

**PIEDMONT VIRGINIA COMMUNITY COLLEGE
Paramedic Education Program
In cooperation with the
University of Virginia Health Sciences Center
Department of Emergency Medicine**

PARAMEDIC STUDENT HANDBOOK 2008-09



**Accredited by:
Commission on Accreditation of Allied Health Education Programs
35 East Wacker Drive, Suite 1970
Chicago, IL 60601
312/553-9355**

**Virginia Department of Health
Office of Emergency Medical Services
109 Governor Street
Madison Building
Suite UB-55
Richmond, VA 23219
804-864-7600**

**Southern Association of Colleges and Schools
1866 Southern Lane
Decatur, GA 30033-4097
404/679-4501**

Dear Paramedic Student,

Welcome to the Paramedic Education Program at Piedmont Virginia Community College! We are happy to have you with us and sincerely hope that we will be able to help you fulfill your desire to become a nationally registered paramedic. Program faculty, college staff and counselors are here to assist you in meeting this goal.

You were selected for the paramedic program because we felt that you possessed the necessary qualities for successful completion of the program. To be successful in this program, you must be willing to assume the responsibility for your learning. In addition to reading prior to attending class and asking questions about content you don't understand, you should also take advantage of the multiple resources at the college such as the learning center, library and computer labs. You are encouraged to visit faculty during posted office hours, routinely visit your academic mentor and seek out a counselor for personal issues.

In order for you to become familiar with our policies and procedures, we have prepared this Paramedic Student Handbook for you. The college catalog and student handbook are also available to you while you are enrolled in the paramedic program. Please read and become familiar with these resources so that you may remain in good standing with the program and college at all times.

It should be noted that this Paramedic Student Handbook is a general guide. The Paramedic Program Director, Clinical Coordinator, Program Medical Director, Division Dean and paramedic faculty reserve the right to exercise discretionary measures on an individual basis in cases where a situation arises which is not specifically addressed in this Handbook, or in cases where extenuating circumstances may have an influence on situations which are addressed in this guide.

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

Sincerely,

Shawn Tevendale
Program Director

Dr. Sabina Braithwaite
Medical Director

Blee Moffett
Clinical Coordinator

PARAMEDIC PROGRAM FACULTY AND STAFF

Interim Dean, Math, Science & Human Services	Ann Smith, RN, MSN, FNP, NREMT-P
Program Director	Shawn Tevendale, NREMT-P, CCEMT-P
Medical Director	Sabina Braithwaite, MD, NREMT-P
Clinical Coordinator	Blee Moffett, NREMT-P, RN
Division Administrative Asst	Charlotte Glover-White Diana Weingarten

Division of Math, Science and Human Services Office
Room 270
(434) 961-5445

Paramedic Program Office
Room 105
(434) 961-5227

PARAMEDIC PROGRAM PHILOSOPHY AND CONCEPTUAL FRAMEWORK

The paramedic program is organized around the belief that the role of today's paramedic is the careful delivery of advanced level pre-hospital care to the victims of sudden illness or injury, and to those with chronic illnesses, throughout their life span. Paramedics today have more knowledge, skills and training, and thus responsibility than ever before. As a result, the general public has come to expect more and more from its emergency medical services providers. Paramedic education is the integration of the humanities and sciences, legal and ethical principles. The paramedic provides individualized care for the person as a member of a family, community and culture.

The curriculum is designed to support the personal and career development of students. The paramedic program values the diversity of students' age, life experience and culture as this diversity reflects the society they will serve. It is the belief of the paramedic program faculty that students learn and develop their highest potential in a supportive and challenging environment.

The person with health care needs and the student with learning needs comprise the central focus for curriculum development. The goal of this program is to prepare the graduate to function as an entry level paramedic. With the rapidly changing health care system, students must develop an appreciation for life-long learning. For the associate degree graduate this will include further acquisition of skills and knowledge within the work setting and/or pursuit of additional formal paramedic education.

EMT CODE OF ETHICS
AS ADOPTED BY THE NATIONAL ASSOCIATION OF EMT'S

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-Paramedic, I solemnly 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 skills in any enterprise detrimental to the public well being.

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 Service System.

The Emergency Medical Technician, or groups of Emergency Medical Technicians, who advertise professional service, do so in conformity with the dignity of the profession.

The Emergency Medical Technician has an obligation to protect the public by not delegating to a person less qualified, any service which requires the professional competence of an Emergency Medical Technician

The Emergency Medical Technician will work harmoniously with and sustain confidence in Emergency Medical Technician associates, the nurses, the physicians, and other members of the Emergency Medical Services health care team.

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

Written by: Charles Gillespie M.D.

Adopted by: The National Association of Emergency Medical Technicians, 1978.

DESCRIPTION OF THE PROFESSION

Paramedic

(from the 1998 DOT NHTSA Paramedic Curriculum)

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

Paramedics possess the knowledge, skills and attitudes consistent with the expectations of the public and the profession. Paramedics recognize that they are an essential component of the continuum of care and serve as linkages among health resources.

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

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

The PVCC/UVA Paramedic Program prepares graduates to transition into the workforce as entry level medics, providing direct care to patients in the pre-hospital setting. Successful graduates will utilize their assessment skills to examine and then provide treatment according to the standard of care and local protocol. The graduate functions in the following ways (from the DOT NHTSA 1998 Paramedic Curriculum):

FUNCTIONAL JOB ANALYSIS

Paramedic Characteristics

The Paramedic must be a confident leader who can accept the challenge and high degree of responsibility entailed in the position. The Paramedic must have excellent judgment and be able to prioritize decisions and act quickly in the best interest of the patient, must be self disciplined, able to develop patient rapport, interview hostile patients, maintain safe distance, and recognize and utilize communication unique to diverse multicultural groups and ages within those groups. The Paramedic must be able to function independently at optimum level in a non-structured environment that is constantly changing.

Even though the Paramedic is generally part of a two-person team often working with a lower skill and knowledge level Basic EMT, it is the Paramedic who is held responsible for safe and therapeutic administration of drugs (including narcotics). Therefore, the Paramedic must not only be knowledgeable about medications, but must be able to apply this knowledge in a practical sense. Knowledge and practical application of medications include thoroughly knowing and understanding the general properties of all types of drugs including analgesics, anesthetics, anti-anxiety drugs, sedatives and hypnotics, anti-convulsants, central nervous system stimulants, psychotherapeutics (which include antidepressants and other anti-psychotics), anticholinergics, cholinergics, muscle relaxants, anti-dysrhythmics, anti-hypertensives, anticoagulants, diuretics, bronchodilators, ophthalmics, pituitary drugs, gastrointestinal drugs, hormones, antibiotics, antifungals, anti-inflammatories, serums, vaccines, anti-parasitics, and others.

