr>
<td>EMT 121</td>
<td>Basic Emergency Medical Technician Skills Lab</td>
</tr>
<tr>
<td>EMT 122</td>
<td>AllSafe Driving</td>
</tr>
<tr>
<td>EMT 123</td>
<td>Basic Emergency Medical Technician Clinical Internship</td>
</tr>
<tr>
<td><strong>Total Semester Credits</strong></td>
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</table>
### Required Courses – Spring 1 Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 101 or COMM 111</td>
<td>Foundations of Interpersonal Communication or Business and Technical Communication</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 151</td>
<td>Freshman Composition</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 201</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Creativity Awareness Elective</td>
<td></td>
<td>2</td>
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<tr>
<td>Global Awareness Elective</td>
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<tr>
<td><strong>Total Semester Credits</strong></td>
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### Required Courses – Fall 2 Semester

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BIOL 105</td>
<td>Essentials of Anatomy and Physiology</td>
<td>4</td>
</tr>
<tr>
<td>EMT 200</td>
<td>Pharmacology 1</td>
<td>2</td>
</tr>
<tr>
<td>EMT 210</td>
<td>Cardiology 2</td>
<td>3</td>
</tr>
<tr>
<td>EMT 220</td>
<td>Paramedic 1</td>
<td>4</td>
</tr>
<tr>
<td>EMT 240</td>
<td>Skills Lab 1</td>
<td>2</td>
</tr>
<tr>
<td>EMT 250</td>
<td>Clinical Experience 1</td>
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<td><strong>Total Semester Credits</strong></td>
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### Required Courses – Spring 2 Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMT 205</td>
<td>Pharmacology 2</td>
<td>2</td>
</tr>
<tr>
<td>EMT 215</td>
<td>Cardiology 2</td>
<td>3</td>
</tr>
<tr>
<td>EMT 225</td>
<td>Paramedic 2</td>
<td>4</td>
</tr>
<tr>
<td>EMT 230</td>
<td>Paramedic Advanced Practice</td>
<td>4</td>
</tr>
<tr>
<td>EMT 235</td>
<td>Paramedic Pediatric Advance Life Support</td>
<td>2</td>
</tr>
<tr>
<td>EMT 245</td>
<td>Skills Lab 2</td>
<td>2</td>
</tr>
<tr>
<td>EMT 255</td>
<td>Paramedic Clinical Experience 2</td>
<td>3.5</td>
</tr>
<tr>
<td><strong>Total Semester Credits</strong></td>
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### Required Courses – Summer Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMT 260</td>
<td>Paramedic Internship</td>
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<tr>
<td><strong>Total Semester Credits</strong></td>
<td></td>
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</tbody>
</table>

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### Graduation Requirements

To successfully graduate at a particular level, a number of requirements must be met by the student. The following items must be completed to be graduate and become licensed.

**Intent to Graduate Form**

*All students in the EMT Program need to file an application for graduation with the Registrar’s office by the second week of the semester which they intend to graduate.*

This form generates the award of a certificate or degree on the permanent student record. This is not recorded until all required classes within a program of study are completed with a passing grade. However, the information is added to the student transcript (and KCC record system) so that the moment all grades are successfully completed, the certificate is awarded.
In addition, you may have a formal certificate printed which is suitable for framing. The cost of this certificate is $10.00 which is payable at any time prior to graduation to the KCC Bookstore. It is this recording of a certificate that is used to allow the student to apply for licensing to the State of Michigan. *It is very important that students complete this step.*
EMS Course Descriptions

**EMT 110**
Medical First Responder Training

The Medical First Responder Course is designed to provide licensure for the student with the Michigan Department of Public Health as a medical first responder. This course is based on the 1997 medical first responder curriculum as established by the Michigan state-level agency responsible for regulating EMS Education. Students who successfully complete the requirements of this course will be licensed as medical first responders with the Michigan Department of Public Health EMS Division. This course is designed to provide the student with the knowledge of what to do for a patient prior to the arrival of an ambulance. This course is designed for anyone who may be required to provide care for a sick or injured individual prior to the arrival of an ambulance. This includes (but is not limited to) firefighters, police officers, and first response team members. The course includes: training in CPR; bleeding control; airway management; splinting; extrication; oxygen therapy; and medical, environmental, and other emergencies.

**EMT 120**
Basic Emergency Medical Technician Didactic

This course is designed to prepare the student for licensure as a Basic Emergency Medical Technician in the State of Michigan. This course involves medical procedures and use of equipment as prescribed by the American Academy of Orthopedic Surgeons, U.S. Department of Transportation, and the Michigan Department of Health and Human Services EMS Section. Topics include: legal responsibilities, anatomy, physiology, patient assessment, management of various emergency situations, extrication, and current standards for BEMTs in the field. This course is based on the 1996 updated requirements for Emergency Medical Technician training.

**Prerequisites & Requisites**

1. ACCUPLACER® reading score of 60, or at least a grade of C in TSRE 55
2. Select 1 course from EMT 110 or EMTC300 with at least a grade of C or P

**EMT 121**
Basic Emergency Medical Technician Skills Lab

This course is designed to complement the didactic material learned in the EMT 120 course with the hands-on skills required to perform as a Basic EMT. Students will learn and practice skills such as CPR, patient assessment, splinting, airway management, automatic defibrillation, bleeding management, medical antishock trouser application, and IV maintenance. Students will also participate in scenario-based education and computer-based testing and scenarios to reinforce skills learned within this area.
**EMT 122**
Defensive Emergency Driving/AllSafe

The College reserves the right to refuse the driving component to any individual whose driving record does not meet standards of the institution where the driving component is practiced. A course to prepare the licensed EMT (any level) with the defensive driving skills required by the EMS profession. Included in this course is information on AllSafe, defensive driving, tactics, laws regarding operation of an emergency vehicle, and practice in driving. This course includes an eight-hour practice driving component.

**Additional Information**
Candidates who enroll in this course will have their diving record checked by KCC.

**EMT 123**
Basic Emergency Medical Technician Clinical Internship

This course is designed for students to observe and participate in the clinical experiences in both the pre-hospital and hospital settings. Students must complete a minimum of six eight-hour experiences in the hospital emergency room and in a pre-hospital life support agency. Students must have an android tablet/phone or iPhone with a camera and touchscreen to participate in this course.

**EMT 200**
Pharmacology 1

This course is designed to provide the paramedic students with a knowledge of basic pharmacological principles, biological factors influencing drug actions, predictable effects of drugs on physiologic problems, modifiers of predictable effects, commonalities and variations between the actions of drugs employed for comparable therapeutic effect, adverse effects of drugs that can and do commonly occur, and application for pharmacological therapy in the pre-hospital setting. Concentration will focus on cardiovascular drugs in this semester.

**Additional Information**
Department approval required

**EMT 205**
Pharmacology 2

This course is designed to provide pharmacological information on the remaining non-cardiac drugs, which a paramedic will experience in the pre-hospital and hospital setting. This course is based on the Paramedic Education program requirements as set by the Michigan Department of Public Health.

**Prerequisites & Requisites**
- Take EMT 200 with at least a grade of C-.
Additional Information
Department approval required.

**EMT 210  Cardiology 1**  
This is a course designed to provide knowledge in cardiology to fulfill the needs of the Paramedic Program. This course involves medical procedures and use of equipment as stated by the U.S. Department of Transportation, Michigan Department of Public Health agency and the American Heart Association Advanced Cardiac Life Support standards. Topics include: rapid interpretation of EKGs, static recognition of EKGs, electrical therapy, pharmacological therapy, and basic algorithms for treatment of cardiac arrhythmias.

Additional Information
Department approval required.

**EMT 215  Cardiology 2**  
This course is designed to provide knowledge in cardiology to fulfill the needs of the Paramedic program. This course involves medical procedures and use of equipment as stated by the U.S. Department of Transportation, Michigan Department of Public Health, and the American Heart Association Advanced Cardiac Life Support standards. Topics include; pathophysiology of heart disorders, Multi-lead EKG interpretation, and therapeutic modalities.

**Prerequisites & Requisites**
- Take EMT 210 with at least a grade of C-.

Additional Information
Department approval required.

**EMT 220  Paramedic 1**  
This course is designed to prepare the student for licensure as a Paramedic in Michigan. This course includes patient assessment techniques and concepts, advanced airway management, fluid and shock resuscitation, acid/base and body buffer systems, and multi-systems trauma treatments. Included in this course is a module on medical terminology. The course involves medical procedures and use of equipment as prescribed by the U.S. Department of Transportation, Michigan Department of Public Health, and Calhoun County Medical Control Authority.

Additional Information
Department approval required.
**EMT 225**  
*Paramedic 2*  
4 CR  
This course is designed to prepare the student for licensure as a Paramedic in Michigan. The course involves medical procedures and use of equipment as prescribed by the U.S. Department of Transportation, the Michigan Department of Public Health, and Calhoun County Medical Control Authority. Topics include: advanced life support in gynecological emergencies, emergency management, gastrointestinal emergencies, lab test analysis, and other medical emergencies.

**Prerequisites & Requisites**  
- Take EMT 220 with at least a grade of C-.

**Additional Information**  
Department approval required.

**EMT 230**  
*Paramedic Advanced Practice*  
4 CR  
This course provides the paramedic student the knowledge in the transport of patients with special considerations and advanced EMT operations as prescribed in the U.S. Department of Transportation’s Paramedic Curriculum. Student will take a comprehensive exam at the conclusion of this course for certification by Kellogg Community College. This certification can be used as evidence of completion for the National Registry Exam (passage of which leads to licensing in most U.S. states).

**Additional Information**  
Department approval required.

**EMT 235**  
*Paramedic Pediatric Advance Life Support*  
2 CR  
This course is designed to provide the Paramedic student with the skills and knowledge to handle pediatric emergencies in the pre-hospital setting. Pediatric patients are not treated as young adults. They are a distinct population with different responses to injuries than adults.

**Additional Information**  
Department approval required.

**EMT 240**  
*Skills Lab 1*  
2 CR  
This course is designed to provide the Paramedic student with the skills as prescribed by the Michigan Department of Public Health for the paramedic curriculum. This course includes skill practice and scenarios (computer, simulation, and classroom). This course is part of the paramedic curriculum and must be taken with EMT 245 within the same year of instruction.
Additional Information
Department approval required.

**EMT 245**  
2 CR

Skills Lab 2
This course is designed to provide the Paramedic student with the skills as prescribed by the Michigan Department of Public Health for the paramedic curriculum. This course includes skill practice and scenarios (computer, simulation, and classroom). This course is part of the paramedic curriculum and must be taken with EMT 240 within the same year of instruction.

Additional Information
Department approval required.

**EMT 250**  
3.5 CR

Paramedic Clinical Experience 1
This course is designed to provide the first semester clinical hours necessary to meet the requirements of the Michigan department of Public Health Paramedic curriculum. This course includes clinical rotations at various sites including ambulance, hospital, and skilled care facilities. Included in this course is 16 hours of simulation time to aid the students in meeting their required clinical competencies. In addition, classroom time is scheduled to review clinical procedures and review progress of the students.

Additional Information
Department approval required.

**EMT 255**  
3.5 CR

Paramedic Clinical Experience 2
This course is designed to provide the second semester clinical hours necessary to meet the requirements of the Michigan Department of Public Health Paramedic curriculum. This course includes clinical rotations at various sites including ambulance, hospital, and skilled care facilities. Included in this course is 7 hours of meeting and lecture time with the clinical coordinator, 28 hours of simulation time to aid the students in meeting their required clinical competencies, and 140 hours of time in the clinical environment. Classroom time is scheduled to review clinical procedures and review progress of the students.

Additional Information
Department approval required.

**EMT 260**  
5 CR

Paramedic Internship
This course is designed to provide the Field Internship as prescribed by Michigan Department of Transportation and the requirements of the Michigan Department of Public Health paramedic curriculum. This course is the last course taken as part of the Paramedic Program. This course includes clinical rotations at ambulance services as the lead Paramedic under the supervision of a field Paramedic. Students are expected to complete their clinical competencies during this
class. In addition, classroom time is scheduled to review clinical procedures and review progress of the students. This course includes at least eight hours of medical simulation to help achieve any missing Paramedic competencies.

**EMT 280**  
5 CR

**EMS Instructor/Coordinator Training**

The EMS instructor/coordinator course is designed to provide the student with the knowledge to become a licensed EMS Instructor/Coordinator within the State of Michigan. This course is based on the U.S. Department of Transportation National Standard Curriculum for an instructor training program. This course is approved by the Michigan department of Public Health in conjunction with **EMT 285** for licensure as an EMS Instructor/Coordinator in Michigan. For more information, please contact the EMS Education Director or EMS Instructor-Trainer.

**Additional Information**

Licensure as an EMT-B, EMT-S, or EMT-P; three years of full-time field experience; and departmental approval.

**EMT 285**  
5 CR

**EMS Instructor/Coordinator Practicum**

The EMS Instructor/Coordinator Practicum course is designed to provide the student with guided student teaching within an EMS course or courses. The student will be assigned a site(s) for student teaching. Within this site(s) the student will follow MDPH guidelines in didactic and lab skills lecture. The course instructor and site instructor will periodically meet with the student to review their performance. Following successful completion of this course, the student will be recommended for MDPH licensure as an EMS Instructor/Coordinator.

**Prerequisites & Requisites**

- Take EMT 280 with at least a grade of C-.

**Additional Information**

Department approval required.

**EMT 292**  
7 CR

**UMBC Critical Care Emergency Medical Transport**

This course is the nationally accepted University of Maryland-Baltimore County Critical Care Emergency Transport Program. This program is designed to prepare paramedics and nurses to function as members of a critical care transport team. Critical patients that must be transported between facilities require a different level of care from hospital or emergency field patients. Participants will gain an understanding of the special needs of critical patients during transport,
become familiar with the purpose and mechanisms of hospital procedures and equipment, and develop the skills to maintain the stability of hospital equipment and procedures during transport. Topics include: the critical care environment, breathing management, surgical airway management, hemodynamic management, cardiac management, pharmacological management, GI, GU and renal management, neurological management, complications of transport, and special considerations. This course is based on the updated 2011 curriculum as prescribed by the UMBC. It is highly recommended that students who take this course are currently licensed as a Paramedic or Registered Nurse, have BLS Provider, ACLS, ITLS/TNCC/PhTLS, PALS certifications and at least 2 years field experience. Lab fee

EMT 295

4.25 CR

UMBC Pediatric/Neonatal Critical Care Transport Course
This intensive one-week course is designed to prepare experienced paramedics, nurses, and respiratory therapists to function as members of a pediatric and neonatal critical care support team. This course is based on the nationally-accepted University of Maryland-Baltimore County course in pediatric/neonatal care. Participants will gain an understanding of the special needs of critical patients during transport, become familiar with the purpose and mechanisms of hospital procedures and equipment, and develop the skills to maintain the stability of hospital equipment and procedures during transport. In addition, this course may serve as a springboard for those institutions looking to expand into pediatric critical care.

Additional Information
Two years documented experience in critical care environment.
Lecture/Laboratory Policies

Classroom/Lab Attendance

Dependability and punctuality are important factors in the EMS clinical component. Any absences or tardiness, no matter how legitimate, disrupts the learning process of the students and disrupts the operation of the clinical sites. There are minimum numbers of state required hours that CANNOT be made up. Students missing more time than the minimum required class hours will neither be recommended nor eligible for the National Registry Examination.

Classroom hours (both lecture and lab) and all clinical hours (hospital, specialty, and ambulance), are included for this policy. Tardiness and leaving early will be counted against this required time. The student will be allowed absentee time according to the course syllabus and the Michigan state-level agency responsible for regulating EMS Education guidelines. Students are required to make up subject matter for missed classroom time regardless if excused or unexcused.

