Congratulations! You have been accepted into the Emergency Medical Science AAS Program. Obtaining your paramedic training and associate degree will require many hours of hard work, dedication, and professionalism. The qualities of a paramedic require an individual to work without supervision in an uncontrolled environment while maintaining the maturity and discipline to handle any critical situation. In order to obtain these qualities, you will go through extensive cognitive, psychomotor, and affective training in the classroom, hospital, and on the ambulance as a paramedic intern. By the end of your paramedic program you will have the qualities that it takes to become an entry level paramedic. The road to achieving your EMS Associate Degree at Coastal Carolina Community College will be difficult and challenging, but the reward in the end will be well worth the effort. You are a proud member of Coastal Carolina Community College Emergency Medical Science Program prepared to join the paramedic profession. Good Luck!

Cordially,

Jody Bullock, BHS, NRP
Director, Emergency Medical Science

Jody Bullock, BHS, NRP
Director, EMS
444 Western Blvd
Jacksonville, NC 28546
MS200 M
(910) 938-6810

Christopher St. Clair, AAS, NCP
Instructor
444 Western Blvd
Jacksonville, NC 28546
MS200 N
(910) 938-6161

An Equal Opportunity Employer
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Curriculum Description
The Emergency Medical Science curriculum provides individuals with the knowledge, skills and attributes to provide advanced emergency medical care as a paramedic for critical and emergent patients who access the emergency medical system and prepares graduates to enter the workforce.

Students will gain complex knowledge, competency, and experience while employing evidence based practice under medical oversight, and serve as a link from the scene into the healthcare system.

Graduates of this program may be eligible to take state and/or national certification examinations. Employment opportunities include providers of emergency medical services, fire departments, rescue agencies, hospital specialty areas, industry, educational and government agencies.

Program Objectives
At the completion of the EMS program:

- **Program Cognitive Objective:**
  The graduate will demonstrate the ability to comprehend, apply, and evaluate the didactic and clinical information relative to his role as an entry level paramedic.

- **Program Psychomotor Objective:**
  The graduate will demonstrate technical proficiency in all skills necessary to fulfill the role of entry level paramedic.

- **Program Affective Objective:**
  The graduate will demonstrate personal behaviors consistent with professional and employer expectations for the entry level paramedic.

EMS Program Mission Statement
The mission of the Coastal Carolina Community College Emergency Medical Science Paramedic Program is to prepare competent entry-level Emergency Medical Technician-Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Advanced Placement
At this time Coastal Carolina Community College does not offer advanced placement for the Continuing Education Paramedic Program.

Credit For Life Experience
Academic credit is not allowed for previous life experience outside of the supervision of the College.
Accreditation

The Coastal Carolina Community College EMS Program has been issued a Letter of Review by the Committee on Accreditation of Educational Programs for the Emergency Medical Service Professions (CoAEMSP). This letter is not a CAAHEP accreditation status, it is a status signifying that a program seeking initial accreditation has demonstrated sufficient compliance with the accreditation Standards through the Letter of Review Self Study Report (LSSR) and other documentation. Letter of Review is recognized by the National Registry of Emergency Medical Technicians (NREMT) for eligibility to take the NREMT’s Paramedic credentialing examination(s). However, it is NOT a guarantee of eventual accreditation.

CoAEMSP
8301 Lakeview Parkway
Suite 111 – 312
Rowlett, TX 75088
214-703-8445 Fax 214-703-8992

After successful completion of the EMS program, the graduate will be eligible for the North Carolina paramedic exam and the National Registry’s Practical and Computer Adaptive Test (CAT) examinations.

Upon passing these examinations, the student will be qualified for employment as an entry level paramedic.
Admissions Requirements

The admissions requirements for Coastal Carolina Community College will comply with current adopted rules under the State Board of Community College Code regarding open door admissions of applicants (1D SBCCC400.2). The College serves students regardless of race, color, creed or religion, age, sex, national origin, political affiliation, or physical disability status. An applicant for admission to a curriculum program of study at Coastal Carolina Community College must be a high school graduate (recognized by a state accredited provider) or have GED® scores (recognized by a state accredited provider) which qualify as a high school equivalency certificate within any of the fifty states or an equivalent secondary education approved by the Admissions Office. A "certificate of attendance" does not constitute high school graduation nor is the certificate deemed equivalent to high school completion. All other qualified applicants will be admitted as special credit students. Special credit students are not eligible to receive financial aid funds, veterans program benefits, or graduate from a program.

Coastal’s Admissions Procedure

A. Submit an application. Admission applications may be submitted to the College in person, by mail, or via the College website (www.coastalcarolina.edu). Applications are also available through the website of the College Foundation of North Carolina (www.CFNC.org).