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

The responsibility of the Paramedic includes obtaining a comprehensive drug history from the patient that includes names of drugs, strength, daily usage and dosage. The Paramedic must take into consideration that many factors, in relation to the history given, can affect the type medication to be given. For example, some patients may be taking several medications prescribed by several different doctors and some may lose track of what they have or have not taken. Some may be using non-prescription/over

the counter drugs. Awareness of drug reactions and the synergistic effects of drugs combined with other medicines and in some instances, food, is imperative. The Paramedic must also take into consideration the possible risks of medication administered to a pregnant mother and the fetus, keeping in mind that drugs may cross the placenta.

The Paramedic must be cognizant of the impact of medications on pediatric patients based on size and weight. The Paramedic must also be aware of the special concerns related to newborn and geriatric patients and the physiological effects of aging such as the way newborns breathe or how easily skin can tear in the geriatric population. There must be an awareness of the high abuse potential of controlled substances and the potential for addiction; therefore, the Paramedic must be thorough in report writing and able to justify why a particular narcotic was used and why a particular amount was given. The ability to measure and re-measure drip rates for controlled substances/medications is essential. Once medication is stopped or not used, the Paramedic must send back unused portions to the proper inventory arena.

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

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

The Paramedic must also be capable of providing advanced life support emergency medical procedures to patients including conducting of and interpreting electrocardiograms (EKGs), electrical interventions to support cardiac function, endotracheal intubations (in airway management), relief of pneumothorax and administration of appropriate intravenous fluids and drugs under direction of an off-site designated physician.

The Paramedic is a person who must not only remain calm while working in difficult and stressful circumstances, but must be capable of staying focused while assuming the leadership role inherent in carrying out the functions of the position. Good judgment along with advanced knowledge and technical skills are essential in directing other team members to assist as needed. The Paramedic must be able to provide top quality care, concurrently handle high levels of stress, and be willing to take on the personal

responsibility required of the position. This includes not only all legal ramifications for precise documentation, but also the responsibility for using the knowledge and skills acquired in real, life-threatening emergency situations.

The Paramedic must be able to deal with adverse and often dangerous situations which include responding to calls in districts known to have high crime and mortality rates. Self-confidence is critical, as is a desire to work with people, solid emotional stability, a tolerance for high stress, and the ability to meet the physical, intellectual, and cognitive requirements demanded by this position.

Physical Demands

Aptitudes required for work of this nature are good physical stamina, endurance, and body condition that would not be adversely affected by frequently having to walk, stand, lift, carry, and balance at times, in excess of 125 pounds. Motor coordination is necessary because over uneven terrain, the patient's, the Paramedic's, and other workers' well being must not be jeopardized.

Comments

The Paramedic provides the most extensive pre-hospital care and may work for fire departments, private ambulance services, police departments or hospitals. Response times for nature of work are dependent upon nature of call. For example, a Paramedic working for a private ambulance service that transports the elderly from nursing homes to routine medical appointments and check-ups may endure somewhat less stressful circumstances than the Paramedic who works primarily with 911 calls in a district known to have high crime rates. Thus, the particular stresses inherent in the role of the Paramedic can vary, depending on place and type of employment.

However, in general, in the analyst's opinion, the Paramedic must be flexible to meet the demands of the ever-changing emergency scene. When emergencies exist, the situation can be complex and care of the patient must be started immediately. In essence, the Paramedic in the EMS system uses advanced training and equipment to extend emergency physician services to the ambulance. The Paramedic must be able to make accurate independent judgments while following oral directives. The ability to perform duties in a timely manner is essential, as it could mean the difference between life and death for the patient.

Use of the telephone or radio dispatch for coordination of prompt emergency services is required, as is a pager, depending on place of employment. Accurately discerning street names through map reading, and correctly distinguishing house numbers or business addresses are essential to task completion in the most expedient manner. Concise and accurate verbal description of a patient's condition is a critical skill for a Paramedic to acquire. The Paramedic must also be able to accurately report, orally and in writing all relevant patient data. At times, reporting may require a detailed narrative on extenuating circumstances or conditions that go beyond what is required on a prescribed form. In some instances, the Paramedic must enter data on a computer. Verbal skills and reasoning skills are used extensively.

PVCC/UVA PARAMEDIC PROGRAM

Essential Functions and Standards for Successful Performance

To successfully complete the classroom and clinical components of the program, the paramedic student must, either independently or with reasonable accommodation, be able to perform all of the following essential function:

1. **Speech:** Establish interpersonal rapport and communicate verbally and in writing with clients, physicians, peers, family members, and the health care team from a variety of social, emotional, cultural, and intellectual backgrounds.
2. **Hearing:** Auditory acuity sufficient to respond to verbal instruction, perceive and interpret various equipment signals, use the telephone, and hear faint body sounds.
3. **Vision:** Visual acuity sufficient to identify and distinguish colors, read handwritten orders and any other handwritten or printed data such as medication records or scales, chart data, and provide for the safety of clients' condition by clearly viewing monitors and other equipment in order to correctly interpret data.
4. **Mobility:** Stand and/or walk eight-twelve hours daily in the clinical or field setting. Bend, squat, or kneel. Assist in lifting or moving clients of all age groups and weights. Assist in lifting and transporting the ambulance stretched. Perform cardiopulmonary resuscitation (move around client to manually compress chest and ventilate). Work with arms fully extended overhead. Work in non-climate controlled environments.
5. **Manual Dexterity:** Demonstrate eye/hand coordination sufficient to manipulate equipment (syringes, infusion pumps, EKG machines, etc.).
6. **Fine Motor Ability:** Ability to use hands for grasping, pushing, pulling, and fine manipulation. Tactile ability sufficient for physical assessment.
7. **Mentation:** Maintain reality orientation for at least a twelve-hour period of time. Assimilate and apply knowledge acquired through lectures, discussions, and readings.
8. **Smell:** Olfactory ability sufficient to monitor and assess health needs.
9. **Writing:** Ability to organize thoughts and present them clearly and logically in writing.
10. **Reading:** Ability to read and understand written directions, instructions and comments in both classroom and clinical settings.

PVCC/UVA PARAMEDIC PROGRAM
CLINICAL GUIDELINES FOR CARING FOR PATIENTS WITH COMMUNICABLE
ILLNESSES

During the course of clinical experiences in the paramedic program, students will be assigned to care for patients with communicable diseases, including AIDS, hepatitis, and tuberculosis. Students may be exposed to blood or other potentially infectious materials. It is an expectation of the program that students adhere to the American Nurses Association Code of Ethics, which can be applied to the paramedic student as well and states in part:

“... provides service with respect for human dignity and the uniqueness of the client unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.”