Any student missing more than 5 minutes, but less than 15 minutes of the class period will be considered tardy. Any student missing more than 15 minutes will be considered absent. The first tardy will result in a verbal warning to the student. A second tardy will result in a documented written warning to the student, and the third infraction will result in a full absence or 8 hours missed classroom time. Chronically tardiness or excessive absences can prevent the student from a completion document and are grounds from removal from the program. Any missing time will be recorded and counted towards the student’s attendance.

Platinum Planner and the clinical verification form will act as the attendance roster. Lack of signature will be considered an absence. All time not in class (arriving late or leaving early) will be tracked and considered time away from the “required minimum hours”.

General Lab Policies

1. Attendance at skills lab is mandatory.
2. Students must sign the attendance sheet and include the time of arrival.
3. All supplies must be placed in the correct station carriers, lockers, and/or storage areas before lab can be dismissed.
4. Universal precautions/BSI are to be used in all training and simulations. Any student who does not use universal precautions during training, testing, or simulations will be considered as having failed that area.
5. KCC Clinical uniform is to be worn to all Lab Classes. Kellogg Community College is not responsible for soiled, stained, or damaged clothing.
6. No skills will be performed in lab which have not been demonstrated and approved for practice by the lab instructor. For higher level labs (Advanced EMT/Specialist and Paramedic), it is assumed that all skills which are part of the license for Basic EMT will be performed without approval or previous demonstration.
Lab Simulation Policies

1. Because you are graded as a team, students should look like a team. Students should come to lab and simulation time slots with their clinical blue shirt and dark blue pants. Likewise, it is recommended that student always have a change of clothing in the event they become soiled in lab or clinical simulation. The Instructor will inform you the day of the simulation what clothing is required and may waive the use of clinical uniforms.

2. All students will receive equitable time as the lead technician as well as being the patient.

3. Students not involved in the direct simulation will perform critiques of the simulation. Remember this is a learning experience and all students will perform all roles.

4. If a patient is conscious they will answer questions according to the instructors prompting.

5. If a team wishes to obtain vital signs, one of the members will have to physically take the vital signs. The instructor will then provide any necessary changes to the vital signs obtained.

6. All simulations are performed in real time. In the initial phases of your training, if you become confused or need a moment to regroup, you may ask for a brief “timeout”. The lab instructor will inform you when this is no longer an option.

7. The lead technician on each scenario must write a run sheet for the call completed during the scenario. Run sheets are available in the paramedic lab. Once completed the run sheet should be given to the lab instructor for grading.

8. Understand that the meeting times for a clinical simulation shift are estimated times for completion. Students should not schedule any other activities (work, clinical shifts, etc.) for at least 2 hours after the end of a clinical sim shift so that they allow themselves adequate time to restock the supplies they used, write reports, and complete a debriefing or simulation. Different groups work at different speeds. Instructors will do everything they can to get everyone out on time, however students should be prepared for additional time, should it be needed.

Medical Simulation for Clinical Competencies

1. To obtain the more challenging clinical competencies, high-fidelity medical simulation will be utilized as part of the clinical course. In each of the 3 clinical courses (EMT 250, 255, and 260) clinical modules will be required as part of the clinical experiences. Students must use the When-to-Work program to sign up for clinical at the times offered. Participation in the clinical simulations is a mandatory component of the clinical experiences.

2. Clinical Simulation is meant to simulate what students should expect when working on an ambulance full-time. Therefore, the shift start time and end time is the time that the unit is expected to be in service and the end time is the time the shift should end. In real life, once a shift ends, the workers must prepare the vehicle for the next crew. Simulation shifts are no different. Equipment must be left in “ready to use” condition.
3. All clinical simulations are video recorded to allow better review during the debriefing. A time-encoded event log is kept which records changes in the patient status and what the students see on their monitors.

4. The following concepts are emphasized in clinical simulations;
   a. Adherence to medical protocols
   b. Leadership and teamwork skills
   c. Communications
   d. Sentient events
   e. Situational awareness
   f. Critical thinking skills
   g. Proper use of technology
   h. Assessment

5. If observed student competencies in Medical simulations achieve passing standards, they will be counted as part of the clinical competencies and recorded in Platinum Planner.

6. On clinical simulation dates, the simulation will be scheduled for a 4-hour block. It is the student’s responsibility to arrive early and check out their equipment and ambulance as a team. No time will be given to check the equipment once the simulation time starts.

7. The following is a typical simulation day;
   a. Prior to shift start, students should arrive to check equipment (radio, jump kit, drug bag, unit cabinets, extrication bag, oxygen levels, etc.) and get ready for the day’s calls. Students should be ready to respond by the start of the shift. If a group of students work as a team, this can usually be done in 15-20 minutes. If they take longer, it is the student’s responsibility to provide that additional time in their schedule prior to class. Generally, the simulation lab will be open at least one hour prior to a simulation. Time spent in simulations will count as clinical time.
   b. A short pre-brief will be given which educates the students on what to expect for the day. Included will be any changes or simisms (things we do to simulate reality) to expect. Students may also be given an opportunity to familiarize themselves with the manikin or manikins that they will be using for that day.
   c. Students will be moved to a staging area (usually the hallway past the shipping and receiving doors) and the first simulation will begin.
   d. Following the simulation, a debriefing will occur in which excellent actions and areas that can be improved will be reviewed. The purpose of debriefing is to help the student identify their strengths and weaknesses so that they can improve their performance. Clinical simulations are not to be punitive in any way.
   e. Additional simulations will be performed (usually 2-3 per shift) and debriefed.
   f. Upon conclusion of the last debriefing session, students will replace all supplies that are used. All equipment should be left in a condition ready for use by the next crew. Students are responsible for the condition they leave equipment in.
   g. Students should document the clinical shift in Platinum Planner according to clinical documentation standards.
8. Because simulations are often repeated within the same class, students should not discuss any specific information regarding the simulation or experiences of other students outside the simulation lab. This results in less learning for the next group of students and decreases the enjoyment. Remember, *what happens in the sim lab, stays in the sim lab.*

**Invasive Lab**

*Policies*

Lane Thomas 204 is the designated invasive lab for the Paramedic Program. Due to the nature of the invasive component of the paramedic class, some additional policies must be followed in the invasive lab:

1. All jackets, coats, books, bags, purses, and other personal belongings must be left in the lockers provided in the hallway prior to entering the invasive lab. Locks, at the student’s expense, may be temporarily placed on the lockers while using lockers during an invasive class session. Locks are not to be left on the lockers overnight or for any extended period. Locks left on lockers overnight will be cut off and removed. All food and drinks must be left outside the invasive lab area. There is a table provided in the hallway for these items.

2. In the event of a blood spill onto a surface other than the designated padding (floor, table, etc.), the instructor must be notified immediately. The spill must then be handled in accordance with posted guidelines.

3. **All live invasive procedures (procedures performed on a live person) may only be performed with a paramedic instructor present.**

**Invasive Skills**

Live IV sticks are part of the learning experience at Kellogg Community College. There will come a point in the paramedic’s education where he/she will graduate from simulated IV manikins to live IV sticks on fellow students prior to performing this skill on patients in a clinical setting. While there are some inherent risks to live IV sticks the chance of complications are remote if the following guidelines are followed.

1. All live IV sticks must follow aseptic technique as taught in the lab section and outlined below.
   a. Site selection is restricted to upper extremities in laboratory
   b. IV sites must be cleaned with both iodine and then with alcohol
   c. Cleansing must be in a circular pattern progressively away from the site
   d. Sites must be cleansed after IV’s are removed

2. IV sites may only be used once every fourteen (14) days. If a site is not healed within 14 days, it may not be used until it has completely healed.

3. If any of the symptoms below appear at an IV site, the student is to notify the lab instructor or the EMS clinical coordinator as soon as possible.
   a. Swelling for more than 48 hours after the IV stick
   b. Red streaks leading from the IV site
c. Pain for more than 48 hours after the IV stick
d. Sudden increase in temperature within one week of an IV stick
e. Any unexplained illness or prolonged illness during the program

4. If a student reports any of the above symptoms they will be examined by the lab instructor and/or the EMS Clinical Coordinator. If either professional feels there may be reason to suspect complications, the student will be referred to Occupational Medicine at Bronson-Battle Creek for follow up.

The remote chance of complications is far outweighed by the benefits of live sticks in the lab. These benefits include:

1. The opportunity for the student to examine the anatomy of a live model as it relates veins and other anatomic structures related to the skill of IV initiation.
2. The opportunity for the student to experience the “feeling” associated with a live IV stick. This experience is necessary prior to the student practicing on clinical patients.
3. The opportunity for the student to experience problems associated with live IV sticks prior to practicing in a clinical setting. These problems include valves, small veins, rolling veins, bleeding control and possible hematoma.
4. Empathy training. Students need to understand what the patient is experiencing while a procedure is being performed. This is paramount to the paramedic’s future understanding of the field.

**Open Lab Hours**

It is the policy of the EMS Program to provide time for students to practice with computers and equipment outside the normal scheduled lab hours. Lane Thomas Room 207 (computer lab) is normally open during College business hours for use by students to practice simulations and complete computer-based assignments. In addition, equipment within classrooms not in use can be made available to students for practice when arranged with faculty or staff. To check on availability, we recommend you contact your instructor, the EMS Secretary or other EMS staff. Only registered EMS students are allowed to use classrooms.

**Procedure**

To check out equipment, a valid driver’s license or State ID must be presented to the EMS staff. This will be kept until all equipment is returned.

**Open Lab Restrictions**

Students are not allowed to practice with the following devices without an instructor present in the room where the skill is being performed:

- Defibrillation
- Pacing
- Breaking of medication ampules
- IV’s or any intravenous procedures on “live” humans
EMS Ambulance
The EMS program operates an ambulance for training purposes. Students are not allowed to operate this vehicle without the direct permission of their Instructor. The vehicle is to be used for practice in lab and AllSafe driving. It is not intended for use, nor insured or licensed for use as an emergency vehicle. For this reason, the lights and siren are not to be used while driving the vehicle on non-KCC roads. Likewise, it is not intended for patient transportation.

Preparation Rooms

Main Equipment Preparation Room (Prep Room)
The Main Preparation Room for the EMS Program is located in the Lane Thomas Building, Room 202. This room is used to house a large inventory of EMS equipment, instructional materials, cleaning and maintenance items. Because of the high value of items housed and the potential for high traffic volume, this area is only to be entered by students with the direct permission of the lab instructor, lecture instructor, or EMS staff. If equipment is taken from this area for use within a skill, it should be returned to the location that it was found upon completion. Damage to equipment should be brought to the attention of the Instructor or EMS Staff.

Advanced Equipment Storage (Room LT-204)
Advanced Equipment is stored in lockers on the walls of the Lane Thomas Invasive lab. This room houses equipment used for the advanced lab skills. Students should enter this area only with the permission of their Instructor or an EMS staff member. Normally, this area is to be locked when not in use due to FDA/DEA rules/regulations and the value of the equipment housed.

Simulation Room (Room LT-106)
The EMS simulation room houses the ambulance simulator, living room/bathroom simulator, multipurpose room simulator, pediatric room simulator, ER patient room simulator and more. Use of this room requires an EMS Instructor to be present. Students must be trained in the proper use of the simulation equipment prior to their use. This area is an open area that multiple classes can use simultaneously.
Dress Code

Requirements
- Students are required to be in full uniform in **both** the clinical and classroom settings
- KCC EMS Education Polo Shirt: Provided by KCC Public Safety Education Department
- KCC EMS Education Lab T-shirt: Provided by KCC Public Safety Education Department
- Navy EMS slacks/navy jacket (no logo) for clinical
- Black polishable shoes (leather and lace up preferred)
- Black belt
- Watch with sweeping second hand
- TB mask (provided in class)
- Name Badge (KCC and Hospital ID Badge)

Name Badge
All EMS students will be required to wear a name badge at all times. The name badge can either be clipped on the shirt at the neckline or worn on a lanyard during class. The name badge must display the student’s name, their EMS program, and the school year.

Fit Testing
Each student is required to be fitted with an approved TB mask (N95). The mask will be fitted in class prior to clinical participation. Due to OSHA requirements, no facial hair will be permitted if a proper mask seal cannot be obtained. It is the responsibility of the student to remember his/her mask size and to carry the mask during all clinical rotations. (See Fit Testing Form Appendix D).
Academic Performance

Student Responsibilities

- All students are expected to be aware of all criteria set forth and adhere to be cognizant of their role in the learning process.
- It is the student’s responsibility to read and understand the course outline and adhere to the program attendance policy.
- As a student, you are expected to schedule at least two hours of study time outside of class for each hour the class meets.
- Each student is responsible for reading the text, completing all assignments and not relying entirely on classroom lecture to learn the required material.
- If help is needed in completing an assignment, the student must show the attempted work when seeking help. The student is encouraged to contact the instructor during posted office hours or by special appointment.
- Each student is responsible to be honest with all paperwork associated with completing the course requirements: homework, exams, clinical, and internship. If the student fails to do so, this will result in a grade of zero. See academic policy for cheating.
- The student should read, understand and refer to the National curriculum, State objectives, course outline, and student handbook.
- The student should save (archive) samples of his/her best work because to complete a portfolio, which will be required for program completion. The student is encouraged to contact the instructor if there are any questions.
- Students must come to class dressed appropriately in uniform, wearing proper ID, on time, and with all completed assignments.
- Participation in all classroom/lab activities is mandatory. Failure to participate will result in an incomplete for the class.
- The student is responsible for all announcements and material presented in class, for completion of all homework and lab assignments, and for actively participating in the learning process, which includes participating in Jet Net and utilizing the KCC email system as correspondence, which will be maintained through this source.

Didactic Grading Policies

Each course instructor or team of instructors will decide how the grading in the course is to be determined. This will include numbers of quizzes, tests, homework assignments, papers, presentations, skills evaluations, etc. The instructor(s) will also be responsible for deciding the relative weights of each item (ex: tests are worth 40% of the final grade, etc.). Generally, it is the policy of the EMS Program that the Final Examination is worth no less than 25% of the final grade and it is cumulative in nature. Students will be assigned a final percentage from which the final grade will be assigned using the scale below.

An EMS student must maintain a 2.5 GPA (80% level) in the EMS courses while they are in the program, and must maintain this overall GPA to receive the Associate of Applied Arts and Science Degree or the Certificate Degree. A student will not be allowed to register for the next
semester in a series (i.e., Paramedic EMS 160 followed by EMS 170) without a 2.5 minimum. If at any time a student falls below the minimum, the student will be expected to seek guidance from the instructor and to adhere to any or all academic suggestions.

Grades will be changed only for incomplete grades or faculty/clerical error. Incompletes will only be given in extreme situations (i.e., death, serious medical, etc.). It will NOT be utilized for change of job, poor attendance, etc. In order for a student to be granted an incomplete they must be in excellent academic standing, meet what the instructors to consider “an extreme situation”, and sign a waiver. The waiver will state they, the student, understand they will have one (1) semester to complete the course or the last grade earned will be used in computing a student’s cumulative grade point average. All grades will remain on the student’s academic records and any grade not used to compute a student’s GPA will be designated. The complete credit hours will be counted only once for each degree/certificate purpose. EMS courses earning an Incomplete that are longer than one (1) semester will require that students attend all semesters again from the beginning due to the nature of the courses and loss of didactic and practical skills. Any exception to this rule will be decided on the case by case basis.

All EMS course grades are first figured as a percentage of total possible points on the examination; then, the percentage is converted to a number grade using the following scale.