B. Submit an official high school transcript showing proof of graduation, or GED® scores (recognized by a state accredited provider) which qualify as a high school equivalency certificate within any of the fifty states.

C. Submit official transcripts from all post-secondary educational institutions attended.

D. Take any required placement tests (placement tests are valid for 60 consecutive months from the month of administration). Students may take the entire placement test twice under the administration of the College within a one-year period.

E. Meet with an academic counselor

EMS Program Admissions Procedure

A. All prerequisites as identified in the EMS Admission Bulletin and College Catalog must be satisfied before final approval of admission is given. See complete details for admission requirements in the EMS Admission Bulletin.

B. Each student must complete a physical examination and submit the proper paperwork to Castlebranch.com by October 1.

C. At this time, we do not offer advanced placement.

Additional Requirements

Once enrolled in the EMS program, students will be required to:

A. Purchase liability insurance annually.

B. Demonstrate physical and mental health as evidenced by a physical exam and appropriate behavior.

C. Complete all required vaccinations by October 1. (see attached list)

Proof of vaccinations must be uploaded to Castlebranch.com.
D. Complete a criminal background check before beginning the clinical phase of the program. The criminal background check is required for each name used and each county of residence during the past seven (7) years. Any expense incurred to obtain the criminal background check is the responsibility of the student. Providing false or incomplete information will result in dismissal from the program. The criminal background check is required prior to participating in the clinical component of the EMS Program and may not be completed earlier than 30 days prior to the start date of Clinical Practicum. The results from the criminal background check will not be considered in admission decision; however, the clinical sites have the right to deny student access based on criminal background. This denial will result in the student's inability to successfully complete the program. Students will be advised of the clinical agencies' decision regarding eligibility to participate in clinical learning experiences following the agencies’ review of criminal background check. This background check will be done through Castlebranch.com.

*The North Carolina Office of Emergency Medical Services and the North Carolina Medical Board will review felony and misdemeanor convictions prior to granting EMT or Paramedic credentials. This review may result in denial of EMT or Paramedic credentials.*

E. Submit to Drug Screen (Castlebranch.com)
   Drug screening may be completed at Labcorp – Jacksonville.
   (Office Park Drive, Suite 2; Jacksonville, NC; (910) 455-1080; Mon-Fri 8:00-12:00, 1:30-3:30)
   NO SOONER THAN 30 DAYS PRIOR TO CLINICAL.
   Note: Failure to pass the drug screen may result in the denial of clinical access.

F. Adhere to the student guidelines specifically for the EMS Program.

G. Purchase the online learning, assessment, clinical and skills tracking programs: Platinum Planner and EMS Testing.

**Program Guidelines**

**A. General Information**

1. Should you be needed in an emergency situation, you can be contacted during class hours by telephone at 938-6269. Cellular telephones may not be used during class, lab or clinical.
2. Forms for all student financial assistance and VA benefits are the responsibility of the student. You are to present them to the faculty for verification. Please follow the guidelines of your financial assistance program.
3. If you desire, or have a need for a conference with a faculty member, contact the faculty member to schedule an appointment.
4. Each student enrolled in the EMS curriculum must purchase liability insurance concurrent with EMS courses in the clinical and field internship areas. All students are enrolled in the student accident program.
5. It is your responsibility to notify the program director and the registrar's office of any changes in name, address or telephone number.
B. Health Policies

1. Once enrolled, students are required to provide the program director a statement from a physician when specific problems, which may interfere with safe care of patients, have been identified. These statements should attest to the physical and/or emotional qualifications of the student to provide safe care. Students who present with problems in physical or emotional health, which conflicts with safety essential to paramedic practice and who do not respond to the appropriate treatment and/or counseling within a reasonable period of time, will be dismissed from the program.

2. Students must provide a statement from their physician addressing current medical status in the event of health problems or pregnancy. If hospitalization or prolonged absences are necessary, the student will submit a statement from his/her physician declaring suitability to return to learning activities. Students must complete the required educational hours in order to take the NC State and National Registry EMT examinations, therefore it may be necessary to withdraw from the program and continue at a later time.

3. Students must obtain proof of all required immunizations and upload to castlebranch.com, by October 1. If these immunizations are not obtained and uploaded by October 1, the student will receive an absence for each EMS class until all immunizations are uploaded to castlebranch.com. The attendance policy will be followed.