Students will be taught current information about communicable diseases, their transmission, and standard protective precautions to be used while caring for patients or handling potentially infectious materials prior to their first clinical experience. Students are expected to assume responsibility for using the precautions while caring for patients to minimize the risk of disease transmission.

Because students may be at risk for acquiring hepatitis B viral infection, it is strongly recommended that students be vaccinated with hepatitis B vaccine prior to caring for patients. Students who do not wish to receive the hepatitis B vaccine upon entry into the program must sign a declination form to this effect.

PROGRAM REQUIREMENTS

This program will consist of lecture, demonstration and performance evaluations. Students will receive handouts and lecture notes for many classes. There will be mandatory reading assignments that must be completed prior to class. There will be quizzes, mid terms and final written tests in all classes. More specific program requirements and regulations are presented in the syllabus for each class.

The Paramedic Program breaks down into the following approximate contact hours:

Didactic: 600
Laboratory: 200
Clinical: 400
Internship: 200

Each semester hour equates to approximately 15 actual contact hours. In other words, for every one college credit earned, the student must spend either one hour per week in lecture, two hours in lab or three hours in the clinical setting.

Evaluation

Class attendance is controlled by PVCC and OEMS policy. I expect each of you to attend and participate in class. I like to explore questions and concepts using discussion; please read your assignments before coming to class so you will be prepared to actively participate in discussions. As we are going to cover many things in class not in your books, it would be prudent on your part to attend all lecture sessions. The laboratory sessions are also very important - in the end, when you take the Registry Examination, you will need the laboratory skills to be able pass in an acceptable manner. There are no make up sessions for lecture or laboratory.

All clinical hours must be completed. All clinical competencies must be completed. Failure to complete any aspect of these classes, such as completing the proper paperwork, entering data into FISDAP or attending the required hours will result in failure of the course.

Written Examinations/Assessments

Tests are necessary in education. They are designed to measure how well you are doing, how the class is progressing in learning the material and if the instructor is meeting the student's educational needs. There will be a midterm and a final written examination in each class. Expect to find both multiple choice and essay questions on the exam. There will be no "trick" or obscure questions asked. Everything on the test will be from your textbook, your classroom activities, lectures and handouts, and will be in keeping with the objectives of the DOT National Standard Curriculum for Paramedics.

PLEASE NOTE: You are required by Program Policy to have an 80% overall grade to sit for the Registry Examination.

INFORMATION FROM THE VIRGINIA OFFICE OF EMS

PREREQUISITES FOR ADVANCED LEVEL PROGRAMS

To be eligible to attend an Advanced Level EMT course in Virginia you must:

- A. Be proficient in reading, writing and speaking the English language.
- B. Be a minimum of 18 years of age at the beginning date of the certification course.
- C. Hold a current certification as an EMT-Basic or higher.
- D. Hold, at a minimum, a High School or General Equivalency Diploma.
- E. Have no physical or mental impairment that would render them unable to perform all practical skills required for that level of certification.
- F. Not have been convicted of or found guilty of any crime, offense or regulatory violation, or participated in any other prohibited conduct identified in state EMS regulations as follows:
 - 1. Have never been convicted or found guilty of any crime involving sexual misconduct where lack of affirmative consent by the victim is an element of the crime.
 - 2. Have never been convicted of a felony involving the sexual or physical abuse of children, the elderly or the infirm.
 - 3. Have never been convicted or found guilty of any crime (including abuse, neglect, theft from, or financial exploration) of a person entrusted to their care or protection in which the victim is a patient or is a resident of a health care facility.
 - 4. Have never been convicted or found guilty of any crime involving the use, possession, or distribution of illegal drugs except that the person is eligible for affiliation or enrollment five years after the date of final release if no additional crimes of this type have been committed during that time.
 - 5. Have never been convicted or found guilty of any other act that is a felony except that the felon is eligible for affiliation or enrollment five years after the date of final release if no additional felonies have been committed during that time.
 - 6. Are not currently under any disciplinary or enforcement action from another state EMS office or other recognized state or national healthcare provider licensing or certifying body. Personnel subject to these disciplinary or enforcement actions may be eligible for certification provided there have been no further disciplinary or enforcement actions for five years prior to application for certification in Virginia.
 - 7. Have never been subject to a permanent revocation of license or certification by another state EMS office or recognized state or national healthcare provider licensing or certifying body.
- G. All references to criminal acts or convictions under this section refer to substantially similar laws or regulations of any other state or the United States. Convictions include prior adult convictions, juvenile convictions, and adjudications of delinquency based on an offense that would have been, at the time of conviction, a felony conviction if committed by an adult within or outside Virginia.
- H. Be clean and neat in appearance.
- I. May not be under the influence of any drugs or intoxicating substance that impairs your ability to provide patient care or operate a motor vehicle while in class or clinicals, while on duty or when responding or assisting in the care of a patient.

- J. If in an ALS Bridge certification Program, must have completed the eligibility requirements for certification at the lower ALS level prior to the beginning date of the ALS Bridge Certification program.
- K. If in an ALS Bridge certification Program, must have become certified at the lower level prior to certification testing for the higher level of ALS certification.

Emergency Medical Technician – Paramedic (3 year certification)

The Emergency Medical Technician – Paramedic Program is designed to certify the technician to the highest level of pre-hospital advanced life support care available in Virginia. This program fulfills all the requirements of the National Standard Curriculum for EMT – Paramedic.

The Paramedic program expands on the skills and subjects contained in the Enhanced and Intermediate courses with a minimum of 800 - 1200 hours of instruction. Of these hours, a minimum of 400 hours is devoted to extensive clinical rotations in specialty critical care units. Additional hours may be required to complete all the required competencies. Clinical rotations of this type are not usually available for lower level providers to attend. These additional clinical rotations include time spent in OR/Recovery Units, Critical Care Units, Labor & Delivery Units, Pediatrics, Emergency Department, Family Practice, Mental Health Clinics, Dialysis Clinics, Neurovascular Rehabilitation Clinics, Detoxification Units, and Extended Care Facilities.

The Paramedic Program is designed to educate the technician in all areas of pre-hospital patient care. These areas include instruction in: pre-hospital environments, preparatory skills, airway management and ventilation, patient assessment, trauma care, medical patient management, obstetrical/gynecological conditions, pediatric patients, neonatal care, psychiatric and behavioral emergencies, special considerations, and assessment based management.

In Virginia, all initial Paramedic Programs are required to satisfy the testing guidelines established by the National Registry of Emergency Medical Technicians. Upon successful course completion and National Registry EMT – Paramedic certification, the technician must apply for Virginia certification before being allowed to practice at this level. After receiving Virginia credentials, the Paramedic has the option to maintain National Registry Paramedic certification without affecting their Virginia certification, however, Virginia certification must be maintained in order to provide patient care at this level in this state.