<table>
<thead>
<tr>
<th>Percent</th>
<th>Grade</th>
<th>Percent</th>
<th>Grade</th>
<th>Percent</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>97 – 100%</td>
<td>A</td>
<td>86 – 88%</td>
<td>B-</td>
<td>75 – 79%</td>
<td>D+</td>
</tr>
<tr>
<td>94 – 96%</td>
<td>A-</td>
<td>84 – 85%</td>
<td>C+</td>
<td>73 – 74%</td>
<td>D</td>
</tr>
<tr>
<td>91 – 93%</td>
<td>B+</td>
<td>82 – 83%</td>
<td>C</td>
<td>70 – 72%</td>
<td>D-</td>
</tr>
<tr>
<td>89 – 90%</td>
<td>B</td>
<td>80 – 81%</td>
<td>C-</td>
<td>0 – 69%</td>
<td>F</td>
</tr>
</tbody>
</table>

The final grade is given is an accumulation of coursework grades and includes performance in the affective domain. At times, content from previous courses will be tested in subsequent courses. It is the student responsibility for material covered in prior courses, as many EMS courses build on previous knowledge.

**Minimum Passing Grade**

The minimum score necessary for course completion is 80 percent. Students who do not receive a minimum score of 80% (C-) are not eligible to challenge the state exam for licensure. Students who receive a score below 80% also are not eligible to continue in their program of study until the failed course is repeated with a satisfactory grade. Pass/Fail courses must receive a minimum “Pass” score to be eligible for the state licensing exam. This applies to all EMS coursework.
Supportive co- or prerequisite coursework may have a higher minimum grade requirement then C- as a course prerequisite. Consult the prerequisite requirements for specific courses in the KCC College Catalog. For example, BIOL 202 requires successful completion of the BIOL 201 with a “C” or better as a prerequisite for enrollment.

The minimum passing grade for any course to be applied towards the Michigan state-level agency responsible for regulating EMS Education approved certificate and eventual licensure is a C- (80%) or “Pass”. There are no exceptions to this rule. Required pre-or co-requisite courses such as Anatomy and Physiology may have higher minimum grade prerequisite scores.

Comprehensive Final Written Examination
A comprehensive department final examination will be given at the end of the course. This test is written at the department level to assure competency in all courses. All students must pass this examination with a minimum score of 80% in order to be eligible for the National Registry of EMT’s or state exam for their respective level of licensure. Any student who does not pass the exam with the minimum score will be given the opportunity to review and challenge the exam a second time. Any student who does not pass the third attempt will not receive a completion certificate and will not be eligible for national certification. Normally, the final examination for each of the licensure levels will be given as follows:

- EMT 110 (lecture section) Final Exam for Medical First Responder
- EMT 120 (lecture section) Final Exam for Basic EMT
- EMT 230 Final exam for Paramedic
- EMT 260 Final Exam for Clinical/Internship
- EMT 280 Final Exam for EMS I/C

Comprehensive Computerized Adaptive Testing
Students are required to pass a computerized adaptive test as part of their Basic EMT and Paramedic Programs. Within the Basic EMT Program, this exam must be passed prior to be allowed to challenge the final written comprehensive exam. Within the Paramedic program, this exam must be passed prior to completing the clinical internship (EMT 260).

The results on the CAT test are in broken down by category and score for the students. Possible scores in each category are: Fail, Not Good, Good, and Pass. A score of Fail or Not Good are not acceptable for minimum passing scores. A score of Good or Pass is an acceptable passing score.

For KCC, all students need to complete this CAT online comprehensive final exam with a score of Good or Pass in all modules to be deemed acceptable and successful for recommendation to take the National Registry Exam. If you have specific questions regarding this exam, see your classroom lecture instructor.
Lab Grading
Students are required to pass all skill lab assessments with 100% accuracy. Lab skill exams (midterm and final) are based on the first attempt at a skill testing station. Students will be allowed a second attempt at the skill station if they fail the first attempt. If the student fails the second attempt at the skill station the student will fail the lab skills exam and therefore, the lab course unless deemed otherwise by the program director. This policy applies to all lab practical exams. Lab courses are graded with a final grade of “P” for Pass or “F” for Fail based on performance in the coursework. No letter grade is normally assigned for skills courses due to the nature of the class.

Lab Skills Exam Grading
Students are also required to pass all Critical Skills and Skill Lab Assessments for courses that include Critical and Lab Skills as outlined below. Lab skill exam grades are based on the first attempt at a skill at the testing station. Students will be allowed a second attempt at a practical skill if they fail the first attempt, however, the point score from the first attempt will be used to determine the exam score. If the student fails a second attempt at a skill the student fails the station and therefore the lab. This policy applies to all lab practical exams. All appeals must be brought to both the primary instructor and the lab instructor.

Following this, the appeal procedure (outlined below) is used.

Lab Courses (EMT 110 (lab), EMT 121, EMT 240, and EMT 245) are graded with a final grade of “P” for Pass or “F” for Fail based on performance in the coursework. No letter grade is normally assigned for skills courses due to the nature of the class.

Clinical/Internship Grades
Students are required to complete ALL CLINICAL/INTERNSHIP hours within the allotted time frame. Students are also required to submit all required clinical documents as described in the Clinical/Internship Paperwork section. Students must also meet the minimum clinical skill competences. Clinical/Internships courses are graded with a final grade of “P” for Pass or “F” for Fail based on performance in the coursework. No letter grade is normally assigned for skills/clinical courses due to the nature of the class.

Medical First Responder Level
There is no clinical grade at this level. Instructors may give discretionary extra-credit towards the final grade. Such extra-credit should have some form of documentation (run form, evaluation, or report.)

Basic EMT, Specialist EMT and Paramedic Level
It is important to note again that if a student fails the clinical portion of a course that the student fails the entire course regardless of academic performance.

The KCC EMS program has moved all but the shift summary reports to an electronic website (Platinum Planner) for clinical related submissions. The shift summary is completed, photo-
copied and uploaded to the Platinum Planner site. This process and the associated details are explained and reviewed at the beginning and throughout the course.

For each clinical the student will be required to complete a clinical rotation summary in Platinum Planner documenting skills performed and summary of activities and patients seen. Students will also be required to complete patient care reports (PCRs) for each ambulance clinical attended. Other coursework may be assigned at the discretion of the lead or clinical instructor.

Please note: while every effort will be made to coordinate clinical schedules around student schedules, clinical rotations are mandatory and the EMS Program reserves the right to assign students to clinical. It is the student’s responsibility to attend clinical and meet the objectives for clinical rotations.

**EMT 122 – Defensive Driving Course**

The Defensive Driving course is a unique course that allows the student to not only learn the concepts of defensive driving, but also put them into action.

Because of its unique nature, there are specific rules and requirements pertaining to this course that must be abided by.

**Driver’s License Requirement**

Students must provide a copy of a current driver’s license at the beginning of the second class period. This license must be in their possession to participate in all hands on sessions involving driving. Also, a valid driver’s license will be required for the student to participate in the closed driving course portion of the class.

**Minimum Attendance requirement**

Students are expected to attend all classes within the semester. **If any single class is missed, the entire course must be repeated.**

**Transfer Credit for Defensive Driving**

To be considered for transfer credit equivalency, students must have had an Ambulance Defensive Driving course for eight hours of classroom time, demonstrated proficiency in an obstacle course, and had at least eight hours of road time demonstrating proficiency with driving skills. Equivalent coursework will be evaluated on a case-by-case basis as presented. Equivalent coursework must represent a minimum of 20 hours classroom and road time.

**Critical Concepts & Skills**

Certain skills at which are performed by EMS professionals are considered to be critical skills. These skills are defined by the instructors as those which could adversely affect patient care if performed improperly. The following critical skills have been identified as included at each of the following levels (but not limited to):

**Medical First Responder**

- Patient assessment (IPS)
- Cardiopulmonary resuscitation (all skills in the HealthCare Providers Course)
- Airway and oxygen therapy skills (listed in the Michigan Goals & Objectives)
- Backboarding
- Extrication
- Splinting
- Bandaging
- Automatic/semi-automatic defibrillation

**Basic EMT**
- All skills listed in Medical First Responder
- Medication administration
- Traction splinting
- Combitube airway usage

**Advanced EMT**
- All skills listed in the Basic EMT & MFR levels
- Medication Administration
- Intravenous/intraosseous fluid administration

**Paramedic**
- All Skills listed in Advanced EMT/Specialist, Basic and MFR levels (these skills are expected to be performed incorporating the advanced knowledge base)
- Manual defibrillation
- Pacing
- Advanced airway skills (Chest Decompression, Cricothyrotomy, etc.)
- Medication administration (all forms)
- ECG interpretation
- Critical thinking
- Protocol usage
- Triage/IPS/mass casualty incident command – medical sector

Any student who does not meet the minimum requirements of these sections during the program must perform remediation (see below). Any student who fails to meet the minimum requirements of the above sections at the final exam or who fails to perform remediation will not be eligible to challenge the Michigan state-level agency responsible for regulating EMS Education exam for licensure regardless of the student’s point score. Students who are deficient in any critical skill areas are not eligible to continue in the program.

**Remediation**
Remediation is a skill designed to improve a student’s comprehension of a particular subject. Any student who fails to meet minimum requirements for a written critical concept will be required to research the topic and present a 2–3 page typed report to the instructors. Any student who fails to meet minimum requirements on any practical skill will be required to spend an additional two (2) hours of practice on the skill under the supervision of an instructor or
his/her designee and then be reevaluated on the skill. Remediation is not meant to punish the student but to allow the student to reach a reasonable level of mastery of the subject.

**Re-Evaluation of Critical Skills**

A student who has failed a critical skill is allowed one re-examination on that skill following remediation. When a retest is occurring, two EMS Staff members must be present to witness the validity/fairness of the exam being administered to the student. The first staff member will perform the evaluation of the student based on the accepted criteria for the test. The second staff member evaluates that the test, scoring and outcome are valid and fair for the performance witnessed. The following chart indicates who is recommended for the re-examination process at each program level.

<table>
<thead>
<tr>
<th>Program</th>
<th>Primary Evaluator</th>
<th>Testing Process Evaluator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical First Responder</td>
<td>Primary Lab Instructor</td>
<td>Full-time EMS Faculty</td>
</tr>
<tr>
<td>Basic EMT</td>
<td>Primary Lab Instructor</td>
<td>Full-time EMS Faculty</td>
</tr>
<tr>
<td>Specialist EMT</td>
<td>Primary Lab Instructor</td>
<td>Faculty Coordinator</td>
</tr>
<tr>
<td>Paramedic</td>
<td>Primary Lab Instructor or Primary Course Coordinator</td>
<td>EMS Faculty Coordinator</td>
</tr>
<tr>
<td>EMS I/C</td>
<td>Primary Instructor</td>
<td>EMS Faculty Coordinator</td>
</tr>
</tbody>
</table>

Following the evaluation, both evaluators will complete separate evaluations prior to discussing the evaluation with each other or the student. These are to become part of the student record and the outcome of the evaluation will be shared with the student upon completion.

**Comprehensive Final Practical Examination**

Students are required to pass a practical skill examination at the end of their course. Students must successfully complete all areas of the exam in order to be eligible for licensure. Students will be allowed a second attempt at the skill station if they fail the first attempt. If the student fails, the second attempt at the skill station the student will fail the Comprehensive Final Practical Examination. Any student who does not pass the second attempt will not receive a completion certificate and will not be eligible for national certification, and therefore, be removed from the program of study unless deemed otherwise by the program director. Normally, the Final Practical Exam will be given during the following courses:

- EMT 110 (lab section) for Medical First Responder
- EMT 120 for Basic EMT
- EMT 245 for Paramedic

**Affective Laboratory Evaluation**

Utilizing the Kellogg Community College Professional Behavior Evaluation form, an evaluation of student performance, obtained three times per semester (week 3, 8, and 14), effectively
measures student progression in the affective learning domain. This evaluation ensures each student demonstrates professional behavior and growth throughout his or her EMS education.

Students are required to pass a minimum of two evaluations per semester. Students, who do not successfully pass the Professional Behavior Evaluation, will receive a written warning and participate in an advising meeting regarding their poor affective evaluation. A second failing evaluation within the same semester will indicate a critical warning and the potential for removal from the program of study. Each score of “Not yet Competent” will result in deduction from the total points possible (11 points possible). Passing cut scores are outlined below per class section.

<table>
<thead>
<tr>
<th>Affective Evaluation Passing Score</th>
<th>EMT 110</th>
<th>EMT 120</th>
<th>EMT 220</th>
<th>EMT 230</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Week 3</strong></td>
<td>80%</td>
<td>80%</td>
<td>80%</td>
<td>90%</td>
</tr>
<tr>
<td>(Score: 9/11)</td>
<td>(Score: 9/11)</td>
<td>(Score: 9/11)</td>
<td>(Score: 10/11)</td>
<td></td>
</tr>
<tr>
<td><strong>Week 8</strong></td>
<td>90%</td>
<td>90%</td>
<td>90%</td>
<td>100%</td>
</tr>
<tr>
<td>(Score: 10/11)</td>
<td>(Score: 10/11)</td>
<td>(Score: 10/11)</td>
<td>(Score: 11/11)</td>
<td></td>
</tr>
<tr>
<td><strong>Week 14</strong></td>
<td>90%</td>
<td>90%</td>
<td>90%</td>
<td>100%</td>
</tr>
<tr>
<td>(Score: 10/11)</td>
<td>(Score: 10/11)</td>
<td>(Score: 10/11)</td>
<td>(Score: 11/11)</td>
<td></td>
</tr>
</tbody>
</table>

Platinum Testing

A student may (varies by class) be issued authority to use the EMS CAT Testing. Students may not in any way cut and paste, copy, or reproduce the test questions. This is a copyright infringement. Students found reproducing this test material will be immediately dismissed from the program and their information will be turned over to legal affairs and to the Platinum Education Group.

Test materials may be generated from any validated source or may be written by the KCC EMS program and validated against the National Curriculum. Platinum quizzes and tests are monitored by the instructors. You are only allowed to access the quizzes/tests that you have been cleared to take.

Cheating

Cheating is defined as but not limited to: copying another’s answers; giving answers on tests to another; bringing answers to a test situation; plagiarism including copying other student’s papers, etc.; forging competency evaluation forms; forging or misrepresenting clinical hours; any other act which does not truly reflect the student’s progress. Breaching security measures on quizzes, tests and exams may be cause for termination, including copying test questions. Any student found cheating in any EMS course will fail that course and a written warning will be issued following the due process procedure. While KCC encourages students to collaborate in study groups, work teams, and with lab partners, each student should take responsibility for accurately representing his/her own contribution.
The Academic Integrity Policy can be found in the current KCC Student Handbook:
http://www.kellogg.edu/about/public-info-marketing/publications/

**Tutoring**
Tutors may be available to help students having difficulties in various EMS and related topics. If a student is having difficulty in a course, they may request a tutor from The Bridge. The Bridge staff will work with the EMS or related department/instructor to identify another student who has the ability and is willing to be a tutor. This service is done at no charge to the student. Because EMS students utilize skills and equipment that are unique, The Bridge and EMS Program have agreed to allow, when it is available and required, the use of the EMS Program area for their sessions.

While Kellogg Community College will make every effort to provide a tutor to students who are having difficulty and request help, it cannot guarantee that a tutor will be found within a discipline or that the use of this tutor will be effective. If a student desires a tutor or has additional questions, they should either call The Bridge at (269) 660-2296 or apply online at http://www.kellogg.edu/services/the-bridge/tutoring-at-the-bridge/. The Bridge is located on the 2nd floor (upstairs) of the Ohm Information Technology Center on the Main Battle Creek Campus.

**CPR Certification Requirement**
Every student is required to obtain a “BLS Provider” CPR Certification via The American Heart Association. This training includes infant, child, adult, 1 man – 2-man CPR, choking and AED devises. CPR *must* be maintained and proven every 2 years.

**Continuous Quality Improvement**
Instructors and Lab Assistants are continually working to improve their overall presence in the classroom. A major way for Instructors and Administrators to know where improvements are needed is through Student Evaluations. Instructors and Administrators do a subjective review bi-annually on their performance. Core instructors meet or discuss educational goals through face-to-face meetings and via email to identify areas for improvement and change, implementing the best solution. Advisory Committees and the Physician Director are included in discussions and collective decisions.