4. Once accepted, students must obtain the Hepatitis B Vaccine (at their own expense). These students are required to present proof of having received the Hepatitis B Vaccine (all 3 doses) and a titer indicating immunity. Students should have two doses prior to the beginning of clinical rotations in the Spring Semester. A numerical titer should be drawn and reported to the Program Director. Students are counseled on the risks of Hepatitis B exposure. (See declination waiver on page 31)

5. Any illness or accident, which occurs during the scheduled classroom or clinical hours, must be reported to the faculty. In cases where emergency services must be rendered, the student will be directed to the nearest hospital emergency department or 911 will be called. Any treatment necessary will be administered at the hospital with the consent of the student. The instructor will notify the Security Services Department (6290), who is required to complete and an Incident/Investigation report.

Communicable Disease Policy

If a student, employee, or patient is accidentally exposed to blood or body fluids, the person will immediately report the incident to the appropriate supervisor as well as the Security Services Department. All faculty, employees, and students in health-related fields are required to adhere to universal disease control guidelines consistent with the U. S. Centers for Disease Control and Prevention. No student will be allowed to deliver patient care in any setting until he/she has been instructed in infection control (as per OSHA guidelines) and mastered material on safety/universal precautions with satisfactory accuracy. A copy of the College's Communicable Disease Policy is available from the Personnel Office.
Occupational Exposure Incidents

Reporting Infectious Status/State Law

Any student who knows, or has reasonable basis for believing that he or she is infected with HIV, HBV, or other infectious disease which may pose a threat to others, and whose curriculum or job requires performance of potentially exposure-prone patient care procedures, has an obligation to share that information.

North Carolina State Law (Sec 10A NCAN 41A.0207) requires any health care provider whose work requires them to perform or assist in surgery, dental procedures, or vaginal deliveries and know themselves to be infected with HIV or HBV to report themselves to the State Health Director. The notification shall be made in writing to:

Chief, Communicable Disease Control Branch
1902 Mail Service Center
Raleigh, NC 27699-1902

On the state level, an investigation will be made to assess the operative and infection control techniques and clinical condition of the infected health care worker. When there may be significant risk for transmission to patients, an expert panel will be convened to make recommendations to the State Health Director who will determine whether restrictions in the health care worker’s practice are needed to prevent transmission to patients and whether notification of any previous patients is warranted. The health care worker’s practice and clinical condition will be periodically reviewed to determine whether re-evaluation is needed. The College requires employees/students to abide by this law so that we can protect the health and welfare of employees, students, and patients from the spread of disease, and so that we can respond appropriately to the individual’s health and employment/educational needs.

Definitions of Exposure-Prone Procedures:

Characteristics of exposure-prone procedures may include, but are not limited to, digital palpation of a needle tip in a body cavity or simultaneous presence of the employee/student’s fingers and a needle or other sharp instrument or object (such as catheter) in a poorly visualized or highly confined anatomical site. Performance of exposure-prone procedures may present a recognized risk of percutaneous injury to the employee/student, and if such an injury occurs, the employee’s/student’s blood is likely to contact the patient’s body cavity, subcutaneous tissues, and/or mucous membranes. Characterization of particular exposure-prone procedures is identified on a case-by-case basis.
Coastal Carolina Community College
Emergency Medical Science
Curriculum Model

<table>
<thead>
<tr>
<th>Hours Per Week</th>
<th>Class</th>
<th>Lab</th>
<th>Clinic</th>
<th>Credit</th>
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<td></td>
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<td>ACA 111</td>
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<td>0</td>
</tr>
<tr>
<td>BIO 168</td>
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<td>3</td>
<td>0</td>
</tr>
<tr>
<td>EMS 110</td>
<td>EMT</td>
<td>6</td>
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<td>0</td>
</tr>
<tr>
<td>EMS 140</td>
<td>Rescue Scene Management</td>
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<td>3</td>
<td>0</td>
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<tr>
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<td>3</td>
<td>0</td>
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<tr>
<td>12</td>
<td>15</td>
<td>0</td>
<td>17</td>
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| SPRING SEMESTER (1ST YEAR) | | | | |
| BIO 169 | Anatomy & Physiology II | 3 | 3 | 0 | 4 |
| CIS 110 | Introduction to Computers | 2 | 2 | 0 | 3 |
| EMS 122 | EMS Clinical Practicum I | 0 | 0 | 3 | 1 |
| EMS 130 | Pharmacology | 3 | 3 | 0 | 4 |
| EMS 131 | Advanced Airway Management | 1 | 2 | 0 | 2 |
| EMS 160 | Cardiology I | 1 | 3 | 0 | 2 |
| MED 120 | Survey of Medical Terminology | 2 | 0 | 0 | 2 |
| **Total Hours:** | | | | |
| 12 | 13 | 3 | 18 |