GENERAL PARAMEDIC PROGRAM INFORMATION

STUDENT ATTENDANCE AND WITHDRAWALS

Simply put, attendance in paramedic program classes is expected to be 100%. Please make the commitment to come to every class. There will be subject matter experts as guest speakers, lectures and labs will not be repeated. Class attendance policies are specified in each course syllabi.

You may miss no more than 3 sessions of any single paramedic core lecture or lab course in a semester. In other words, on the 4th absence in the same class, you will receive a failing grade. Furthermore, you may not miss more than a combination of 5 classes in the paramedic program within any one semester. On the sixth absence you will fail the class in which the most absences occurred. You will be marked tardy if you enter the class after the lecture or lab has begun. Three (3) tardies equals one (1) absence. There are no excused absences! If you wish to drop the course with a grade of "W", **you** must complete a drop form prior to the 60% date (on your course calendar). Failure to do so will result in a grade of "F" for the semester. To withdraw after the 60% date, you must present documentation of extenuating circumstances.

COURSES

The paramedic program curriculum is a sequential four semester program of study. Students must demonstrate competency and achieve a grade of "C" or better in each paramedic course in order to successfully complete program requirements. Students must successfully complete Anatomy and Physiology I & II (BIO 141 and BIO 142) before starting their second year in the program. Both BIO 141 and 142 must be passed with a C or better. Only students who complete all program requirements will be allowed to sit for the National Registry Paramedic exam.

For a description of paramedic program courses and/or a description of content, see the college catalog or the paramedic program Course Guide for either first or second year.

For expectations relating to a specific paramedic course, see course syllabi. Each paramedic course has a weekly lecture/discussion class during which theory content is reviewed, discussed and clarified. In order to derive optimum benefit from classes, students are expected to complete required readings prior to attending class.

CLINICAL ROTATIONS

Please see the Clinical Manual for specific information regarding the hospital and field rotation aspect of the paramedic program; this includes information on hours to be completed, competencies and skills to be collected, sites (location, dress code, contact information), rules and regulations, and inclement weather policy for clinicals.

INTELLECTUAL HONESTY

It is the policy of the paramedic program and the College that intellectual dishonesty in any form (giving or receiving aid on tests or other written assignments, plagiarism on written assignments, professional dishonesty in the clinical setting) will not be tolerated. If the instructor determines that a student's work has been intellectually dishonest, the instructor will award the student an "F" for the course and/or for the specific task/assignment determined to have been dishonestly accomplished. For a full description of Intellectual Honesty policies and procedures, refer to the College Catalog and the Honor Code.

PERSONAL APPEARANCE AND BEHAVIOR

The appearance of all paramedic students obviously must conform to the highest standards of cleanliness, neatness, good taste, and safety. Adherence to these standards is essential. In cases where personal hygiene, grooming and dress do not meet these standards, the instructor or preceptor will counsel the individual and, when necessary, will refer them to the Clinical Coordinator or Program Director. If necessary, the student may be referred to the division dean. If personal appearance and/or behavior remain a problem, the student may be asked to withdraw from the program.

When disruptive or otherwise unacceptable behavior occurs in a classroom, clinical, or lab, the instructor may immediately require that the student who is causing the problem leave the instructional setting. It is the student's responsibility to contact the instructor as soon as possible, at the latest before the next meeting of the class or lab, and attempt to reconcile the problem. If not solved and in the most serious cases, such as when a student has previously been removed from the class or when the behavior is a serious violation of the rights of others, for example, incidents involving the use or threat of violence or other acts of hostility (such as cursing, raising a hand as if to strike out, etc), the faculty member may prefer to deny the student's return to the course. In these cases, the faculty member must make a written charge to the Vice President of Instruction and Student Services that proposes the removal of the student from the course. Additionally, if deemed appropriate, the faculty may propose an institutional sanction, the most severe being permanent dismissal from the college. Once a charge is filed, the case will be settled by following the College's Procedures for Making and Hearing Charges against Students.

DRESS CODE STANDARDS FOR CLINICAL EXPERIENCE

- a. Appropriate uniform must be purchased (students will be provided order information in class- scrubs for most clinical settings, polo shirt and uniform pants in most field setting.)
- b. Hair must be kept out of the face; tied up if long.

- c. Clean leather or vinyl shoes in the hospital; in the field, boots required.
NO CLOTH OR NYLON WEBBING SHOES, HIGH TOPS OR SANDALS.
All shoes must have a fully enclosed toe box and at least a heel strap (shoes with fully enclosed heels are preferred).
- d. A photo ID badge (PVCC and UVA).
- e. For the men: clean shaven; mustaches and beards neatly groomed.
- f. No costume rings or bracelets.
- g. Only ONE set of post earrings allowed for pierced ears. Earrings cannot dangle below earlobe.
- h. NO visible body piercings allowed in clinical setting. This includes tongue piercing. If your tongue is already pierced, you must purchase a clear ball to wear during all clinical and field rotations. If your tongue is not pierced as of this moment, DO NOT pierce it while you are in this program.
- i. No heavy cosmetics or perfume.
- j. It is preferred to have tattoos covered, if at all possible.
- k. Hair shall be of a color occurring in nature among hair colors, and not of a color seen among plants. In other words, no bright, basic colors (blue, green, etc.)
- l. Street clothes worn in clinical area must be appropriate and in good taste.
- m. No mini-skirts, jeans, shorts, shirts with low necklines or shirts that bare the midriff area. Extremes must be avoided in order to maintain a professional appearance. No logos (EMS, FD, Big Johnson or station specific should be visible on you when you are in the clinical or field setting.)
- n. Lab coats (short; med student style) are required to be worn in the hospital.

INVASIVE PROCEDURES BY PARAMEDIC STUDENTS

Students enrolled in the PVCC/UVA Paramedic Program **may NOT** perform invasive procedures *on each other or themselves* outside of class in an attempt to improve their skills and comfort level with these procedures. This includes: insertion of IVs, injections (IM, SC, IV), insertion of nasogastric tubes and catheters. If you have any questions about whether or not a particular skill is invasive, please consult a faculty member, the Program Director or the division Dean.

UNIFORMS AND EQUIPMENT

Each student is responsible for purchasing or having the following items: textbooks, student uniform, watch with second indicator, stethoscope, and boots.

TRANSPORTATION

Each student is responsible for transportation and parking (including related costs) to and from all classroom and clinical experiences.

STUDENT LIABILITY INSURANCE

As a paramedic student, you have a definite personal responsibility for your own activities in your contact with patients, even though you are not yet certified. As an individual, you are legally and financially responsible if another person is injured or suffers loss as a result of your negligence.

Piedmont Virginia Community College and the University of Virginia Health System can assume no legal or financial responsibility for your actions as a paramedic student when your activities occur off campus, i.e. in the various hospitals and other locations where your clinical laboratory experience takes place. Therefore, it is strongly recommended that students purchase individual liability insurance.