**Incomplete “I” Grade Policy**
The grade of "I" may be awarded only when the instructor has determined that illness, unavoidable absence, or extenuating circumstances will prevent the student from completing all course requirements. At a minimum, they must have completed a majority of the coursework and have a passing grade at the time the student requests the "I" from their instructor.

**Remaining course requirements must be completed within one calendar year of the end of the semester in which the "I" grade was assigned.** It is the student's responsibility to make arrangements with the instructor issuing the grade for completion of the remaining course requirements. If the course requirements are not completed, the "I" grade will remain on the student's academic record.
Course Withdrawal Policy

If the student drops a class during the refund period, their academic record will not be affected. If they withdraw after the refund period and before the last date to withdraw, a grade of "W" is placed on their transcript. If they withdraw after the last date to withdraw for a grade of "W", the grade of "F" is placed on their transcript. The decision to withdraw from a course can have a significant impact on a student’s financial aid and their academic record. For financial aid purposes a "W" is treated the same as the grade of "F". Be sure to read the course withdrawal policy in the College catalog and contact the Financial Aid Office for more information on how this decision will affect student’s financial aid award.

The last day to drop for a refund and the last date to withdraw for a grade of "W" can be found at www.kellogg.edu. Click on "Class Schedule" (located just above the Bruin portal icon on the home page), or on "schedules" (located in the lower right hand corner of every web page). Locate the course you are enrolled in and click on the hyperlink for the course title. The dates are listed in the section information detail.
Clinical Rotation Objectives

Emergency Department

Goal: The goal of this rotation is for the student from Kellogg Community College to actively participate in Emergency Departments, becoming familiar with procedures performed at each institution.

Objectives: The objectives for this rotation are to allow the student to develop and increase their knowledge in areas of patient assessment, triaging, IV insertion* and management of patient illness or injury. All skills will be performed under the close supervision of a hospital approved preceptor. The student will have the opportunity to practice and/or observe the following skills:

REQUIRED:

1. Obtain a medical history
2. Perform patient assessments
3. Interpret ECGs (paramedics only)
4. Auscultate lung sounds
5. Utilize physical survey
6. Participate in medical emergencies
7. Perform peripheral IV insertion*
8. Triage patients
9. Assist in cardiac arrest care, including CPR (all students), defibrillation and medication administration*
10. Administer medications via endotracheal tube*
11. Phlebotomy*
12. IV push/bolus medications and infusions*

OPTIONAL (At the option of the hospital):

1. NG Tube placement
2. Cardiac pacing (external)*
3. Cricothyrotomy*
4. Chest decompression*
5. Foley catheter insertion*

*Denotes ALS skill only

Ambulance Service

Goal: The goal of this rotation is for the student from Kellogg Community College to actively participate in Ambulance Emergency and Non-emergency runs and become familiar with patient care as performed at each service.

Objectives: The objectives for this rotation are to allow the student to develop and increase their knowledge in areas of patient assessment, triaging, IV insertion, and management of patient
illness or injury. All skills will be performed under the close supervision of an ambulance service approved preceptor. A minimum of three run sheets must be submitted for each rotation. The student will have the opportunity to practice and/or observe the following skills:

REQUIRED (all levels including Advanced-EMT and Paramedic)

1. Obtain a medical history
2. Perform patient assessment
3. Auscultate lung sounds
4. Utilize physical survey
5. Participate in medical emergencies
6. Observe emergency driving
7. Write patient care reports
8. Observe/give unit to hospital radio reports
9. Triage patients
10. Apply MAST (medical anti-shock trousers) pants
11. Assist in cardiac arrest care, including CPR (all students)

REQUIRED (Advanced-EMT and Paramedic only)

1. Defibrillation and medication administration
2. Interpret ECGs
3. Perform peripheral IV insertion
4. Administer medications via endotracheal tube
5. IV push/bolus medications and infusions
ICU/CCU/CSU

**Goal:** The goal of this rotation is to allow the student from Kellogg Community College the opportunity to observe the cardiac/critical care patient and utilize procedures performed in the ICU/CCU/CSU.

**Objectives:** The objectives for this clinical rotation are to allow the student the opportunity to observe all types of cardiac dysrhythmias, administer medications, and perform defibrillation. During the ICU/CCU/CSU rotation the student will have the opportunity to observe the monitoring system in the CCU/ICU and under the direct supervision of the preceptor demonstrate the following skills.

**All Paramedic Students**
1. Recognize dysrhythmias
2. Describe and implement appropriate treatment
3. Document dysrhythmias with an ECG strip
4. Perform defibrillation
5. Administer IV medications both by infusion and bolus
6. IV insertion
7. ET tube placement

**Critical Care Paramedics**
1. Observe and participate in the use and care of a chest tube.
2. Observe and participate in the initiation of, changing, and maintenance of central venous lines.
3. Observe patients with pulmonary artery pressure lines and be able to change the pressure line, recognize wave form malfunctions and correctly flush the line.
4. Observe and use pulse oximetry.
5. Observe and use end tidal CO₂ monitoring.
6. Observe and assist with maintenance of ventilator settings and ventilator dependent patients.
7. Obtain ABG and lab values and discuss significance with the preceptor.
8. Recognize and accurately identify vasoactive and critical care medications.
9. Other skills as assigned by the CCU/ICU/CSU department.

Labor & Delivery

**Goal:** The goal of this rotation is to provide the student from Kellogg Community College the opportunity to become knowledgeable in the labor and delivery stages of the obstetrical patient.

**Objectives:** The objectives for this clinical rotation are to allow the student to observe and participate in the birth of a child in a complicated and uncomplicated patient. During the obstetrical rotation the student will be given the opportunity to observe and actively participate in the labor and delivery of an obstetrical patient. Under the supervision of a preceptor the student will demonstrate the following techniques:
1. Assist with patient care
2. Observation of labor and delivery of an uncomplicated birth
3. Observation of labor and delivery of a complicated birth
4. Perform phlebotomy
5. IV insertion
6. Administer approved IV medication, bolus and infusion

**Neonatal Care Unit/Pediatrics**

**Goal:** The goal of this rotation is to provide the student from Kellogg Community College the opportunity to become knowledgeable in the area of newborn and pediatric assessment skills.

**Objectives:** The objectives for this clinical rotation are to allow the student to assess the newborn and/or pediatric patient in a hospital setting. During the neonatal/pediatric rotation, each student will have the opportunity to demonstrate under direct supervision of a preceptor the following techniques:

1. Assess a newborn and/or pediatric patient
2. Document a newborn and/or pediatric history
3. Perform physical examination on a newborn and/or pediatric patient
4. Present a complete written patient assessment including history and treatment
5. IV insertion (optional)
6. ET tube placement (optional)
7. Medication administration as directed

**Inpatient OR**

**Goal:** The goal of this rotation is for the student from Kellogg Community College to perform endotracheal intubation.

**Objective:** The objective for this clinical rotation is to allow the student to become proficient in the practice of endotracheal intubation. Under the guidelines of a hospital approved preceptor, the student will perform the following techniques:

1. Airway management
2. Proper use of the laryngoscope
3. Selection of correct size endotracheal tube
4. Proper visualization
5. Insertion of endotracheal tube
6. Proper securing of the tube
7. Proper auscultation of lungs for tube placement
8. Use of end tidal measurement device (optional)
9. Pulse oximeter (optional)
10. BVM (bag valve mask) use
**Outpatient OR**

**Goal:** The goal of this rotation is to provide the student from Kellogg Community College the opportunity to become proficient with the technique of peripheral IV insertion.

**Objectives:** The objective for this clinical rotation is to allow the student to insert a minimum of 20 IV’s it the satisfaction of a designated preceptor. During the IV rotation, each student will have the opportunity to perform IV insertions on actual patients under direct supervision and proficiently demonstrate to the satisfaction of the preceptor the following techniques.

1. Demonstrate aseptic technique.
2. Insert IV.
3. Secure IV.
4. Calculate flow rate.

**Psychiatric**

**Goal:** The goal of this rotation is to give the student from Kellogg Community College exposure to patients with pre-existing psychiatric illnesses. While interaction and assessment would be preferable, the primary role of the student should be in observation. The student should observe patient and staff interaction, reactions, and assessment skills.

**Objectives:** The objective of this clinical rotation is to safely gain competency in patient assessment and treatment of patients experiencing psychiatric emergencies or events. All skills will be performed under the close supervision of a hospital approved preceptor. During clinical rotations in this area, the student should have the opportunity to gain experience and develop proficiency in the following skills:

1. Methods of interviewing patients with emotional, psychiatric, or chemical dependency problems
2. Signs and symptoms of psychiatric illnesses and relate them to specific diagnoses and treatment modalities
3. Psychotropic drugs and their side effects
4. Safety measures used when caring for psychiatric patients
5. Medical-legal issues relating to psychiatric and chemically dependent patients
6. Signs and symptoms of chemical dependency withdrawal
7. Treatment modalities for chemical dependency
8. Write a patient assessment for a psychiatric or chemically dependent patient

**Telemetry**

**Goal:** The goal of this clinical rotation is to give the student from Kellogg Community College exposure to multiple cardiac rhythms. The student should spend the rotation observing and interpreting cardiac rhythms.

**Objectives:** The objective of this clinical rotation is to allow the student to observe and interpret multiple cardiac rhythms.
Clinical/Internship Paperwork

All students are required to maintain copies of all forms and verification paperwork.

Each student must submit:

- Verification for each clinical shift
- Lab and Clinical skill competency verification (varies by class)
- Generate the minimum amount of patient care reports (varies by class)
- Generate a student site evaluation
- Return a signed and sealed copy of a student affective behavior evaluation form from the clinical experience

Electronic clinical paperwork is to be submitted no later than 24 hours after completion of the clinical experience. All paper forms are to be submitted no later than seven (7) days following the completion of the clinical. **Failure to return electronic clinical paperwork within 24 hours and/or failure to return any paper forms within seven (7) days of the clinical will result in shift invalidation and require the clinical be repeated.**

Minimum Clinical Requirements

Evaluation of the candidate’s clinical performance is strictly a competency based structure. While this text lists the minimum requirements for clinical completion the student must also participate in the hours required for certification at their particular level. These hours are represented in the charts below.

Each time you participate in a clinical, a clinical shift summary must be performed that documents the times you were at the clinical site, date, crew or supervisor, and location. In addition, you must summarize your activities for that date including all patients you encounter for major blocks of time and what skills you performed or observed.

For all EMS clinical experiences and simulations where you are the lead care provider, you are required to complete a run form to be turned in with your clinical paperwork. You must complete a Pre-hospital Care Report (PCR) for every patient encountered. This PCR must be photo-copied and uploaded to your account with the Platinum Planner.

**EMT 110 – Medical First Responder**

Students are not required to participate in any clinical experience at this level. Students have the option of participation in 1-2 shifts at an Ambulance or First Response agency providing they meet the policies set forth within this clinical section.
### EMT 123 – Basic EMT

<table>
<thead>
<tr>
<th>Clinical Site</th>
<th>Number shifts Required</th>
<th>Total Hours</th>
<th>Case Studies</th>
<th>Run Sheets</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Room</td>
<td>2 8-hour</td>
<td>16</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Ambulance/Fire</td>
<td>3 8-hour or 2 12-hour</td>
<td>24</td>
<td>None</td>
<td>1 per patient</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>5</strong></td>
<td><strong>40</strong></td>
<td><strong>None</strong></td>
<td><strong>TBD</strong></td>
</tr>
</tbody>
</table>

### EMT 250 – Paramedic Clinical Experience 1

<table>
<thead>
<tr>
<th>Clinical Site</th>
<th>Number shifts Required</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Room</td>
<td>5</td>
<td>40</td>
</tr>
<tr>
<td>Inpatient OR</td>
<td>3</td>
<td>12</td>
</tr>
<tr>
<td>Cardiology Lab</td>
<td>1</td>
<td>8</td>
</tr>
<tr>
<td>EMS</td>
<td>1</td>
<td>12</td>
</tr>
<tr>
<td>Nursing Home</td>
<td>2</td>
<td>16</td>
</tr>
<tr>
<td>Simulation</td>
<td>4</td>
<td>20</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>108</strong></td>
<td></td>
</tr>
</tbody>
</table>

### EMT 255 – Paramedic Clinical Experience 2

<table>
<thead>
<tr>
<th>Clinical Site</th>
<th>Number shifts Required</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cardiology Lab</td>
<td>1</td>
<td>8</td>
</tr>
<tr>
<td>In Patient OR</td>
<td>3</td>
<td>24</td>
</tr>
<tr>
<td>ICU/CCU/CSU</td>
<td>3</td>
<td>24</td>
</tr>
<tr>
<td>Labor &amp; Delivery</td>
<td>2</td>
<td>16</td>
</tr>
<tr>
<td>Neonatal/Pediatric</td>
<td>2</td>
<td>16</td>
</tr>
<tr>
<td>EMS</td>
<td>2</td>
<td>24</td>
</tr>
<tr>
<td>Simulation</td>
<td>7</td>
<td>35</td>
</tr>
<tr>
<td>Emergency Room</td>
<td>2</td>
<td>16</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>163</strong></td>
<td></td>
</tr>
</tbody>
</table>

### EMT 260 - Paramedic Clinical Internship

<table>
<thead>
<tr>
<th>Clinical Site</th>
<th>Number shifts Required</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS Field Internship</td>
<td>20</td>
<td>240</td>
</tr>
<tr>
<td>Simulation</td>
<td>2</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>250</strong></td>
<td></td>
</tr>
</tbody>
</table>

### Paramedic Competencies (EMT 250, 255, 260)

1. At the Paramedic level, besides a minimum of 250-300 clinical and 250-300 internship hours, clinical competencies must be completed by the end of the program. These clinical competencies can be obtained both in lab class, clinical simulations, and in the clinical environment.
2. All competencies are tracked on the Platinum Planner website. They are thereafter approved by either/and/or the course lead instructor/clinical coordinator. **Students will have 7 days in which to submit their documentation onto the Platinum Planner, otherwise it may be rejected.**

3. If a student is short on the number of required clinical competencies, additional clinical time will be scheduled in areas where there is the greatest potential for achieving the desired number listed within the competency. It is important that students record competencies achieved in simulations since these can often make a difference in the total number of competencies achieved.

4. Because students are often employed at ambulance services, it is important that they recognize that they are **not** permitted to perform clinical skills while on duty nor are they permitted to work while attending a clinical rotation. Work and clinicals may not be done simultaneously.