| SUMMER SEMESTER | | | | |
| EMS 220 | Cardiology II | 2 | 3 | 0 | 3 |
| EMS 221 | EMS Clinical Practicum II | 0 | 0 | 6 | 2 |
| EMS 250 | Medical Emergencies | 3 | 3 | 0 | 4 |
| **Total Hours:** | | | | |
| 5 | 6 | 6 | 9 |

| FALL SEMESTER (2nd YEAR) | | | | |
| EMS 231 | Clinical Practicum III | 0 | 0 | 9 | 3 |
| EMS 240 | Patients with Special Challenges | 1 | 2 | 0 | 2 |
| EMS 260 | Trauma Emergencies | 1 | 3 | 0 | 2 |
| EMS 125 | EMS Instructor Methodology | 1 | 2 | 0 | 2 |
| ENG 111 | Writing & Inquiry | 3 | 0 | 0 | 3 |
| PSY 150 | General Psychology | 3 | 0 | 0 | 3 |
| **Total Hours:** | | | | |
| 9 | 7 | 9 | 15 |

| SPRING SEMESTER (2nd YEAR) | | | | |
| EMS 241 | Clinical Practicum IV | 0 | 0 | 12 | 4 |
| EMS 270 | Life Span Emergencies | 2 | 3 | 0 | 3 |
| EMS 285 | EMS Capstone | 1 | 3 | 0 | 2 |
| ENG 112 | Writing/ Research in the Disciplines | 3 | 0 | 0 | 3 |
| Humanities / Fine Arts Elective | | | | |
| **Total Hours:** | | | | |
| 9 | 6 | 12 | 15 |

TOTAL SEMESTER HOURS 74
Allied Health Division
Emergency Medical Science 1st Year
Student Curriculum Block Schedule

### Fall Semester- Block Schedule

<table>
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<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
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<td>8:00-8:50</td>
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<td>EMS-110C</td>
<td>EMS-110C</td>
<td>EMS-140C</td>
<td>EMS-150C</td>
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<td>EMS-110C</td>
<td>EMS-110C</td>
<td>EMS-140L</td>
<td>EMS-150L</td>
</tr>
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<td>EMS-110L</td>
<td>EMS-110C</td>
<td>EMS-140L</td>
<td>EMS-150L</td>
</tr>
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<td>EMS-110L</td>
<td>EMS-110C</td>
<td>EMS-140L</td>
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<td>BIO-168L</td>
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<tr>
<td>EMS-140 Rescue Scene Management</td>
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<td>EMS-150 Emergency Vehicles &amp; EMS Comm</td>
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<td>0</td>
<td>2</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>12</strong></td>
<td><strong>15</strong></td>
<td><strong>0</strong></td>
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</tr>
</tbody>
</table>
Coastal Carolina Community College
Emergency Medical Science
Rules and Regulations

I. Attendance Policy
   a. Per college attendance policy, in course catalog.
   b. An absence is defined as arriving greater than thirty (30) minutes after the scheduled class time.
   c. An absence, excused or un-excused, will not waive a student of their responsibilities.

II. Tardiness Policy
   a. Tardiness is defined as arriving any time after the scheduled time.
   b. Three tardies will equal one absence.
   c. Tardiness, excused or unexcused, will not waive a student of their responsibilities.

III. Grading System
   a. The letter and numerical grading system will follow CCCC policies.
      The College grading policy is as follows:
      A = 90 – 100
      B = 80 – 89
      C = 70 – 79
      D = 60 – 69
      F = Below 60
   b. Emergency Medical Science Courses:
      Students must complete EMS courses with a numerical score of “77” or higher in order to progress in the
      Emergency Medical Science Program. If the student does not receive a score of “77” or higher in any
      Emergency Medical Science course he/she will be required to withdraw from the Emergency Medical Science
      Program.
   c. Biology Requirement of BIO 168 and 169
      BIO 168 and BIO 169 must be completed by the beginning of the third semester of the Emergency
      Medical Science Program with a grade of “D” or higher to ensure student success. If the student does
      not successfully meet the BIO 168 and BIO 169 requirement they will be required to withdraw from the
      Emergency Medical Science Program.
   d. All Other Non-EMS Courses:
      A student who drops or receives an “F” in any non-EMS (related) courses except BIO 168 and 169 may
      be permitted to continue, provided the student can complete the course by the end of the summer session
      following their expected date of graduation.
   e. Right of Appeal Related to Course Grades Received
      All grade appeals must be initiated no later than the first calendar day of the next regularly scheduled
      semester or by the census date (10% point) of the next term in which the student is enrolled, whichever
      comes first. The following procedure is to be utilized.
      1. The student will contact the instructor to determine that there has been no mistake and to present his or
         her case.
      2. In the event of no resolution, the student will, within one calendar week, contact the Division Chair,
         Director, or supervisor who will consider the appeal and render judgment within one calendar week.
3. In the event of no resolution with the instructor’s supervisor, the student will, within one calendar week, contact the appropriate Vice President, who will require both the instructor and the student to present their cases. Upon completion of said presentations, the Vice President will render judgment within one calendar week.