HOSPITALIZATION INSURANCE

Paramedic students are also responsible for hospitalization costs or other medical expenses should an accident/illness occur while enrolled in the paramedic program. **THE COLLEGE, THE UNIVERSITY OF VIRGINIA AND/OR CLINICAL AGENCIES ARE NOT RESPONSIBLE FOR INJURIES OR ILLNESS INCURRED IN THE CLINICAL SETTING.**

LINES OF COMMUNICATION

Throughout the College, the avenues of communication for students to express their concerns, problems or questions begin with the faculty members who teach a course and the course coordinator. If you have a problem or concern, you must first address it with the instructor of the course in question. If satisfaction is not obtained, refer to the Paramedic Program Director (Shawn Tevendale), then the Dean of Math, Science and Human Services (Ann Smith), then V.P. for Instruction and Student Services, then the President **in that order**.

Any individual student or group of students in the paramedic program who wish to express their concerns or questions are encouraged to do so at any time, verbally and/or in writing. Valid suggestions for change are always welcome.

EVALUATION FORMS

At intervals, the College utilizes course/program evaluation questionnaires to elicit information from students which will help to make improvements in the program. Please use these questionnaires to improve your program through constructive evaluations of the program and its faculty.

STUDENT REPRESENTATION

Each class year of current paramedic students provides a representative to the Paramedic Program Advisory Board. In the event that more than one student from each class is interested, an election by secret ballot will be held in class. In addition, there is also a program graduate who sits on the Board. Student members of the Board serve a minimum appointment of 2 semesters. Meetings are bi-annually in the late summer and winter, attendance is expected at both. Student Board Members provide input into discussion and decisions relating to matters of paramedic program curriculum and instruction.

Division Administration

The division administrative assistants help the Division Dean and faculty with communication concerns of the division. In addition, they relay phone messages to faculty and assist faculty with written communications.

Under no circumstances should any student in this program impose upon them (1) to provide extra copies of any materials which have been distributed in class; or (2) to duplicate materials related to class or clinical assignments; or (3) to use the phone unless it is for an EMERGENCY call. A photocopy machine is available in the Library for student use.

If you have information or material to give to program faculty which you cannot leave in the box on the office door (105), please take it to Room 270.

WRITTEN ASSIGNMENTS

Written assignments are to be submitted by the designated time or they will automatically be considered late. The penalty for late assignments will be specified in each course syllabus. If the student has a valid reason for a paper being late and approaches the instructor prior to the date the paper is due, consideration will be given to granting an extension. At that time, a due date for the assignment will be established.

The actual points assigned to written assignments will vary in relation to the specific course being taught and the nature of the assignment itself. Format for course papers are outlined in the syllabus of each course.

TESTING

Students are expected to report promptly to all testing sessions. Absence from a test without prior notification of the Program Director and instructor is **unacceptable, and there will be no make-up opportunity**. Only in the most extreme circumstances (serious car accident, serious acute illness of self or family member) will students be allowed to make up an exam (running late on squad duty is NOT acceptable). Make-up

tests may have fewer items, thus causing each item to carry a higher point value, or may be of a format different from the original exam; this will be at instructor discretion. Make-up tests must be scheduled through the course instructor and completed by the agreed upon date.

STANDARDIZED TESTS

Standardized tests are required to be taken at selected times through the program. Students are required to pay for each test administered. The cost of each test will be stated in the course syllabus.

GRADING

Each course syllabus will contain more detailed information concerning the system of grading. In general:

A= 91-100
B= 86-90
C= 80-85
D= 60-79
F= below 60

WITHDRAWAL FROM PROGRAM OR COURSE

Paramedic students are expected to notify the Program Director in writing of their intention to withdraw from any paramedic course or from the paramedic program. This allows plans to be made for the enrollment of other students. Students who withdraw and wish to return must apply for re-admission according to the procedure outlined in the PVCC catalog.

CRITERIA FOR DISMISSAL FROM THE PARAMEDIC PROGRAM

The paramedic program faculty members believe that the habits and work patterns which are established when an individual is a student will be carried over into the work setting when the transition is made to certified paramedic. Every effort should be exerted to establish positive patterns of professional behavior, which include arriving on time for each class and clinical rotation, notifying the instructor or clinical site if you will be late or absent, and when indicated, contacting the instructor or clinical coordinator concerning make-up of work missed during an absence.

The following criteria may be used for the dismissal of any paramedic student from the program:

1. Unprofessional conduct which shall include but not be limited to:
 - a) Performing acts beyond the limits of legal practice

- b) Assuming duties and responsibilities without adequate training or when competency has not been maintained
 - c) Diverting supplies, equipment or drugs for personal or other unauthorized use
 - d) Falsifying or otherwise altering patient or agency records
 - e) Failure to maintain patient confidentiality/HIPPA violations
 - f) Abusing, neglecting, or abandoning patients/clients
 - g) Conduct unbecoming a paramedic student or detrimental to the best interests of the public
 - h) Actual or threatened hostile acts, including verbal abuse, against patients, clinical agency staff members, or PVCC faculty
2. Willful commission of any act which is a felony under the laws of the State or of the United States or any act which is a misdemeanor under such laws and involves moral turpitude.
 3. Paramedic student practice in a manner contrary to standards of ethics or in such a manner as to make his/her practice a danger to the health and welfare of patients or to the public.
 4. Inability to practice as a paramedic intern with reasonable skill and safety to patients including, but not limited to, by reason of illness, excessive use of alcohol, drugs, narcotics, chemicals, or any other type of material or as a result of any mental or physical condition which may not be reasonably accommodated for.
 5. Readmission to the Paramedic Program is limited to two attempts. The following procedures must be followed:

Grounds for academic dismissal from the Paramedic Program:

- a) A student who fails any Paramedic Program core course will not be allowed to continue in the program until that course has been passed with a grade of 80% (C) or better.
- b) A student who fails a semester in the Paramedic Program (by failing one or more classes) may not continue in the Paramedic Program. Before the beginning of the next academic year the student should, in a letter of intent, apply to the Program Director. In the letter, students are encouraged to state why they believe that they will be successful upon reinstatement and describe any actions they have taken to remedy weaknesses. Students who have failed a course, and therefore been inactive in the academic clinical setting, and who are returning to the Program will have to prove skills competency with the Program Director before returning to the clinical setting.
- c) A student who fails two semesters (by failing one or more courses in two semesters) will be dismissed from the Paramedic Program. After one year, the student may reapply for admission following the current

paramedic program application procedure. The student must also petition, in writing, the Paramedic Program Advisory Board for readmission into the Program. This should be done in time for the Summer Board meeting (usually held in July/August). In the letter, students are encouraged to state why they believe they will be successful upon readmission and describe any actions they have taken to remedy weaknesses. Clinical rotations completed during the student's last semester in the program will have to be repeated on an audit basis.