<table>
<thead>
<tr>
<th>Competency Name</th>
<th>Suggested Fall Completion</th>
<th>Suggested Spring Completion</th>
<th>Total number by end of EMT 260</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abdominal Assessment and Plan Rx</td>
<td>5</td>
<td>10</td>
<td>20</td>
</tr>
<tr>
<td>Adult Patient Assessment</td>
<td>20</td>
<td>30</td>
<td>50</td>
</tr>
<tr>
<td>Adult Dyspnea(Respiratory) Assessment &amp; Plan Rx</td>
<td>1</td>
<td>10</td>
<td>20</td>
</tr>
<tr>
<td>Altered Mental Status Assessment and Plan Rx</td>
<td>5</td>
<td>10</td>
<td>20</td>
</tr>
<tr>
<td>Chest Pain Assessment and Plan Rx</td>
<td>5</td>
<td>10</td>
<td>30</td>
</tr>
<tr>
<td>Endotracheal Intubation</td>
<td>5</td>
<td>AMAYCG*</td>
<td>5</td>
</tr>
<tr>
<td>Geriatric Patient Assessment</td>
<td>5</td>
<td>15</td>
<td>30</td>
</tr>
<tr>
<td>Medication Administration</td>
<td>5</td>
<td>AMAYCG*</td>
<td>15</td>
</tr>
<tr>
<td>Medical Patient Assessment</td>
<td>5</td>
<td>5</td>
<td>10</td>
</tr>
<tr>
<td>Obstetric Patient Assessment</td>
<td>0</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Pediatric Dyspnea (Resp.) Assessment &amp; Plan Rx</td>
<td>5</td>
<td>8</td>
<td>8</td>
</tr>
</tbody>
</table>
### Pediatric Assessments

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Hours</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pediatric Assessment: Newborn (&lt;6 hours)</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>Pediatric Assessment: Infant (birth-1 yr.)</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>Pediatric Assessment: Toddler (1-3 years)</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>Pediatric Assessment: Preschooler (3-5 years)</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>Pediatric Assessment: School Ager (6-12 years)</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>Pediatric Assessment: Adolescent (13-18 years)</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>Psychiatric Patient Assessment</td>
<td>5</td>
<td>15</td>
</tr>
<tr>
<td>Syncope Patient Assessment and Plan Rx</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Team Leader</td>
<td>0</td>
<td>10</td>
</tr>
<tr>
<td>Trauma Patient Assessment</td>
<td>5</td>
<td>15</td>
</tr>
<tr>
<td>Un-intubated Ventilation</td>
<td>10</td>
<td>20</td>
</tr>
<tr>
<td>Venous Access</td>
<td>25</td>
<td>AMAYCG*</td>
</tr>
<tr>
<td>Airway Management</td>
<td>25</td>
<td>25</td>
</tr>
</tbody>
</table>

* AMAYCG = As Many As You Can Get

### EMT 122 (Defensive Driving/AllSafe)

<table>
<thead>
<tr>
<th>Clinical Site</th>
<th>Number shifts Required</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Driving Obstacle Course</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>Street Driving</td>
<td>1</td>
<td>8</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

### Affective Clinical Evaluation

Utilizing Platinum Planner or the Kellogg Community College Clinical Internship Evaluation form, an evaluation of student performance, completed by the Clinical Preceptor at the end of a clinical experience/shift, effectively measures the student’s demonstration of the affective learning domain. This evaluation ensures each student demonstrates professional behavior and growth throughout his or her EMS education.

Students are required to show competency in each Clinical Affective Evaluation. Students receiving a score of 2 or less will be unsuccessful in demonstrating the affective clinical behavior. Students who do not successfully complete the Clinical Affective Evaluation, will receive a written warning and participate in an advising meeting regarding their poor affective
evaluation. A second unsuccessful evaluation within the same semester will indicate a critical warning and the potential for removal from the program of study.

**Clinical Attendance**

Dependability and punctuality are important factors in the EMS clinical component. Any absences or tardiness, no matter how legitimate, disrupts the learning process of the student and disrupts the operation of the clinical site. Students are required to notify the appropriate supervisor at their clinical site of their absences for each occurrence. The notification of absence intent should be at least 1/2 hour (30 minutes) prior to the student’s scheduled starting time. All missed clinical time must be made up within the semester that the absence occurred and it is a warranted emergency. Any unreported absences will automatically result in critical warning and will warrant immediate dismissal from the program. Tardiness or reported absences will result in a warning action (see Student Conduct/Warning Notice Procedure).

**Absences not reported (no call, no show) will result in dismissal from the program at the discretion of the Faculty Coordinator.**

Students are required to be at their EMS clinical site until the completion of the shift unless permission is obtained from the supervising clinical instructor. Students will only receive clinical hours for time actually spent within the clinical setting. Students are required to submit their clinical attendance reporting forms weekly to their EMS Instructor and to keep a copy for their records. The student is to notify the attending EMS clinical/staff coordinator whenever they leave the clinical site. Failure to do so may be interpreted as abandonment of the clinical assignment and will result in a warning action (see Student Conduct/Warning Notice Procedure).

Excessive tardiness (5 minutes or more) will be counted against the total clinical hours. If it appears that you will be late, notify the clinical EMS department/or clinical instructor as soon as possible. Excessive tardiness will result in a warning action (see Student Conduct/Warning Notice Procedure).

**Clinical Participation Criteria**

The clinical internship is a required component of the EMS Program. In order for the student to participate in clinical rotations certain items must be in order.

These include:

**All Levels**

1. Students must have completed the Communicable Disease/Blood Borne Pathogen class prior to attendance at any clinical site. **There are no exceptions to this rule.**
2. No skills will be practiced in the clinical setting which have not been taught and practiced in the laboratory setting.
3. Student must have a criminal background check completed using the process outlined in the *Criminal Background Check* section below. **No other process is allowed.**
4. Students must have a 10 panel drug screen completed using the Drug Screen Ordering Process outlined below. No other process is allowed.
5. Students must have been Hepamask (N-95 compliance) fit tested in their lab class and the proper sized Hepamask issued to the student.
6. Hepatitis B vaccination series completed, in progress, or a signed declination form on file prior to the start of any clinical rotations.
7. A student must have an up-to-date immunization record which includes the Measles-Mumps-Rubella (MMR) immunization, current Tetanus- Diphtheria-Pertussis (Tdap), and current Varicella (chickenpox) immunizations.
8. Documentation of Tuberculosis (T.B.) Test within the last year.
10. An AHA Healthcare Providers or ARC Professional Rescuer CPR card must be on file within the EMS Department.
11. Appropriate uniforms for the clinical experience.
12. Appropriate clinical student ID badge both from KCC and sites, if applicable.
13. Obtained access to the clinical scheduling website and successfully used it to schedule all clinical experiences before they occur.
14. The lead classroom instructor has signed off on skills sets which deem student to be competent and ready for the clinical environment.
15. Obtain EMS Departmental approval through EMS Clinical Coordinator.
16. All of the pre-clinical criteria signed off must be on file in the EMS Office prior to participation in ANY clinical.

**MFR**

1. Must complete the criteria listed for All levels (above)
2. MFRs must register in EMT-111 Section 01. This is a private malpractice Insurance policy that protects the clinical site, KCC, and the student.

**Basic EMT**

1. Must complete the criteria listed for All levels (above)
2. Basic EMTs register in EMT-123 Section 01. This is a private malpractice insurance policy that protects the clinical site, KCC, and the student.
3. Obtain proper uniform shirts, slacks and footwear prior to participation in clinical experiences.

**Paramedic**

1. Must complete the criteria listed for All levels (above)
2. Paramedics must register in EMT-250, 255, or 260 depending on the semester of their participation. This is a private malpractice insurance policy that protects the clinical site, KCC, and the student.
3. Obtain proper uniform shirts, slacks and footwear prior to participation in clinical experiences.
Clinical/Field Dress Code
The appearance of student is a reflection of themselves as well as Kellogg Community College and the clinical site. The student’s appearance will reflect good personal hygiene and professional dress during all of their clinical practicum and be compatible with the dress code of the clinical site. The student should check with the clinical instructor regarding specific requirements of the clinical site.

The Kellogg Community College EMS student uniform may consist of the following:
• While attending clinicals, the student will wear the required program uniform as noted in General Lab Policies
• Must comply with the dress code of the clinical site
• Clinical scrubs may ONLY be worn when indicated by clinical site
• No visible body piercing will be allowed, including tongue rings and one pair of post/stud style earrings will be allowed, while at internship.
• Hair should be kept clean and conservative. Students with long hair must keep it tied back during internship.
• Any and all visible tattoos must be covered.
• Make up should be kept conservative, and never applied in patient care areas.
• No perfumes or colognes may be worn while on internship, as they may be irritants.
• Short, natural fingernails, if polish is worn it must be one solid color without adornments.
• Washable dark turtleneck shirts may be worn under the uniform for warmth
• The student’s mode of dress must adhere to the proper safety regulations and requirements of the clinical site and are the requirement of the classroom uniform.
• Sandals are NOT to be worn while at the clinical site.
• NO JEANS OR SWEAT PANTS ARE TO BE WORN AT A CLINICAL SITE DURING SCHEDULED CLINICAL PRACTICUM.

Anesthesia & Labor and Delivery Rotation (Advanced-EMT/Paramedic)
Clean tennis shoes should be worn as a substitute for the work-boots, only for the OR rotation.

Name Badge
All EMS students will be required to wear a name badge at all times. The name badge can either be clipped on the shirt at the neckline or worn on a lanyard during class. (Lanyards are not allowed at clinical rotations). The name badge must display the student’s name, their EMS program, and the school year.

General (KCC)
Clinical Uniforms shall be worn in the proper size and manner. Shirt-tails will be tucked in. Clothing will be clean and in good condition (no permanent stains, discolorations, or wrinkles). Shoes or boots will be clean, polished, and shoelaces tied at all times. A black belt is also required.
Remember you represent yourself and Kellogg Community College EMS Program on the way present yourself professionally and the neatness of your attire.

**Clinical Internship**
Listed below are the required uniforms for the Clinical Internship:

**Ambulance & Hospital**
- Navy Blue or Black Uniform Pants (No Jeans)
- Light Blue KCC EMS Shirt (issued in class)
- Name tag over right shirt pocket
- Shoes (Black preferred)

** No Jeans, no high heels, no tennis shoes, no body piercing allowed.**

**Cell Phones**
Cell phones must be off or in voicemail mode when carried at the clinical sites. If you are experiencing a family emergency, or there is threat of severe weather and you must keep a cell phone on vibrate mode, obtain instructor permission prior to the start of clinical. The cell phone and pager policy of the clinical site is to be followed by each student. Client/patient care must never be interrupted or compromised to respond to a personal cell phone or pager.

**Hair**
The length will not extend down the forehead beyond the uppermost portion of the eyebrows.

Facial Hair must be trimmed and not interfere with safety devices such as N-95 masks and other masks used by EMS in their normal activities.

Hair that falls below shoulder length should be worn up or secured back. Hair is not to be colored or styled in a fashion which will be distractive or offensive in the clinical environment. Any medical problems related to hair (i.e., lice) will be treated prior to participation in the clinical setting.

**Jewelry**
- The only jewelry allowed on clinical rotations are wedding or engagement rings.
- Use of any other jewelry at a clinical rotation is forbidden and can cause removal from the clinical site and/or program.
- Body pierced areas must be covered.

**Tattoos**
Students who have visible tattoos will be required to cover them up during class and clinical hours.

**Name Tags**
Clinical name tags are created by the KCC College Life office. The Clinical Coordinator will tell you when you can obtain these. These picture identification tags serve the following purposes:
1. They provide clinical sites with a picture identification and name of the student.
2. They make it easier for staff members to quickly identify a student during a clinical rotation.
3. They provide clinical sites with the level a student is enrolled at.
4. They clearly identify that the wearer is a student at KCC and participating as part of the field internship process.

Student name tags must be worn on all clinical rotations. This is a requirement of the clinical contract that KCC maintains with our clinical sites. Name tags should be worn above the right breast pocket of the ambulance clinical shirt.

If lost or stolen, a replacement fee of $20/name tag is charged to the student.

All name tags are to be turned in with the final clinical paperwork to the clinical coordinator.

Standards of Clinical Conduct
Approximately one-fourth of the EMS experience at Kellogg Community College will involve time spent in health care facilities or ambulance services. Since these facilities and crews open their doors and give the student the opportunity to observe and participate in their daily routine, it is the student’s responsibility as EMS candidate to present themselves in a manner which is complementary to our profession.

While attending a clinical internship the student is governed by the rules of conduct as set forth in the Kellogg Community College Student Handbook. In addition to those guidelines all patients, hospital staff members, physicians, instructors, and your peers have the right to courtesy, compassion, respect, and privacy. These rights must be foremost in the student’s mind to enable him/her to present himself/herself in a manner which exemplifies a true professional. As a guideline, listed below are several things the student should take into consideration when attending clinical rotations.

Smoking: Many areas are now considered smoke free. Remember that smoking may be offensive to others. Smoke only in designated areas and only on break.

Personal Hygiene: Good personal hygiene and clean clothes or uniforms are essential (see dress code). Be cautious with the use of colognes, perfumes and after-shave.

As a KCC EMS student you represent not only the profession of pre-hospital care providers but Kellogg Community College. It is expected that you will conduct yourself with a professional demeanor at all times. Each clinical site reserves the right to refuse clinical time to any student without cause. If a student has been refused clinical time at a site, that site remains closed to them for the remainder of their clinical experience. There are NO exceptions. The clinical site has the final word on whether a student is to be allowed to intern at their site.

Criminal Background Checks
Clinical agencies require a criminal background check to practice within the agency. Because of this, KCC has adopted a policy that no student will be allowed to participate in clinicals who has not passed the criminal background check. This may mean you will not be allowed certification
within your program of study. A failing grade will be entered into the clinical course for any student who has not withdrawn due to the absence of a criminal background check. This is a requirement of your program of study for MFR, Basic EMT, Specialist EMT, and Paramedic. Clinical activities are a privilege, not a right.

**Live Scan Fingerprint Criminal Background Check Ordering Process**
To participate in clinical education courses, you will need to order your Live Scan Criminal Background Check through CastleBranch.com.

The criminal background check will need to be completed by the date given to you the first day of your class by your lecture or clinical instructor.

Students assigned to clinical education facilities that require pre-placement criminal background checks will be required to follow the necessary process for a background check to be completed. Failure to follow through by the date indicated above will result in the inability to participate in clinical education. The inability to participate in clinical education prohibits the student’s ability to successfully complete the requirements of the program.

To determine whether a student is eligible to participate in clinical education, all misdemeanor or felony convictions revealed through the background check are aligned with the guidelines of the State of Michigan Public Acts #26, 27, and 28. If a student’s criminal conviction deems the student ineligible, the student will not be allowed to participate in clinical education. The inability to participate in clinical education prohibits the student’s ability to successfully complete the requirements of the program.

Please note that a misdemeanor or felony conviction could prevent the student from obtaining certification, licensure, or employment upon graduation from the program. Students may contact the professional licensing or certification agency for more information.

**Substance Abuse/Drug Screens**
College policy prohibits the possession or use of alcohol, controlled substances, or illegal drugs while participating in College activities. Violation of this policy may lead to disciplinary action, including dismissal from the program. See the Kellogg Community College Student Handbook for a full explanation of the Student Code of Conduct.

Clinical sites now require a pre-placement drug screen. Students must provide a drug screen according to the specific standards the clinical site has defined. The program director will advise the student where and when to have the drug screen completed to ensure compliance.

Some clinical sites require a drug screen based on behavior exhibited by the student while at the site. When requested by officials at the site, students must provide a drug screen according to the specific standards the clinical site has defined. A student failing to complete a drug screen will be temporarily suspended from clinical work until the results of the drug screen are reported. The program director will advise the student where and when to have the drug screen completed to ensure compliance. The College contact for the reporting of drug screen results in these situations is the Dean of Student Services.
The cost of a drug screen is the responsibility of the student.

Students obtaining drug screens will be required to obtain the test at Garcia Laboratory. The fee for this test is the responsibility of the student.

**Obtaining Live Scan Fingerprint Background Check**

**How do I order my fingerprint based criminal background check?**

1. Go to the internet and enter the following URL into the browser: [www.castlebranch.com](http://www.castlebranch.com)
2. Enter the following package code *in the" Orange Box" labeled “Place Order”*
   a. Emergency Medical Technician - KA93fp
   b. Medical First Responder - KE99fp
   c. Paramedic - KA99fp
3. Click “Go” to start the process.
4. Read the order description to ensure that you are ordering the correct package and agree to the terms and conditions and then click “Continue”.
5. You will be automatically prompted to enter your *Personal Identification Number (this is the last four digits of your social security number)*
6. Create an account.
7. Enter First and Last name other required information.
8. Go to your To Do List, and you will see (+) MI-MSP MI STATE POLICE – Click on the plus (+) sign and four (4) tasks will appear as follows:
   a. (+) 1. LiveScan Download (you can click on the plus (+) sign to download this form; however, you will need to obtain the Michigan State Police Form from KCC Public Safety located in room 306 of the Lane Thomas Building prior to obtaining your Live Scan)
   b. (+)2. Complete your online registration and indicate the date you have selected for your Fingerprint appointment. When you click on the plus (+) sign you will see the following instructions. **THIS IS THE CRITICAL STEP IN ORDERING AND SCHEDULING YOUR LIVESCAN. READ AND FOLLOW INSTRUCTIONS CAREFULLY**
      1) Go to [http://www.ibtfingerprint.com/](http://www.ibtfingerprint.com/) to register and schedule your fingerprint LiveScan appointment
      2) Select Michigan from US map, and on next screen select Online Scheduling link
      3) On the next screen language to continue the process
      4) On next screens, enter your name, KCC Agency Number: 90769A, and a zip code for nearest Live Scan location
      5) On the next screen, select a location and schedule an appointment time from the calendar
      6) On next page complete application and enter personal information, click send information, and verify that all information is correct and click "go"
7) At the payment collection page, select “Billing Account” from the dropdown window and in block number 2 enter your Billing Account Number MICBXXXXX (the “Xs” are for example only. The five digits are different for each individual). The billing account number is located in your ‘To Do List” step 2 in CertifiedBackground.com. Leave block 3 blank.