4. Decisions obtained by this process will be recognized as final. Exceptions to the aforementioned timelines due to instructor and/or supervisor unavailability, must be approved by the appropriate Vice President.

f. Quizzes
1. An absence on a quiz will result in a zero for that quiz and no retake is allowed.
2. It is up to the discretion of the instructor to allow a retake on an online quiz.

g. Examinations
1. A late exam will result in five (5) points deducted from the exam grade for each day the exam is late.
2. If an exam is missed, it will be made up as soon as possible.
3. Final exams must be taken before the beginning of the next semester.

IV. Satisfactory Academic Progress (SAP)
At the end of each academic term, a student’s semester and cumulative grade point average (GPA) is calculated. Each student is expected to make satisfactory progress, defined as a cumulative GPA of at least 2.0, based on credit hours attempted. Students with the minimum cumulative GPA of 2.0 are considered to be in good standing. Credit hours for developmental courses are not counted in credit hours attempted; thus, grades from developmental classes are not counted toward cumulative GPA. Courses with a grade of NA (never attend), AU (audit), CE (credit by examination), IP (in progress), R (re-enroll), W (official withdraw) and WA (unofficial withdrawal for audit) are not considered in credit hours attempted and not counted toward cumulative GPA.

V. North Carolina State and National Registry Examinations
a. All of the prescribed number of classroom, clinical, field internship hours and required skills and Technical Scope of Practice (TSOP) examinations must be successfully completed prior to end of the program in order to take state or national examinations.

b. Students completing the EMT portion of the program will be eligible to take the North Carolina EMT examination and he or she will have 90 days to take the North Carolina EMT exam. The student will also be eligible to take the National Registry EMT examination at the end of the EMT portion of the program and he or she will have one year to take this exam.

c. Students will also be eligible to take the North Carolina and National Registry paramedic examinations upon completion of the paramedic portion of the program. He or she will have 90 days after completion of the paramedic portion of the program to take the North Carolina paramedic exam. He or she will have one year after the paramedic portion of the program to take the National Registry paramedic examination. The student must also complete a National Registry portfolio package in order to take the National Registry paramedic exam.

d. These examinations are not part of the program and the National Registry paramedic exam is taken at the student’s expense.

VI. Behavior
a. Disruptive behavior in any classroom or clinical setting may result in dismissal from the curriculum.

b. Any student engaged in any act recognized as cheating will be dismissed from the curriculum.

c. Students who endanger themselves or others will be counseled and depending on the severity of the infraction, be placed on probation or dismissed from the EMS curriculum.

d. College students are expected to act like adults. Adult behavior is required, in all courses, for continued enrollment in the EMS program.
VII. Patient Confidentiality

CONFIDENTIALITY IS MANDATORY! CCCC has a legal and ethical responsibility to respect and protect the privacy rights of patients, employees, volunteers, medical staff, third parties and students. ALL information gathered during the CCCC sponsored course and clinical rotation time is strictly confidential. This information is privileged and confidential regardless of format: electronic, written, verbal or observed. The student may access, use, disclose, or copy information only as it relates to the performance of duties or as needed for the paramedic course. If a complaint is received on a student, the complaint will be investigated by the Program Director, Division Chair, and Program Medical Director. If indicated, disciplinary action will be initiated up to and including dismissal from program. The student will immediately report any activity by any person, including themselves, that is in violation of this policy.

e. Any violation of patient confidentiality will result in dismissal from the EMS curriculum.

f. Any student who violates patient confidentiality will be held to the policies of the institution or organization in which they are working.

g. The Recognition of Patient’s Right to Privacy statement at the back of this packet will be signed.

VIII. General

a. The student is responsible for all homework and reading assignments coupled with the material covered in class.

b. All homework assignments will be turned in on time. If they are not received on time, points will be deducted or the assignment will be counted as not complete.

c. The student will be held responsible for his/her attitude, performance and behavior.

d. Uniform policy

A uniform must be worn in the classroom on lab days and in all clinical settings. The light blue pullover shirt with EMS pants, and boots should be worn in lab. The light blue button up shirt with EMS pants, and boots should be worn during clinical. See the uniform policy under Clinical Practicum, “Uniforms and Appearance”.