- d) The paramedic curriculum must be completed within five years of the initial admission date into classes. Students who have not finished in five years will be dismissed from the program.

In any of the above instances, the student will be counseled and advised of his/her unacceptable behavior. Evidence of the conference will be documented and signed by the instructor and the student.

All incidents will be brought to the attention of the Division Dean. Additional procedures for dismissal and appeal may be found in the Special Academic Policies section of the college catalog.

GRADE APPEAL AND GRIEVANCE PROCESSES

When a grievance has occurred, the proper procedure for a student to follow is outlined in the PVCC catalog and the PVCC student handbook.

READMISSION TO THE PARAMEDIC PROGRAM

Students who fail to complete the program for **academic** reasons must petition/reapply for admission as stated previously. Students who fail to complete the program for **personal** reasons (withdraw rather than fail) must reapply for admission the next year, following the current paramedic program application procedure. It may be necessary for students to complete remedial clinical time before returning to the regularly scheduled clinicals for the semester. In addition to reapplying, the student should petition, in writing, the Program Director. In the letter, students are encouraged to state why they believe that they will be successful upon readmission and describe any actions they have taken to remedy weaknesses. Applicants will be screened by the paramedic program admissions committee. Readmissions will be made on the basis of past performance in the theoretical and clinical components of paramedic program courses, curricular GPA, science GPA, and fulfillment of any contingencies outlined at the time of withdrawal. Students accepted for readmission will be ranked according to these criteria. *Readmission is based on space available and is limited to **one opportunity**.*

UNSUPERVISED MINORS ON COLLEGE PROPERTY

Piedmont Virginia Community College cannot be responsible for the safety and welfare of unsupervised minors. Minors must, therefore, not be left unattended while parents

are working or attending classes at the college. In addition, except with the permission of the instructor and when arranged prior to the class session, minors are prohibited from any college classroom in which instructional activities are taking place. Parents of unsupervised minors shall be held responsible for any destruction of property or any disruption of the orderly function of the college that their children may cause.

MISCELLANEOUS

Miscellaneous unforeseen program related expenses may occur. Every attempt will be made to notify the student in advance so that necessary plans may be made.

FINANCIAL ASSISTANCE

It is the desire of Piedmont Virginia Community College that no qualified student be denied the opportunity of college attendance because of a financial need. The College has many sources of financial aid, including programs funded by the Federal Government and the Commonwealth of Virginia. Students wishing to apply for financial assistance should secure a brochure giving detailed information about the various programs and an application for financial aid from the Financial Aid Officer at the College.

NICOLE KEILAR MEMORIAL EMCERT SCHOLARSHIP

The University of Virginia Hospital Auxiliary has graciously created an annual scholarship for paramedic students. As long as the scholarship remains available, information and applications will be provided to the students each spring, after the completion of semesters 1 and 3.

COUNSELING AND GUIDANCE SERVICES

Paramedic students will meet with program faculty for an affective evaluation around midterm time in semesters 1 and 3, and at other intervals as needed. This is an expectation set forth in the National Standard Curriculum. If a student has a problem related to class work or clinical laboratory performance, the course instructors will welcome the opportunity to discuss this during scheduled office hours. Problems of a personal nature such as difficulties in courses other than paramedicine, family, home, social life, or finances, may be discussed with either a paramedic program faculty member or a professional counselor in the Counseling Office. Confidentiality procedures apply to any matter you choose to discuss with a college counselor or paramedic program faculty member.

STUDENT ACTIVITIES

At Piedmont Virginia Community College, student groups or clubs are organized through the coordinator of co-curricular activities, under the jurisdiction of the Director of Student Services. A more detailed discussion of the regulations governing such

student activities can be found in the current college catalog. We strongly suggest that all students familiarize themselves with this information and consult with the Counseling Office when planning activities.

PREPARATION FOR GRADUATION

1. Be sure all courses required for paramedic program and adequate credits required for graduation are credited to transcript.
2. Apply to Admission Office for graduation at the beginning of the semester in which you intend to graduate - or sooner. Fill out the form and return with the application fee. Watch carefully for signs posted with the graduation application deadline date.

GRADUATION EXERCISES

Upon successful completion of all paramedic program curriculum requirements, the student will become a candidate for the Associate Degree in Applied Science. This degree will be awarded at the formal graduation ceremony held by the college.

CERTIFICATION AS A NATIONAL REGISTRY PARAMEDIC

Students who successfully complete all field and hospital clinicals, and pass all paramedic program classes with a C or better, and who receive a favorable recommendation from program faculty, will be allowed to sit for the National Registry Paramedic Exam. Students who pass the National Registry exam must then apply for reciprocity with the Virginia Office of EMS (described previously) in order to function as a paramedic in the state of Virginia.

STUDY SUGGESTIONS

How to Study in This Program

In general it will be necessary for you to read the chapter from your textbook prior to the class date and come to class prepared to listen to a lecture regarding the material and how to apply this information when functioning in the street in an actual EMS setting. Some of the material will be covered by performance competencies in the laboratory. In other words, you will read about it, you will hear about it, you will see it done, then you will do it.

Self-Management

Review this manual and the other course materials frequently. Then consider what *you* want to accomplish in this course and what it will take to accomplish it. Once you have set achievable goals for yourself, plot out how to achieve them. Ask yourself, "What do I have to do to complete this course successfully? How can I make the best use of my time? What part of the day/week is best for me to study?" Also, consider where you will study. Using an area that is free from distractions or outside interruptions will increase your learning efficiency. Try to pace your workload evenly. Do not try to "cram" for a test all at once. It will probably not work. Consider blocking out time to study in the same way you block out hours to work.

Reading to Learn

Reading to learn is a specialized form of reading. It requires more effort than other forms of reading, especially reading for entertainment. Using the following steps will improve your understanding of the material you read.

Read with a Purpose

Determine the purpose of your reading. Are you reading for the general idea? For the structure of an argument? For scrutiny of detail, inference, and application? Adjust your reading speed and process accordingly.

Scan the Text

Textbooks are divided and subdivided into units and chapters, each with their own titles and headings. First, read the introduction to the text and any summaries. Surveying the structure of the text will help you understand and organize the concepts you will be reading. This process also works for reading other types of course material.

Preview for the General Idea

Preview the chapter to get a general idea of the material. Look at the headings, photos, sketches, and tables. Before you begin to read the material, look over the glossary or

key terms for new and already familiar concepts. Have available a medical dictionary to look up any unfamiliar terms.