8) You must bring the LiveScan Fingerprint Request form from KCC Public Safety, confirmation form and valid driver's license or a Michigan Secretary of State ID card to your appointment. You DO NOT pay the fingerprint facility when you are scanned.
   c. (+) 3. Confirm the date your fingerprints were scanned. Enter the date you complete you Live Scan.
   d. (+) 4. Eligible for placement – This step is completed by KCC Public Safety based on results of you Live Scan

9. Once you have scheduled your appointment for the Live Scan, you must obtain a Live Scan Request form from the KCC Public Safety Department located in Room 306 of the Lane Thomas Building.

10. At the time of your scheduled Live Scan, you must present the completed Live Scan Request form, a valid driver’s license or a Michigan Secretary of State ID card.

11. After completing your Live Scan, return the completed Live Scan Request form to KCC Public Safety in Lane Thomas Room 306.

Questions about this process can be directed to:

Kellogg Community College Public Safety Office
Lane Thomas Building, Room 306
Phone (269) 565-7895 or (269) 565-2024.

Office hours: Monday-Friday, 8:00 am – 5:00 pm

Influenza Vaccinations
Students are required to obtain a current influenza vaccination for participation in clinical activities at many of the clinical sites. This vaccination is at the student’s expense and documented proof of inoculation is required prior to participation in clinical activities.

Student/Employment at Clinical Sites
Students are not considered employees of the clinical agencies or Kellogg Community College for the purposes of compensation, fringe benefits, workers’ compensation, unemployment compensation, minimum wage laws, income tax withholding, social security, or any other purpose. Each student is placed with clinical agencies as part of the academic curriculum. Duties performed by students are not as an employee but rather in fulfillment of these academic requirements. At no time shall students replace or substitute for an employee of the clinical agency. This provision shall not prohibit employment of any student by an agency under separate employment agreements.
Clinical Observation

Hospital and field operations may be somewhat foreign to the student beginning his/her clinical rotations. Remember each hospital and field crew is different; each has its own "personality". You may observe procedures done quite differently in different facilities or by different EMS crews. Do not be alarmed by this, but learn from it. By determining why a procedure is done differently by different facilities and crews the student should be able to do some simple evaluation and take the best of both worlds with him/her as he/she enters the world or pre-hospital medicine.

Questions in the clinical setting are expected by the hospital staff and crews. Most of them are more than happy to answer intelligent questions. The time for questions is not in the middle of the call when the action is heavy. Questions should not be asked in front of patients as this may seem to the preceptor and patient as you are questioning their actions rather than trying to learn. Questions should be asked after the run or at the nursing station. We all have a bad day occasionally. If a preceptor seems distant or short tempered, write your questions down and the instructor or Clinical Coordinator will answer them.

It should be noted here that students on rotation will hear things in the clinical setting that may not be appropriate to repeat outside this setting (what is said in the truck stays in the truck). The field has a rumor mill that reacts and transmits information with a speed that rivals the information super highway. This information is not to be repeated to other students, crews, staff members, or persons not directly involved in the clinical experience. If the student hears some information which deeply disturbs him/her it may be brought to the instructor for possible follow up.

Patient Rights and Confidentiality

All information with regard to patients is privileged and of a confidential nature. Cases may be discussed with peers but without the use of patient names. Any repetition of this information outside the proper channels of communication may lead to disciplinary action within the KCC EMS Program.

According to the Patient’s Bill of Rights, "A patient has the right to expect that information obtained by any caregiver, whether it be volunteered by the patient or obtained through records, is of a confidential nature and is not open to discussion with anyone not associated with the case. Any breach of confidentiality by any caregiver can be constituted as a violation of the patient’s right to privacy and civil rights. As such, charges can be filed against the implicated parties in a court of law."

EMS Clinical Coordinator

The EMS Clinical Coordinator is a staff member who is responsible for students at all clinical internships. The Clinical Coordinator is the first person contacted by students in the event of a missed clinical, problem at a clinical site or questions regarding the clinical internship.

Normally, the EMS Clinical Coordinator will attend one of the lecture classes in the student’s field of study to explain the sign-up procedures. It is the responsibility of the EMS Clinical
Coordinator that all students are in compliance with all rules and requirements prior to, during and after a clinical internship. Students participating in clinical internships are expected to follow the direction of the Clinical Coordinator in all matters related to their clinical internship.

The Clinical coordinator is also responsible for providing feedback to the students throughout their clinical participation. The Clinical Coordinator, as the situation warrants, may change the number and duration of clinical experiences at specific sites based on assessment of the student's individual strengths and weakness to maximize the learning potential for the student. It is the responsibility of the Clinical Coordinator to make the final evaluation grade (Pass, Incomplete, or Fail) for each student within the program within the clinical internship.

**EMS Clinical Coordinator**
Mark Malcuit  
Office: Lane Thomas Building, Room 205E  
Phone: 269-660-2330  
Fax: 269-965-4146  
Cell: 517-667-1624  
Email: malcuitm@kellogg.edu

If, in the event of a true emergency, the Clinical Coordinator cannot be contacted by cell phone, the KCC Security can be contacted at (269) 965-4147.

They are to be informed on the nature of the emergency and asked to contact Clark Imus, EMS Coordinator. If the emergency is during standard KCC business hours, the coordinator can be reached at 269-965-3931 extension 2652 or the EMS Secretary can be reached at extension 2650. The EMS Secretary also has the ability to reach appropriate emergency contacts when needed.

**Clinical Scheduling and Attendance**
Attendance at all clinical rotations is mandatory. If you must miss a clinical rotation you must inform the EMS Clinical Coordinator prior to the beginning of the rotation. Failure to make such a contact is grounds for suspension of clinical privileges. The student is also responsible for rescheduling the rotation with the EMS Clinical Coordinator.

Clinical scheduling is only done through the Clinical Coordinator in conjunction with the Platinum Planner program. Clinical rotations must be noted on the appropriate rotation schedule. Students that meet the clinical sign-up criteria will be able to sign-up using a web based schedule. This will be explained at your clinical orientation during your class. Due to clinical contract stipulations and malpractice insurance requirements, all clinical rotations must be scheduled two (2) weeks in advance of a shift. A published list will be available on line.

**Under no circumstances are students authorized to contact the clinical site directly to schedule clinical time. Any breach of this policy will result in disciplinary action up to and including dismissal from the program.**

In the event the student needs to cancel a clinical rotation due to illness within 24 hours of the shift, the student must call the EMS Clinical Coordinator and leave a message informing the
EMS Clinical Coordinator about the problem. Canceling clinical rotations within 24 hours of the shift is highly discouraged and any student making a habit of this practice will have clinical privileges suspended. You are expected to call the clinical site to notify them of the change in shift status. Kellogg Community College or any contracted clinical site reserves the right to refuse clinical rotations without cause at any time.

Only clinical time scheduled at contracted clinical sites will be accepted for credit. Agencies outside this network will not be used for clinical rotations.

**Clinical Contacts**
A complete list of clinical contacts can be found on the Platinum Planner for the student to utilize when needing to find directions, contacts, etc. Students are not to contact the clinical sites directly unless they are canceling a clinical within 24 business hours of the scheduled time/date. Clinical shifts cancelled at least 1 business day in advance should be scheduled through the EMS Clinical Coordinator.
Student Health

Student Health Issues
It is the student’s responsibility to inform the Director of Public Safety and the Program Coordinator of any illness, injury, surgery or medical condition that might compromise the safety of either the student or the patient(s), or cause a classroom emergency (i.e., lifting limitations, contagious disease, seizure disorders, diabetes, heart conditions, etc.). If a student has an infectious condition that may endanger others in the classroom or clients in the clinical sites, they need to inform the Director of Public Safety and the Program Coordinator of the situation and provide a written letter from their health care provider stating that it is safe for them to return to the class and clinical site.

While in the program, any student with a medical condition or injury which causes a student to miss class or clinical for over two (2) days, will be required to obtain a written doctor’s release to continue in class and clinical and/or to return to class and clinical. These hours will still be counted as an absence. The release will verify that the student is able to meet class/lab/clinical practice requirements without restrictions on activity (such as limitations on weight lifting). The goal is to prevent aggravating an existing condition, or jeopardizing the student’s, classmate’s or patient’s safety or well-being. **If a student must interrupt the clinical component for period greater than two (2) weeks, the student will only be re-admitted into clinical with the Program Coordinator and Clinical Instructor’s permission.**

If at any point there are concerns regarding a health problem or disability, Kellogg Community College reserves the right to require a medical release or physical examination. Students are responsible for contacting the Program Coordinator regarding concerns or risks related to their own health care needs. Students must meet the Technical Standards and Functions set for participants in the Kellogg Community College EMS Programs with or without reasonable accommodation.

Physical Abilities and ADA
This is a very physically demanding field and program. Students need to be able to carry relatively heavy equipment and patients in both lab and clinical. Any student who has a question in relation to their physical ability due to medical conditions and/or physical limitations is strongly encouraged to set up a meeting with the EMS Faculty Coordinator in order to discuss this information. As a general rule this program will not make accommodations that are not realistic in the field of prehospital medical care, in keeping with the standards of the ADA.

KCC will meet any reasonable accommodation request for disabilities with proper documentation. Students requesting accommodation for a disability will be required to supply appropriate documentation. Students must meet the Technical Standards and Functions set for participants in the Kellogg Community College EMS Programs with or without reasonable accommodation.

The student is responsible for discussing with the instructor any needs for test taking or other accommodations, and the instructor must receive notification from the Support Services
Department. Keep in mind, student success is a high priority for all KCC staff; however, the NREMT may not make any accommodations for learning disabilities. You will need to contact the State and NREMT for further details.

Health Certificate Form
A Statement of Physical/Emotional Fitness must be completed (by the physician of your choice) for the sole purpose of determining and documenting your physical status prior to beginning the clinical component of your Allied Health Program. The Health Certificate Form includes: a negative Tuberculin Skin Test or negative chest x-ray; proof of immunizations for Rubella (German Measles); Rubeola (Hard Measles); Tetanus/Pertussis; the Hepatitis B Vaccine Series; Varicella Zoster (Chicken Pox) or a physician diagnosed history of Varicella Zoster; and a recent physical examination. It is preferable that the Hepatitis B series is completed prior to entering the Allied Health program; however, minimally it must be started or a waiver signed before the student is allowed to attend the clinical site. This Health Certificate Form must be completed and returned to the Allied Health Office prior to starting any clinical education courses. You will want to retain a copy of this document for your own records.

Health Insurance
It is expected that students possess a medical insurance policy in the event they become ill or injured either in or out of the classroom setting. Kellogg Community College (KCC), all programs and clinical sites affiliated with KCC will not provide medical insurance for students participating in didactic, clinical or laboratory studies within the college. Likewise, KCC will not take responsibility for any costs associated with treatments for exposures or injuries while participating in didactic, clinical or laboratory studies at the college. Students who do not have a medical insurance policy are strongly encouraged to obtain one prior to starting their studies at KCC. The KCC Student Services office has sources for insurance that the students may wish to contact to obtain coverage. (Please note: the clinical medical malpractice insurance policy does not provide medical insurance to the students.)

It is important that you maintain health insurance to defray the cost of hospital and medical care of any illness or injury that may be sustained while participating in a clinical experience. Substantial monetary liability can be incurred if you do not have medical insurance and injury or illness occurs.

Personal Illness or Injury
Any student who is unable to participate in classroom activities or clinical duties because of personal illness or injury must notify the Clinical Instructor and Program Coordinator as soon as possible. The notification must be in writing and include the anticipated length of the illness or disability.

It is the student’s responsibility to maintain their own safety and security. This includes personal belongings. Purses, wallets, personal computers, and other equipment left out can be an attractant for theft. It is recommended that students keep vigilant over their personal property. Instructors can lock a room if no one is present for an extended period of time. Likewise, Instructors, Students and Staff all need to work together to maintain as safe an environment as
possible so as to not impede learning. Many EMS classes end late at night. It is best to exit with a friend/classmate at night when returning to your car. KCC Security can be called to escort those who concerned about their safety. Safety is everyone’s concern.

Classroom/Clinical Injury or Exposure

Due to the nature of the EMS Program, students participating in various classroom skills and/or clinical internships are at risk for unforeseen injuries and/or exposure to pathogens (blood borne or otherwise). It is expected that all actions be taken by the instructor, preceptor, and students to minimize, to the greatest extent possible, the potential risk for injury or exposure. Any student who incurs an injury/exposure during his/her program studies in the classroom or at a clinical site must complete the steps below:

1. Notify the course instructor or clinical preceptor that an injury/exposure incident has occurred
2. If the incident occurs within the clinical setting, notify the Clinical Instructor and Program Director by phone as soon as possible.
3. If the incident occurs within the clinical setting, the student will be instructed to follow the clinical site’s process. Note: the clinical site will not be financially responsible for treatment of any injury/exposure sustained at the clinical location.
5. Formulate in writing what occurred to cause the injury/exposure and e-mail his/her statement to the Program Director and the Director of Public Safety. The report should include the following:
   a. Student Name
   b. Date of the Injury/Exposure incident
   c. Time of the Injury/Exposure incident
   d. Details of the Injury/Exposure incident (what and how it occurred)
   e. Names of any individuals who witnessed the Injury/Exposure
   f. Where medical evaluation was obtained
   g. Medical evaluation recommendations (if known)

Communicable Disease Policy

This policy is to protect health care personnel from transmission by considering all patients as potentially infected with HIV and/or other blood-borne pathogens, and to adhere rigorously to infection control precautions for minimizing the risk of exposure to blood, bodily fluids, and moist body substances of all patients.

1. All health-care workers should routinely use appropriate barrier precautions to prevent skin and mucous-membrane exposure when contact with blood or other bodily fluids of any patient is anticipated. Gloves should be worn for touching blood and body fluids, mucous membranes, or non-intact skin of all patients, and for handling items or surfaces
soiled with blood or body fluids. Gloves should also be worn during venipuncture or other vascular access procedures. Gloves should be changed after contact with each patient. Masks and protective eyewear or face shields should be worn during procedures that are likely to generate droplets of blood or other body fluids to prevent exposure of mucous membranes of the mouth, nose, and eyes. Gowns or aprons should be worn during procedures that are likely to generate splashes of blood or their body fluids.

2. Hands and other skin surfaces should be washed immediately and thoroughly if contaminated with blood or other body fluids. Hands should be washed immediately after gloves are removed.

3. All healthcare workers should take precautions to prevent injuries caused by needles, scalpels, and other sharp instruments or devices during procedures; when cleaning used instruments; during disposal of used needles; and when handling sharp instruments after procedures. Refer to the policy and procedure manual of each clinical site for the specific methods for disposing of the objects mentioned above.

4. Although saliva has not been implicated in HIV transmission, to minimize the need for mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, or other ventilation devices should be available for use in areas in which the need for resuscitation is predictable.