IX. Certifications

a. All students must have and maintain a current CPR certification prior to hospital clinical and North Carolina EMT certification before the end of the first Spring Semester.

b. All students are encouraged to obtain additional certifications as proficiency and qualifications are met.

c. The student will be eligible for the state and national EMT exam upon successful completion of the first Fall Semester.

d. The student will be eligible for the state and national Paramedic exam upon successful completion of the final semester of the EMS Program. The NR EMT and Paramedic exams are taken at the student’s expense.

e. Students will also have the opportunity to receive several certification courses during the EMS Program: American Heart Association Basic Life Support (BLS), American Heart Association Advanced Cardiac Life Support (ACLS) American Heart Association Pediatric Life Support (PALS) International Trauma Life Support (ITLS), and Pediatric Education for Prehospital Professionals (PEPP).
X. Professional Behaviors in Use of Electronic and Social Media
A student who communicates via a social networking site in an unprofessional manner with respect to Coastal Carolina Community College, the EMS Program, our clinical affiliates, patients, faculty, staff, or students will be disciplined by the appropriate Faculty, the Program Director, the Division Chair, and other College representatives as appropriate.

Patient discussion is strictly forbidden on any social network
Any HIPAA (Health Insurance Portability and Accountability Act) that occurs over social media could result in immediate dismissal of the program.

Examples of unprofessional behavior include posting negative, incorrect, or damaging material (through images, pictures, or statements), communicating disrespectfully, breaching confidentiality, or discussing inappropriate or illegal activities.

Examples of social networking sites include, but are not limited to: Facebook, Twitter, Instagram, etc.

XI. EMS Course Challenge Policy
If a student has taken an EMS course previously, he or she may be eligible to challenge that course if discussed with the Director. In order for a student to challenge any EMS course, he or she must meet the following standards:

1. Be currently credentialed at the required EMT level for each course.
2. Submit the appropriate paperwork to the Director of EMS as required in the college catalog.
3. Pass the course final exam with a grade of no less than 85%.
4. Pass any skills or scope of practice required for that course.

Instructional Guidelines
A. Program Regulation

1. Emergency Medical Science Courses:
   Students must complete EMS courses with a numerical score of “77” or higher in order to progress in the Emergency Medical Science Program. If the student does not receive a score of “77” or higher in any Emergency Medical Science course he/she will be required to withdraw from the Emergency Medical Science Program.

2. Biology Requirement of BIO 168 and 169
   BIO 168 and BIO 169 must be completed by the beginning of the third semester of the Emergency Medical Science Program with a grade of “D” or higher to ensure student success. If the student does not successfully meet the BIO 168 and BIO 169 requirement they will be required to withdraw from the Emergency Medical Science Program.

3. All Other Related Courses:
   A student who drops or receives an “F” in any non-EMS (related) courses except BIO 168 and 169 may be permitted to continue, provided the student can complete the course by the end of the summer session following their expected date of graduation.

4. Various resources are available to assist students with academic achievement.
   a. Faculty
   b. Counselors
   c. Academic Studies Center
   d. Peer Assisted Study Sessions
   e. Media and Computer Programs
   f. Learning Resource Center
5. **Skills Lab Competency Policy**

The competency skills taught in lab, are critical behaviors in which students are expected to demonstrate lab competence with a passing grade prior to the lab final exam. Failure to do so will result in a grade of “D” for the lab average. Skills will be graded on a pass/fail basis, unless otherwise specified. Sufficient practice is critical prior to successful demonstration. Repeated unsuccessful attempts will result in a lowered score by 8 points on final successful demonstration. (Ex. 2nd attempt 92, 3rd attempt 84, 4th attempt 76). Students are required to pass techniques and skills in the simulation lab prior to performing that technique or skill in the clinical setting. If the student does not pass the North Carolina or National Registry mandated skills by the fourth attempt or she will not be allowed to continue in the program or be eligible to take the NC State or National Registry examinations.

6. **Competency Forms Policy in Platinum Planner**

The student receives a passing grade for each skill that he or she successfully demonstrates and it is then validated in Platinum Planner. The student and instructor will have access to these completed skills as proof of lab instruction. Platinum Planner will also be available for reference by an FTO or clinical instructor while in the field internship or hospital clinical. No student may perform any skill for which he or she has not proven competence. Each time the student successfully performs the skill, the instructor approves that skill in Platinum Planner. If the student is unable to successfully perform the skill, they will be directed to return to the skill lab for practice as needed. When the student has mastered a skill or technique, the student may perform that skill without direct supervision, at the discretion of the clinical instructor.