Question the Text

Formulate *questions* about the text. Change headings or titles into a question. The headings should reflect the main ideas of the text. When you have completed a section, see if you can answer the questions. What new questions did these raise? As a paramedic, developing leads is accomplished by the same method. You talk to the patient. He or she may provide information that leads to another train of thought. You ask a different question. These actions raise other logical questions. Developing logical leads and following them to their logical conclusion is part of what being a paramedic is really all about.

First Reading

Read the text, concentrating on the main ideas. You may want to underline or highlight them. At this point, however, focus only on the main ideas, not the details.

Re-read to Check Understanding

At the end of each section, *summarize* the main ideas, then *restate* the concepts in your own words. If you are confused, don't feel bad, we've all been there or are going to be there. Go back and reread the part you don't fully understand. When you have finished reading, go back and make notes, margin notes, or underline (highlight) key phrases in the book.

Other techniques students sometimes find useful are to visualize the information as you read it, relate it to something you already know, read or think out loud, and discuss the reading with someone else.

Review

Review the information in the text by rereading your notes, questions, and any exercises that have been assigned. Some other review techniques are to use index cards to review key terms, recite the information out loud, and explain the information to someone else. Use your classmates for discussion forums and review sessions.

Reading Techniques Include the Following

- Determine your purpose for reading
- Review the text (titles, photos, summaries, intro)
- Read for main ideas
- Turn titles and headings into questions
- Summarize in your own words
- Reread, visualize, relate, think aloud
- Review

Making Useful Notes

Making useful notes from lectures and readings is important. Making useful notes as an investigator is essential. You should be able to return to your notes months and years later and know exactly what occurred. Always answer who, what, where, when and how, if possible.

To make your notes useful for learning, try the following:

Prior to class: Complete assigned readings and make an organized set of notes. Include any questions raised by the readings.

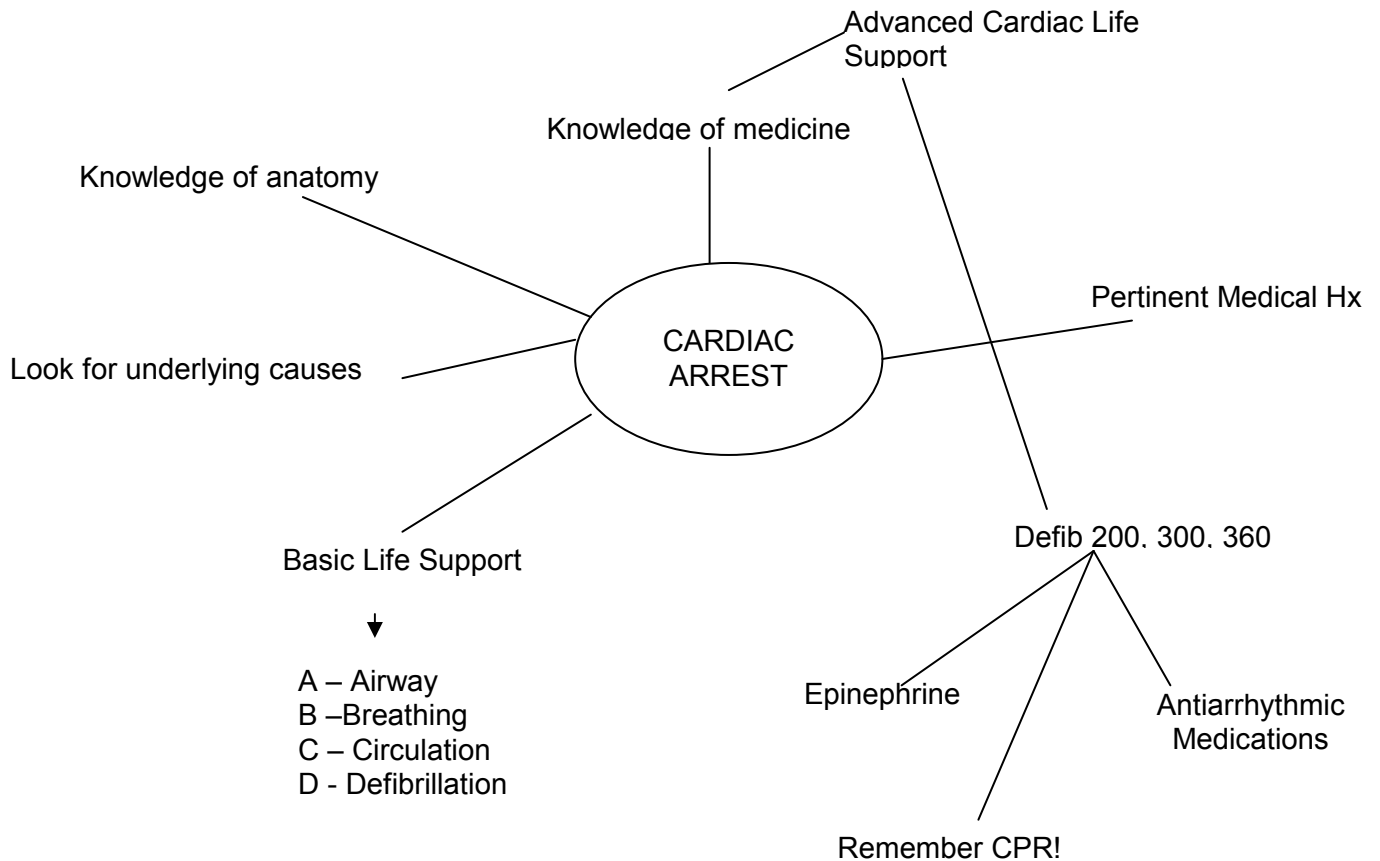
During class: Lectures generally blend your instructors' insights with the materials from the readings. If you have completed the readings and written an organized set of notes, you should be able to take notes from the lecture selectively.

After class: Rewrite notes to include insights and questions raised.

Periodically: Review and rewrite notes to clarify issues.

CONCEPT MAPS

Another method of making notes is connecting the different ideas into what is called a concept map. Start by placing the central idea in the middle of a piece of paper. Add related ideas and draw lines to them from the central idea. Each idea can be further subdivided. The lines represent the relationship between and among each of the ideas, so you can draw any number of lines and the map can have any shape.



PARAMEDIC PROGRAM POLICY ON THE RELEASE AND CONFIDENTIALITY OF STUDENT RECORDS

Introduction

The paramedic program policy on release and confidentiality of student records is consistent with that of the College.

Every endeavor is made to keep the student's record confidential and out of the hands of those who would use it for other than legitimate purposes. All members of the faculty administration and clerical staff must respect confidential information about students which they acquire in the course of their work. At the same time, the program should be flexible enough in its policies not to hinder the student, the institution, or the community in their legitimate pursuits. This policy is intended to fully comply with The Family Educational Rights and Privacy Act of 1974, Pub. L.90-247, as amended.