5. Pregnant healthcare workers are not known to be at greater risk of contracting HIV infection than healthcare workers who are not pregnant; however, if a healthcare worker develops HIV infections during pregnancy, the infant is at risk of infection resulting from prenatal transmission. Because of this risk, pregnant healthcare workers should be especially familiar with and strictly adhere to precautions to minimize the risk of HIV transmission.

6. Body substances such as feces, airway secretions, wound drainage, and urine always may contain potentially infectious organisms. The universal precaution system not only protects healthcare workers from transmission of blood-borne pathogens, but also from other infectious agents found in moist body substances. Patients are protected from organisms present on the hands of personnel, and the staff's hands are protected from acquiring new organisms.

Partial Body Exposure/Preparation

During various skills in the advanced labs, electrodes are required for placement on the chest or chest assessments are required. Because these skills are necessary for pre-hospital care, students will all practice on each other. This will require a certain amount of exposure of the chest area. For females, this may be a concern. Because of this, we recommend that the use of a halter-type or bikini-type top available for all lab classes. During 12-lead EKG’s, a female lab instructor will be provided (if requested and available.) All students should show medical discretion regarding partial nudity (male or female) in class while understanding their fellow student's privacy and feelings. Students will have to do these same skills on patients in the field on a regular basis. How students treat each other is a direct relationship to how they will treat their patients in the pre-hospital setting. More importantly, it suggests how, as a professional, they will be viewed by others.
Body Contact
This program is based upon hands-on skills. Students will be expected to apply these skills in the various sections of the program. Students should expect to "touch and be touched" in a professional manner in this program. This is the only way to learn to apply many of the skills we use. Students who are not comfortable in this environment should seriously consider their career plans as this will not only be a major part of their training but of their daily lives after graduation.
General Policies

General Classroom Policies
The following are departmental general didactic classroom polices which, unless otherwise stipulated in the course syllabus, are in effect.

1. In order to successfully complete EMS core courses the student:
   a. May not have more than 7% unexcused absences within a course, all unexcused absences more than 7% of the class hours will result in the lowering of the students grade one full letter. For a course meeting for 1 day/week for 16 weeks, this would equate to 1 missed session. (Note: Three unexcused late arrivals or early exits will be counted as one absence. Excused late arrivals and absences are at the discretion of the instructor.)
   b. Must achieve an overall score of at least 80% in the class.
   c. Pass all components of the course including lecture, lab and clinical.
2. Tests missed due to unexcused absence will not be made up.
3. All late work (work turned in after the due date) will be subject to a 10% per class penalty calculated on the graded score. Work that is more than two weeks overdue will not be accepted.
4. Leaving class to respond to an emergency run (pagers) will be considered unexcused unless there are extenuating circumstances (i.e., MCI). This is left to the discretion of the instructor.
5. Tests, quizzes and other testing materials are forbidden to be copied or reproduced without written permission of the EMS Faculty Coordinator. This includes but is not limited to photocopying, taking photos of the exams, and manually copying exam questions. This action will result in a failing grade within the course. The only exception to this policy is the duplication with written instructor permission of blank practical exams.
6. At the Instructor’s discretion, an in-depth analysis of student performance on a particular exam may be shared with students in this course. This should not be misconstrued to allow copying and/or distribution of any exam received in class. The Instructor will determine and make known what quizzes/tests are or are not allowed to be reviewed in class and kept within the student’s possession.
7. During testing, all cell phones, watches, notes, books and other items must be removed from the desk and person and stored with a bag or container provided by the student. If items are allowed for use during an exam, the instructor will specifically state what they are at the beginning of the exam.
8. Students are responsible for maintaining current "healthcare providers" CPR certification and EMT licensure (if Paramedic or Specialist student) during the program.
9. EMS courses need class participation to be successful. If a student has a question, comment, or tidbit to add to a subject, they are encouraged to speak up and ask questions. Others may benefit from their input.
10. Students should not be afraid to ask the question “why?” Remember that much of EMS operates in a grey zone. It helps to see the various shades of grey if you understand the issues. Its “big” versus “little” picture stuff!

11. EMS courses are not designed to be student against a fellow student. Classes are not graded on a curve. They are designed to improve each student independently of the other. It is expected that if a student observes a fellow student in difficulty, they will aid where possible. Often in the process of doing this, they actually learn the material better. This only mimics what KCC hopes will occur in the pre-hospital setting.

12. Student preparation (what the student agrees to do...)
   a. All chapters listed for the week’s lesson are expected to be read prior to the class lesson.
   b. Students are expected to have a pen or pencil, notebook, and texts in class for each lesson. Pencils will be needed for the Scantron-type exams.
   c. Students are responsible for all work missed in the event of an absence. It is their responsibility to find out what work they have missed by either contacting their instructor or a fellow student. We strongly encourage students to get two names/phone numbers of fellow students in their class for help in this area in the event an emergency prevents them from attending class.

13. The Instructor’s preparation (what the instructor agrees to do...)
   a. The instructor or guest will be to class on-time.
   b. The instructor will be prepared for class.
   c. The instructor will make quizzes/tests as fair and impartial as possible.

14. Quizzes are an education opportunity – as such, instructors need to provide them as often as possible to help students gauge their understanding of material. Normally, quizzes are not made up. Quizzes will be given in lab which may count in the classroom quiz grade. These may or may not be announced prior to the lab class in which it is given. Students should expect to take a quiz each class period (lab and lecture.) Instructors may drop the two-four lowest quizzes from their grade at the end of the semester. Missed quizzes (lab or lecture) will be dropped first.

15. Students should plan to spend an additional 2-3 hours per week per contact hour of class for both study and practice of practical skills.

16. Part of working in EMS is learning to work with others. EMS functions on a team concept. Without it, lives are lost. Because of this, part of the student grade will be based on group activities in lecture and lab. Students are held accountable for their participation in these group activities through the grading system indicated by the class instructor. Teamwork should be shared and equal amongst a team, strengthening weak skills while maximizing use of individual strengths. By doing this, everyone benefits.

17. A passing grade in lecture does not guarantee a passing grade in the course. All sections of the course, including lecture, laboratory and clinical, must receive a passing grade in order for the student to graduate. Attendance requirements (no more than 7% absence) must be met to be recommended for certification. A passing grade or completion certificate in classes does not guarantee state licensure.

18. Student Email: All KCC students are provided with email accounts through the College server. You will be responsible for checking your KCC email regularly and should be
prepared to use KCC email as part of student-College interaction. For email account information, check the Web at https://owa.kellogg.edu/owa/ (or by using the Bruin Portal located at www.kellogg.edu).

19. Kellogg Community College serves a diverse population of EMS students from a number of different, and sometimes competing agencies. The EMS program is a neutral place for all students to better themselves and learn new information to help them better serve their patients. KCC also uses a number of different EMS agencies to provide clinical experience for students in different environments. Therefore, the paramedic program staff, many of whom work for these different agencies, respectfully request that all differences be left at the door during class sessions. Also, in the course of your education experience instructors will discuss case studies and answer student questions related to specific calls and situations. The information given and the discussions that ensue are not to be construed as negative and/or "bashing" any particular service but used as a learning experience. Without these case studies and discussions, the program would lose much of its practical value so please keep in mind this is a learning center not a political arena.

Cell Phones
While the EMS faculty recognizes that communication with family and friends is important, the use of personal cell phones, pagers, or portable radios in class is very distracting to other students and to your instructor. Please keep all personal electronic devises on either vibrate or silent mode during class. If you are experiencing a family emergency and must keep a cell phone on, please obtain instructor permission prior to class. We appreciate your cooperation in providing an environment conducive to learning for all students.

Drug Free Campus Policy
For the well-being and safety of all concerned, unlawful manufacturing, possessing, distribution, or the ingesting of controlled substances or illegal drugs such as, but not limited to, marijuana, narcotics, stimulants, depressants, and hallucinogens, are strictly prohibited on the college/clinical premises, equipment, job site, and during college activities.

No person shall report for work, no student shall report for class, and no person shall come on college/clinical premises while legally under the influence of alcohol or other illegal drugs. No person shall become impaired/intoxicated by the use of alcohol, controlled substances and/or illegal drugs on college/clinical premises.

Individuals who choose to violate the above become subject to institutional and legal sanctions. The college will cooperate with outside law enforcement agencies as they carry out their responsibilities both on and off campus.

Students found to be in violation of the College Drug Free Campus Policy will be subject to discipline and sanctions set forth in appropriate institutional manuals up to and including expulsion. Where applicable, individuals will also be subjected to local, state, and federal legal sanctions.
Patient Rights and Confidentially Legal Responsibilities

Paramedic students are responsible for their own actions and liable for their own actions, including any acts of negligence committed during the course of clinical experiences. When you perform duties that are within the scope of professional paramedics, such as administering an injection, you are legally held to the same standard of skill and competence as a licensed paramedic. Lower standards are not applied to actions of paramedic students. To fulfill responsibilities to clients and to minimize chances for liability, paramedic students must:

- Be prepared to carry out the necessary care of assigned patients.
- Ask for additional help or supervision in situations for which they feel inadequately prepared.
- Comply with the policies of the agency in which they obtain their clinical experience.

Kellogg Community College requires EMT and Paramedic students to participate in KCC’s Liability Insurance.

Smoking and Tobacco Policy

All KCC facilities are tobacco free pursuant to, Part 1226 of the Public Health, PA 368 of 1978. In addition, KCC adheres to the Calhoun County Clean Air Act, which prohibits smoking in public places, places of employment and places of recreation, at all its campus locations. Smoking, including the use of e-cigarettes, is only permitted in the following locations:

North Avenue Campus

- Picnic table at southwest side of the Davidson Center
- Southwest end of Binda Performing Arts Center
- South corner of outdoor seating are west of the Roll Building main entrance
- Rear of Miller Gym
- Center of covered parking are at Mawby Center
- Private vehicles

Eastern Academic Center

- Paved area at rear (east side) of building
- Private vehicles

Fehsenfeld Center

- Paved area at south side of garage
- Private vehicles

Grahl Center

- Northeast corner of garage
- Private vehicles
Student Confidentiality
The EMS students must acknowledge the importance of the protection of confidential information concerning patients and their families. Any and all information (official and unofficial) regarding a patient or his/her family is considered to be confidential and privilege information. Any EMS student violating a patient’s right to confidentiality will be dismissed permanently from the EMS program upon proof of such violation.

Student Employment
Students are encouraged NOT to work full-time during the EMS program. Due to limited clinical site affiliations and scheduled workdays within the clinical assignments, students will be required to follow a rigid schedule during their clinical site portion of the program. Therefore, if a student chooses to continue to work while in the program, the clinical site schedule will not be altered or adjusted in any way to conform to the student’s personal work schedule. EMS students are NOT allowed to accept financial compensation for any of their clinical site component.

Vehicle Parking
All EMS students are to park their cars in a designated area of a particular clinical site’s choice.

Advanced Placement
KCC does not have an advanced placement policy for EMS students at this time.

Pregnancy Policy
All female emergency medical technician, specialist, and/or paramedic candidates must advise their instructor and the EMS Faculty Coordinator of their pregnancy as soon as that information becomes available to the student. With this knowledge, the instructor or EMS Faculty Coordinator will be able to counsel the student appropriately and make assignments in the classroom and campus laboratory appropriate to the student’s medical status. The student will be allowed to continue in this portion of the program without prejudice in those areas where reasonable control of the environments is possible.

Because the clinical experiences are by their very nature unpredictable, assignment of the pregnant student to a clinical experience will be limited. The criteria for such an assignment shall be:

1. Written permission from the physician who is managing the pregnancy. This permission shall reflect the specific understanding on the part of the physician that the clinical experience in which the student may be involved could include assignment to a “working ambulance” as a third person in the unit and assignment to various hospital
areas including emergency and/or trauma unit, ICU/CCU, OR, labor & delivery, pediatrics, and IV team,

2. Signing of a waiver of liability by the student. Such waiver shall indemnify and hold Kellogg Community College, its agents, instructors, clinical personnel, and any others associated with the educational experience embarked upon by the student, harmless from all liability for any injury suffered by the student that results from the clinical assignment(s). Note: Additional waivers may be required by the clinical facility as a condition of assignment.

The student who is unwilling or unable to meet these criteria will have other options related to meeting the clinical requirements of the program. These options shall be exercised in consultation and by mutual agreement with the faculty Coordinator. Options available to the student include:

1. Take an incomplete in the course. Make-up shall involve assignment to appropriate clinical experiences within one year of the end of the pregnancy. (No additional tuition cost shall be involved. Professional Liability Insurance shall be required.)
2. Withdraw from the class and receive a full refund. The student would be assured the right to enroll in the class at the next regular time it is offered at the tuition prevailing at the time of the second enrollment.

Students may obtain the waiver of liability from the EMS Secretary or Faculty Coordinator.
Student Conduct and Warning Notice Procedure

EMS students are expected and required to conduct themselves in a professional manner at all times.

A student will receive a verbal warning notice as the first step of the probation process for unsatisfactory performance. A written warning notice is the second step of the probation process. These notices will be issued soon after the problem is identified. Progressive violations will warrant immediate removable from the program. Failure to improve behavior following a written warning will result in removal from the program.

Criteria for Receiving a Warning Notice

(may not be an all-inclusive list)

1. Unsatisfactory achievement of clinical objectives.
2. Unsafe clinical practice. It is understood that unsafe practice may include either a combination of several repetitive examples of the following*:
   a. Errors in recording a pertinent clinical data.
   b. Failure of safely adopting basic patient care skills to actual patient care situations resulting in actual or potential patient harm. This is relative to the degree of completion of the EMS program.
   c. Failure to demonstrate sound judgment relative to the student’s degree of EMS curriculum completion.
   d. Unsafe or inappropriate diagnostic service to the patient.
   e. Failure to follow universal precautions or blood-borne pathogens processes.
3. Failure to establish effective working relationships with clinical site team members in providing patient services*.
4. Failure to establish effective relationships with patients*.
5. Violation of the EMS codes of ethics*.
6. Students are prohibited from being under the influence of alcohol or an illegal drug while at a clinical site, in class, or participating in other aspects of the program. If there is reason to believe that a student is under the influence of drugs and/or alcohol, they will be required to undergo drug and/or alcohol testing. If the student refuses to submit to a test or the student’s test returns a positive result, the student will be immediately removed from the program*.
7. Failure to assume the responsibilities of a student in the EMS program*.
   a. Excessive tardiness.
   b. Inappropriate personal appearance or inappropriate clinical behavior.
   c. Unethical behavior, i.e., lying, cheating, stealing, etc.
   d. Repeated failure to submit required written work in the clinical area or repeated lateness in submitting work.
   e. Failure to meet the “Clinical Guidelines & Competency Levels” of the KCC EMS Program.
8. Failure to submit clinical documents such as, evaluation forms, time sheets, log sheets*.
9. Failure to comply with Kellogg Community College’s Student Code of Conduct or Student Rights and Responsibilities Handbook*.
10. Failure to comply with HIPAA laws*.
11. Failure to comply with program policies*.

*Serious violations will warrant immediate removal from the program without a verbal or written warning issued (note – those marked may not be an all-inclusive list).

Student Reply to the Warning Notice
The student is required to reply to the warning notice within one week, using the student corrective action reply. The student’s reply must show evidence of problem solving regarding the identified unsatisfactory behaviors. The reply must include all of the following:

- Student’s perception of the problem
- Awareness of the seriousness of the Warning Notice
- Methods that will be utilized to correct problem

Resolution of the Warning Notice
At the end of the established probationary period, the student and the instructor will again have a conference to discuss the effectiveness of the corrective action taken. If the student has progressed to another clinical area during this time, the student will be evaluated by both the instructor who issued the Warning Notice and the current instructor.

- If the student shows satisfactory improvement, the Warning Notice will be resolved. A written evaluation of the student’s progress will be submitted, signed and dated by both the instructor(s) and the student. This will remain on file until the student graduates. Copies go to the Chairperson of Allied Health, Program Director, the Clinical Instructor, and the student.
- If the behavior that originally elicited the warning notice reoccurs, the student will automatically fail the clinical portion of that course, thus fail the course, and will be dismissed from the EMS-program.
- If the student does not show satisfactory improvement after receiving a warning notice, the recommendations of the issuing instructor will be followed.