7. **Technical Scope of Practice (TSOP)**

In order for the student to pass EMS 110 and be eligible to take the North Carolina or National Registry EMT examination, he or she must pass two TSOP evaluations in the classroom. These TSOP evaluations will consist of one adult and one pediatric patient and there will be one medical and one trauma TSOP evaluation. The TSOP will be graded on a pass or fail basis and the student will be given TWO attempts to pass the TSOP evaluation. If the student fails the first TSOP he or she will be required to practice the TSOP before attempting to retest again. If the student fails the second TSOP evaluation, he or she will not be allowed to test again. If one TSOP has been failed twice the student will not be allowed to take the other TSOP.

If the student does not pass both TSOP evaluations, he or she will not pass EMS 110, regardless of his or her class average and he or she will not be allowed to continue in the EMS Program or take the NC or NR EMT exam. The student will still receive the average that he or she obtained for that class.

If the student is a current EMT and taking EMS 110, he or she still must pass both TSOP evaluations by the second attempt in order to pass EMS 110 and be eligible to continue in the EMS Program.

The same TSOP examination procedure applies to receive credit for EMS 285 EMS Capstone. The student must pass both, a medical and trauma TSOP. If he or she does not pass both TSOP examinations he or she will not receive credit for EMS 285 and will not be eligible to take the North Carolina or National Registry paramedic examinations.
Coastal Carolina Community College  
Emergency Medical Science  
Rules and Regulations  

CLINICAL PRACTICUM

The rules and regulations set forth will be adhered to at all times while in the field setting. It is impossible to spell out all rules and the violations of these rules, so safety, professionalism and appearance should govern the student's actions and behavior.

I. General
All policies and procedures set forth by the institution or organization in which the student is working will be adhered to.

1. All students will be covered by medical malpractice liability insurance prior to beginning any and all Cooperative work experiences. Proof of one million dollars of malpractice insurance will be provided to the EMS Department Head prior to the beginning of any field experience.

2. Proof of all required vaccinations will be provided to the EMS Department prior to the students beginning any field experience.

3. All students will be educated in OSHA regulations for HIV, HBV and Tb. All students will be fit tested and have in their possession, the required HEPA respirators.

II. Uniforms & Appearance

1. Shirts
   a. Lab – The uniform shirt in the lab setting will be an approved pullover “Polo” type shirt, either long or short sleeve.
   b. Clinical - The uniform shirt for the Clinical Practicum will be a Light Blue dress shirt, with the CCCC paramedic intern emblem/patch on the left sleeve plus a student ID badge visible in an ID plastic pouch.

2. Pants, boots, and accessories –
   a. The required uniform pants will be dark blue EMS pants.
   b. Black steel toed boots are required for lab and clinical setting.
   c. Appropriate undergarments will be worn at all times. This includes an appropriate color brassiere, a white undershirt and black socks. A black belt is required. Only pins and patches authorized by the EMS Department may be worn.

3. The student will be clean in body and appearance with no perfume or cologne.

4. The student may only wear two stud earrings in one ear. No facial jewelry or tongue studs are allowed. Only two rings will be allowed. A wedding set will constitute one ring.

5. Hair will be kept off the collar and in a non-flyaway style. Mustaches and Goatee’s are allowed as long as the HEPA respirator will have an air tight seal, but must be neatly trimmed. Beards are not allowed due to the HEPA respirator.

6. Non-facial tattoos are permitted, however must not distract from a professional image. No sexually explicit, racially, or otherwise offensive tattoos that depict logos, slogans, nudity, or violence are permitted. Instructors or clinical sites reserve the right to require the student to cover a tattoo that is non-compliant with this policy or otherwise perceived to be offensive.

7. Street Clothes
   a. Professional dress will be required when engaged in student activities involving outside agencies. (i.e. guest speakers, field trips, orientation, etc.)
   b. Skirts, which are shorter than 2” above the bend of the back of the knee, may not be worn as professional dress.
III. Patient Confidentiality

1. Any breach of confidentiality will be grounds for dismissal from the EMS Program. Students who violate confidentiality will be held to the policies of the institution or organization in which they are working.

IV. Attendance & Tardiness

1. An absence is defined as arriving greater than 30 minutes after the appointed time.
2. The student is not allowed to miss any clinical rotation (hospital or ambulance). In the event of a missed clinical rotation, with a valid excuse (approved by EMS Department Head), the student and the clinical instructor will make arrangements for a make-up day, if available, as soon as possible.
3. An absence or tardy will not waive a student of their responsibilities.
4. Tardiness is defined as arriving any time after the scheduled class or clinical time. It is at the discretion of the EMS Department Head, Clinical Coordinator, Field Instructor, Field Training Officer, or OCEMS employee to determine if the student shall be sent home if arriving to clinical tardy.
5. Three tardies will equal one absence.
6. If the student does not have the required amount of clinical hours at the end of the program he or she will not be eligible to take the North Carolina or National Registry paramedic examination.