POLICY STATEMENT

A. Disclosure to the Student

1. With regard to a student's access to his or her own records, it is assumed that a major purpose of student's record is to aid in the personal and academic growth of that student.

The following generally lists the types of records maintained in the Paramedic Program files:

- a. Paramedic Program Application
- b. OEMS Student Application
- c. Medical Health Record
- d. Documentation of Successful Completion of Hospital Rotations
- e. Documentation of Successful completion of competencies and skills
- f. Documentation of successful completion of team leader calls
- g. Clinical Evaluation Forms (from preceptor and student)
- h. Progress Reports
- i. Anecdotal Notes
- j. Correspondence
- k. Documentation of Declination of Hepatitis B Vaccination (if appropriate)

Students wishing to review the contents of their paramedic program file will be required to make an appointment with the Division Dean and indicate at that time the purpose of their appointment. The review must take place within thirty (30) days from the date of request.

- B. Request to Amend Educational Records (see college catalog for procedure.)
- C. Right to a Hearing (see college catalog for procedure.)
- D. Disclosure to School Officials
 - 1. Faculty and administrative officers of the institution who have a legitimate educational interest* in the material and demonstrate a need to know, will be permitted to look over the academic records of any student. Whenever possible, the information needed by such persons should be provided by the officials responsible for the records, without providing direct access to the records themselves.

*Legitimate educational interest is defined as any function outlined in the job description of the faculty or administrative officer of the institution.

- 2. The contents of the Paramedic Program file of a student should not be sent outside the Math, Science and Human Services Division Office except in circumstances specifically authorized by the Division Dean or his/her designee.
- E. Disclosure to Parents, Educational Institutions and Agencies
 - 1. Grade reports and other information maintained by the Paramedic Program may not be released to parents or guardians, without prior approval from the student.
 - 2. Requests from a philanthropic organization supporting a student will be honored. Students receiving such support will be required to sign a release form at the time the financial support is accepted.
 - 3. Information may be released to State and local officials or authorities to whom information is required to be reported or disclosed pursuant to State statute adopted prior to November 19, 1974.
 - 4. Information may be released to organizations conducting studies for, or on behalf of, educational institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, so long as such studies are conducted in a manner which will not permit the personal identification of students and their parents by individuals other than representatives of the organization, and the information will be destroyed when no longer needed for the purposes for which the study was conducted. Such requests must be approved by the Dean of Student Services.

F. Disclosure to Government Agencies

1. Properly identified representatives from federal, state, or local government agencies may be given the following information if expressly requested:
 - a. Verification of a date and place of birth
 - b. School or division of enrollment and class
 - c. Dates of enrollment
 - d. Degree(s) earned, if any, date, major or field of concentration, and honors received
 - e. Home and local addresses and telephone numbers
 - f. Verification of signature
 - g. Name and address of parent or guardian
2. Concerning release of further information, it should be noted that government investigative agencies as such have no inherent legal right of access to student files and records. When additional information is requested, it normally should be released only on written authorization from the student. If such authorization is not given, the information should be released only on court-order or subpoena. If a subpoena is served, the student whose record is being subpoenaed should be notified and that subpoena should be referred to the institution's legal advisor.

G. Disclosure to Other Individuals and Organizations

No information will be furnished to other individuals and organizations unless the request is accompanied by an information or transcript release signed by the student.

H. Limitation on Redisclosure

The institution may disclose personally identifiable information from a student's education records only on the condition that the party to whom the information is disclosed will not disclose the information without prior written consent of the student or eligible parent except that such information may be used by the officers, employees and agents of the organization to which the information was disclosed for the purposes for which disclosure was made. Except for the disclosure of "Directory Information", the institution shall inform the party to whom a disclosure is made of this limitation on redisclosures.

I. Disciplinary Files

All correspondence and other written information relating to matters involving student discipline cases will be maintained by the Dean of Student Services, and shall not be made a part of the student's permanent records except as it affects the reason for students' termination from the College.

PIEDMONT VIRGINIA COMMUNITY COLLEGE
PARAMEDIC EDUCATION PROGRAM
ADMISSION STUDENT VERIFICATION FORM

Name _____ Empl ID# _____

VCCS email address _____@email.vccs.edu

REMINDER: ALL OFFICIAL SCHOOL EMAIL MESSAGES ARE SENT TO VCCS EMAIL ACCOUNTS ONLY.

I understand that I must have the following documentation on file at PVCC. If my file is not complete, I will not be able to begin clinical or lab and will be counted absent.

- Physical form completed and signed by physician with documentation of appropriate immunizations and/or titers
- Annual PPD current through May 1, 2009- with negative result or record of negative chest x-ray
- Hepatitis B vaccine or titer verification of immunity or signed declination form
- Completion of hospital web-based competency modules assigned to me by announced due date

I verify that I have carefully read, am responsible for and understand all of the following:

- I acknowledge that email is a prime means of communication for the program. I am responsible for correcting problems and reviewing messages throughout the semester beginning one week before classes start. I acknowledge that I am responsible for using my VCCS email account for all school-related communication and must check my email and course Blackboard site for announcements at least every day during the week, and before returning at the end of a weekend or period of school holiday, throughout the semester.
- I acknowledge that it is my responsibility to regularly meet with my faculty mentor for academic planning.
- I acknowledge I am responsible for knowing and following the requirements and policies of the Paramedic Student Handbook, the Piedmont Virginia Community College Catalog, the Piedmont Virginia Community College Student Handbook, the Clinical Manual and all paramedic program course syllabi.
- I acknowledge that clinical agencies with which I work as a student may have policies including, but not limited to, drug testing, immunizations, criminal background checks and manner of dress or appearance. I am responsible for knowing and following these policies.
- I have never been charged or convicted of any crime in the past, excluding minor traffic violations which did not involve bodily injury to others. I understand that if I am arrested I must report that arrest to the Paramedic Program Director and Dean of Math, Science and Human Services prior to returning to class.

My signature below indicates that I have received a copy of the Paramedic Student Handbook, and that I am in compliance with all the conditions stated above.

Signature _____ Date _____

HEPATITIS B VACCINE DECLINATION

I understand that because I am a paramedic student I may be exposed to blood or other potentially infectious materials and therefore may be at risk of acquiring hepatitis B (HBV) infection.

I understand that the PVCC/UVA paramedic program strongly recommends that all paramedic students receive the hepatitis vaccine prior to beginning the clinical component of the program. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease.

I understand that I may decide to receive the hepatitis B vaccination at a later date and that if I do so, I will promptly provide the Math, Science and Human Services Division Office with documentation of my vaccination.

DATE

STUDENT'S SIGNATURE

STUDENT'S PRINTED NAME