Changes in Clinical Schedule Due to a Warning Notice
When issued a warning notice, students:

- Will not progress to any clinical area where the identified problems cannot be evaluated until the warning notice has been resolved, unless otherwise specified by the instructor.
- Will have their schedule arranged, if possible, by the instructor in consultation with the Faculty Coordinator to prevent loss of academic time.
- Will be held back in their program by the Faculty Coordinator if schedule rearrangement is not feasible.
Appeal Process
Students who wish to appeal a grade should refer to the Academic Appeals process in the Academic Catalog at http://catalog.kellogg.edu/.

Student Complaint Process
If any EMS student is having difficulties maintaining the program coursework, personal conflicts, or complaints regarding the program follow the included link: http://www.kellogg.edu/wp-content/uploads/2017/08/KCC-Handbook-2017-2018.pdf. The following individuals may be contacted to assist the student:

Public Safety Education Director          Robert Miller          (269) 565-2197
EMS Faculty Coordinator              Clark Imus              (269) 565-2127

The name of Program Medical Director and a list of the current EMS Advisory Committee are available upon request from the Faculty Coordinator.

Financial problems should be discussed with the Kellogg Community College Financial Aid Department.

Re-Consideration to an EMS Program
The student seeking to return to an EMS program will send a letter requesting re-consideration to the EMS Faculty Coordinator. Students are allowed ONE re-consideration to a program. The request for re-consideration letter will include:

- The student's perception of the problem leading to dismissal and explanation of contributing circumstances.
- Demonstration of an understanding and awareness of the problem.
- What the student has done to rectify the problem.
- The student's detailed plan for success in the EMS course to be repeated and future EMS courses if re-admitted.

The request will be forwarded to the Public Safety-EMS Program Re-Consideration Committee. The Committee will be composed of two (2) EMS faculty other than the faculty directly involved in the dismissal and the Public Safety Education Director. The Public Safety-EMS Program Re-Consideration Committee will meet as needed.

The student and faculty member involved in the dismissal will be informed of the time, date, and place of the meeting. At the meeting, the student will present a detailed academic success plan. The faculty member involved in the dismissal will present an overview of the behaviors that led to the dismissal and his/her support for or against re-consideration. In absence of the involved faculty, the lead instructor of the course will present. The student has the choice of being present or not being present during the involved faculty’s presentation. The student and involved faculty will then be excused from the meeting.

The Public Safety-EMS Program Re-Consideration Committee, after reviewing the student's history, the documents described above, and faculty recommendation, will determine if the
student will be re-admitted to the EMS program. The Public Safety-EMS Program Re-
Consideration Committee will look for compelling evidence that the reasons for the dismissal
can be corrected with certain changes, and that these particular changes improve the chances
for a successful outcome. If the student is permitted to return to the program, the Public Safety-
EMS Program Re-Consideration Committee along with the Faculty Coordinator will determine if
additional courses must be repeated, and will detail what other requirements (i.e., skills
validation) are associated with the opportunity to repeat the failed course.

The Faculty Coordinator of the EMS Program will notify the student in writing of the final
determination and any re-consideration conditions. Any re-consideration is based on space
availability. If the student is denied re-consideration and wishes to appeal the Public Safety-
EMS Program Department Re-Consideration Committee decision, the student will submit a
letter requesting a review to the Public Safety-EMS Program Re-Consideration Committee. The
decision of the Public Safety-EMS Program Re-Consideration Committee is final.

The student will not be allowed to continue in the program until this process is complete and a
determination on readmission is made.

A student who wants to be considered for re-consideration will need to have their written
request received by the EMS Program Office by the following deadlines:

**EMT-Paramedic**: July 31st (for re-consideration for the next August start of a program)

**EMT-Basic**: One (1) month prior to the start of the semester

**Medical First Responder**: One (1) month prior to the start of the semester
National Registry Certification Process

Application for National Registry Exam
After successfully completing any of the Emergency Medical Service programs, the graduate is eligible to make application to the NREMT for the National Registry examination. The College will make available the applications and proof of course completion for the students. The College will assist the student to make application to the National Registry for computer based testing (CBT). See link below:


The completion roster is sent to MDCH, once verified and the student has applied for NREMT, the college will verify the student completion status with the NREMT releasing them for testing. Allied Health verifies NREMT each Friday for the first six (6) weeks after course completion and the first Friday of the Month thereafter.

National Registry Written and Psychomotor Examination
Visit the NREMT links below for the necessary steps involved in registering for the NREMT Written and Practical Exams.

EMS CERTIFICATION

EMR CERTIFICATION

EMT-BASIC

ADVANCED EMT

PARAMEDIC

National Registry Exam Results
The National Registry of Emergency Medical Technicians (NREMT) keeps a list of individuals who have gained and maintained status as a Nationally Certified First Responder, EMT-Basic, Advanced-EMT, and/or Paramedic. To determine if an individual possesses national certification, use the following link: www.nremt.org/nremt/about/checkEmtStatus.asp
Michigan Licensure Application Process
Upon passing this written and practical NREMT exam, the graduate may apply for a license as a
Medical First Responder, Emergency Medical Technician Basic, Advanced Emergency Medical
Technician, or Paramedic, depending on which EMS program the student has completed.
Michigan EMS eLicensing Portal: https://www.mi-emsis.org/licensure/Login/

Personnel Licensure & Education Requirements-new links
For more information on licensure and education requirements see link below:
http://www.michigan.gov/mdhhs/0,5885,7-339-73970_5093_28508_76837-47472--
00.html

Michigan Licensure vs. Registry Status
Registry status does not need to be maintained to re-license in the State of Michigan; however,
ongoing education credits do need to be maintained. It is the student’s responsibility to decide
how and what licenses (National or State) they will maintain. For specifics on CE’s needed for
licensure in the State of Michigan, review www.michigan.gov/ems

Michigan License Verification
A State of Michigan license can be verified at the following link: www.dleg.state.mi.us/free/ or
www.michigan.gov/ems (verify licensure).
Appendix A: Health Record & Immunizations

Required Program Forms

**Hepatitis-B Inoculation Form**
Basic, Advanced EMT, and Paramedic students must have a Hepatitis-B or declination form on file in the EMS office prior to participation in any clinical experiences or invasive lab procedures. This is also a requirement for Medical First Responders if they intend to participate in the clinical internship program.

**Program Physical**
Students in the Specialist/Advanced EMT or Paramedic program must have a program physical and hepatitis inoculation forms completed by the third week of class. If inoculations are in progress a statement from the agency administering the vaccine is required to verify status. Any student who does not complete the above requirements will be prevented from participation in lab skills until such forms are updated and complete. Failure to comply with these requirements will result in administrative withdrawal of the student from the EMS program.

**Drug Panel**
A 10 panel drug screen is required for all students who wish to participate in clinical activities. This drug panel fee is included in the clinical tuition, thus there is no “out-of-pocket” expense for this requirement. The drug screening process is completed by going on-line to the KCC specified vendor and completing the information needed. Once completed a voucher is given to the student to go to the BCC Occupational office and have the screening performed.

**Flu Shots**
All Basic EMT, Advanced EMT and Paramedic students must provide proof of the current flu vaccination prior to participation in any clinical activities. Proof of this vaccination must be provided to the department.

**Clinical Forms/additional requirements**
Regulations and requirements for students to participate in clinical activities at different sites may change from semester to semester. While the college cannot control this, students will be informed as soon as we are aware. Some clinical sites have additional requirements in order to participate at that site. In those situations, students must comply with the additional requirements.

**Immunizations**
The following items are required of EMT- Basic & Paramedic students before they may begin their clinical education.

- Rubella (German Measles)
  - Documentation of 2 doses of MMR 4 weeks apart OR a positive Rubella titer
- Rubeola (Hard Measles)
  - Documentation of 2 doses of MMR 4 weeks apart OR a positive Rubeola titer
- **Parotitis (Mumps)**
  - Documentation of 2 doses of MMR 4 weeks apart OR a positive Mumps titer
- **Varicella (Chicken Pox)**
  - A positive history from your healthcare provider of chicken pox (include date of illness) OR documentation of 2 doses of Varicella given 28 days apart OR a positive Varicella titer
- **Diphtheria/Tetanus/Pertussis (TD or Tdap)**
  - Documentation of a booster within the past 10 years. If booster is needed recommend a Tdap
- **Hepatitis B**
  - Documentation of 3 dose Hepatitis B series at 0-1-6 month interval OR a positive Hep B surface antibody titer OR signed declination letter
- **Two Step Tuberculin Skin Test (TST)**
  - Documentation of first negative TST
  - Documentation of second negative TST
  - If first TST is positive you need documentation from your health care provider of evaluation and treatment OR
  - If you have a previously positive TST you must submit a copy of a chest x-ray, no older than 2 years, and documentation from your health care provider that there is no active pulmonary disease.
  - The date of the second test becomes the anniversary date for your annual TST.
- **Seasonal Flu Shot**
  - Documentation of current year Flu Vaccine and Lot Number
## Appendix B: Technical Standards and Functions

### TECHNICAL STANDARDS AND FUNCTIONS THAT ARE REQUIRED TO SUCCESSFULLY COMPLETE A DEGREE / CERTIFICATE PROGRAM IN EMERGENCY MEDICAL SERVICES

<table>
<thead>
<tr>
<th>Standards</th>
<th>Functions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vision sufficient to see fine detail, and sufficient to be able to read and accurately complete reports and charts.</td>
<td>Observing patient’s skin color, measuring exact amounts of parental medications. Reading and completing of charts and reports.</td>
</tr>
<tr>
<td>Speech sufficient to be understood by others; ability to understand the communication of others.</td>
<td>Communicating with patients, and other health care professionals.</td>
</tr>
<tr>
<td>Hearing sufficient to understand the spoken work, hear variations in physical assessment findings.</td>
<td>Listening to patients and other health care staff including phone conversations. Auscultate lung sounds, heart sounds, and bowel sounds.</td>
</tr>
<tr>
<td>Physical coordination including fine motor functions sufficient to perform nursing procedures accurately, efficiently and safely.</td>
<td>Ability to perform nursing procedures such as insertion of catheters, suctioning, and applying dressings.</td>
</tr>
<tr>
<td>Sufficient muscle strength, lower back and knee stability to handle patients in a safe manner. Able to stoop when necessary.</td>
<td>Lifting and transferring of patients, physically assisting patients, moving beds and equipment. Bending at the knees to empty foley bags, lift objects off the floor.</td>
</tr>
<tr>
<td>Sufficient psychological stability and knowledge of techniques/resources to be able to respond appropriately and efficiently in emergent situations in order to minimize dangerous consequences either patient related or environment related.</td>
<td>Recognizing and responding appropriately in emergency situations.</td>
</tr>
<tr>
<td>Free of Chemical Impairment during participation in the EMS program including classroom, laboratory and clinical settings.</td>
<td>Displaying behavior that is free from signs of chemical impairment such as frequent mood swings, disappearing with an insufficient excuse, unexplained absences, and inappropriate behavior.</td>
</tr>
<tr>
<td>Ability to learn technical, medical, and pathophysiological information.</td>
<td>Completion of clinical and didactic components of program requires ability to learn.</td>
</tr>
</tbody>
</table>

You need to be able to perform each of these tasks with or without accommodation. If an accommodation is necessary because of a disability it is your responsibility to provide documentation and to request accommodation. The College will endeavor to satisfy requests for reasonable accommodations however it is not guaranteed.
Appendix C: KCC Incident Report Form

The accident report is provided on the following 2 pages.
KCC Incident Report

Section 1. Employee Identification

Injured Employee Name (please print)

Date of Accident

Section 2. Injured Employee's Statement

---------------------------

(Employee's Signature)

Section 3. Witness Statement

Name of Witness (please print)

---------------------------

(Witness' Signature)

Section 4. Corrective Measures to be completed by Supervisor

Measures implemented to prevent a recurrence of the accident

Completed by ___________________________________ Date __________
Corrective Measures implemented by __________________________
Date Corrective Measures implemented __________________________
Verification of Implementation by __________________________

Page 2 of 2
Appendix D: Fit Test Form

Kellogg Community College
Fit Test Report

Name: ___________________________ Date: ___________________________

EMS Candidate: MFR EMT Medic

Respirator Selection: ____________________________________________________

Manufacturer: _________________________________________________________

NIOSH Respirator Approval Number: _______________________________________

Model: _________________________________________________________________

Fit Checks:

Negative Pressure [ ] Pass [ ] Fail

Positive Pressure [ ] Pass [ ] Fail

Fit Testing:

[ ] Fit Test 11 [ ] Fit Test 12

Sensitivity Qualitative

Fit: [ ] Pass [ ] Pass

Factor: [ ] Fail [ ] Fail

Comments: ____________________________________________________________

_________________________ ___________________________
EMS Candidate Signature: Date:

_________________________ ___________________________
Test Conducted By: Date:

Disclaimer
The above respirator fit test was performed on and by the persons listed. The results indicate the performance of the listed respirator protective device as tested on the EMS Candidate named on this record under controlled conditions. Fit testing, as performed, measures the ability of the respirator protective device to provide protection to the individual tested. Kellogg Community College or the test conductor express or imply no guarantee that this or an identical respirator protective device will provide adequate protection under conditions other than those present when this test was performed. Improper use, maintenance, or application of this or any other respirator protective device will reduce or eliminate protection.
Student Acknowledgement of Receipt of the EMS Handbook Form

Student Handbook Acknowledgement & Release Form

I, __________________________ have received and am expected to read
(Print Name)

the Kellogg Community College EMS Program Handbook. I understand that if I have any
questions regarding the contents, I can contact my instructor or the EMS Director for
clarification. I understand that failure to abide by the rules and requirements as presented in class
and in this handbook can prevent processing of my completion certificate by Kellogg Community
College or dismissal from the program.

I authorize Kellogg Community College to submit to the State of Michigan and National Registry
my social security number for the purposes of licensing and certification. I understand that if I do
not want this number submitted, I must sign a form with the EMS Department Secretary that
prevents its use. By doing so, I understand that my application for the certification/licensing
verification process may be delayed or even denied by the federal government should I be
successful in this program.

I hereby grant permission to Kellogg Community College (KCC) and the Kellogg Community
College Foundation to use my image and/or voice in photograph(s), video or audio recordings in
any of its publications, on any of its online sites, online sites utilized by the College including
social media, and in any or all other media without further consideration. I also acknowledge that
KCC and the KCC Foundation may choose not to use my photo or video image, comments, or
audio recordings at this time, but may do so at its own discretion at a later date. I understand that
these images will be used with the respect and consideration to which I am entitled.

Some of my coursework, simulation work including audio and video recordings, documentation
and assignments may be used as part of program or college research to improve learning within
the EMS Programs. I grant permission to KCC and its employees to use this for this purpose. I
understand that my specific name will not be used as part of any publication from this research.

I also grant permission to KCC and the KCC Foundation to interview me and use my comments
in any of its publications, on one of its online sites, and in any or all other media without further
consideration. I hereby waive any right to inspect or approve the finished photograph, or printed
matter that may be used in conjunction with said photograph, video or electronic matter.

I understand I will not be compensated for my image, voice or comments. I will make no
monetary or other claim against KCC and the KCC Foundation for the use of the interview,
photographs, video or audio. I agree that KCC or the Kellogg Community College Foundation owns
the images and voice recordings and all rights related to them. All negatives, positives, and digital
files, together with the prints shall remain KCC and the KCC Foundation’s property, solely and
completely.

By signing below, I also verify that I am at least 18 years old.

_____________________________  ______________________________
Printed First Name, Last Name    Home Town City (residence)

__________________________  ____________________________
Phone Number                Signature                      Date

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