V. Behavior

1. Maturity is expected of all students.
2. Students are expected to conduct themselves as adults and are responsible for actively participating in learning.
3. Disruptive behavior in the field setting will not be tolerated and will be grounds for dismissal from the curriculum with a failing grade.
4. Any student engaged in any activity recognized as cheating will be dismissed from the EMS curriculum with a failing grade.
5. Students who endanger themselves or others will be counseled, and depending on the severity of the infraction, be placed on probation or dismissed from the EMS Curriculum.
6. Any student who performs any skill above their level of training will be dismissed.
7. Any student who performs an advanced life support skill without the assigned Field Training Officer/Clinical instructor present will be dismissed from the curriculum.
8. All patient care will comply with federal, state and local standards. Failure to comply with these standards will be grounds for dismissal.
9. If a student has a conflict with a Field Training Officer or Clinical instructor, the situation will be presented to the CCCC Director of EMS for resolution.
10. Only your assigned Field Training Officer/Clinical instructor may sign off your skills and hours.
11. Failure to perform safe clinical practices due to physical or mental inabilities which could potentially result to harm to self or others could result in dismissal from the program.
VI. Team Leads

Team leads are a Capstone component. Capstone refers to a culminating student experience in which students have applied the concepts that they have learned to solve real-life problems. It is an opportunity for students to demonstrate that they have achieved the terminal goals for learning established by the EMS program to demonstrate entry-level competency in the paramedic profession. The last 120 hours of field clinical time is considered to be field internship. This is when the paramedic student is expected to perform twenty-five (25) TEAM LEADS. During the team lead phase, the Field Training Officer (FTO) is the one who deems the student capable of leading the EMS responder team in the assessment and management of a variety of patient types/complaints/calls. The FTO observes and evaluates, and only offers advice or suggestions if crucial errors or omissions occur. The student is “in charge” and demonstrates the knowledge, skills, and attitudes to manage any call to which the unit is dispatched. During this phase the emphasis shifts from assessing the student’s individual skill competency to assessing his or her ability to manage the entire scene and patient. It is not necessary for the student to perform all of the skills, or any individual skills, outside of the assessment. However he or she must be the main person responsible for the choreography of the scene and direct all patient care. Both, Basic Life Support (BLS) and Advanced Life Support (ALS) calls can be considered for team leads.

VII. Safeguards

The health and safety of patients, students, and faculty associated with the educational activities of the students must be adequately safeguarded. All activities required in the program must be educational and students must not be substituted for staff. Students are not allowed to perform skills (ie: administer medications, injections, etc) without approval from clinical instructor or preceptor.

VIII. Reminder Regarding Service Work:

Please be reminded that you are not allowed to be paid by the agency when you are in the roll of a paramedic student completing required clinical hours.

PRE-CLINICAL AND FIELD REQUIREMENTS

- Current physical exam (within two years) to include a respiratory fit test. The CCCC physical form must be complete and uploaded to castlebranch.com.
- Proof of immunizations (uploaded to Castlebranch.com).
- Current American Heart Association CPR certification and EMT Certification.
- OSHA training.
- HIPAA Training.
- Verification of Criminal Background Check (castlebranch.com). No sooner than 30 days prior to clinical. Background check remains valid as long as you are in attendance, without interruption of program.
- Verification of Drug Screen (castlebranch.com). No sooner than 30 days prior to clinical.
- Completion of all hospital orientation packets and required signature forms submitted.
DISMISSAL/WITHDRAWAL FROM THE EMS PROGRAM

A student may be terminated from the EMS Program for not satisfying the academic or disciplinary policies and rules outlined in the College Catalog and/or EMS Program Manual. Those include, but are not limited to:

- Failure to meet academic standards as outlined in the grading policy.
- Failure to meet course requirements during any phase of the program.
- Substantial or repeated violation(s) of the standards of ethics, professional behavior and conduct set forth in this handbook.
- Failure to perform safe clinical practices due to physical or mental inabilities which could potentially result to harm to self or others.
- Repeated absences, tardiness, or early departure as outlined in the attendance policy.
- Repeated failure to comply with applicable uniform and dress codes.
- Failure to complete submission of documents required for matriculation (i.e., medical screening information, application information, certifications) after notice by Program administration.
- Repeated or substantial failure to comply with the rules of the classroom, clinical site, or field internship station decorum. (i.e: not complying with school tobacco policy).
- Repeated or substantial failure to comply with the exposure control policy.
- Repeated or substantial failure to comply with the reporting procedures for incidents, illnesses, or unusual occurrences.
- Failure or refusal to participate in necessary investigatory proceedings for an incident or unusual occurrence.
- Violating the dress code or grooming standards.
- Using vulgar or suggestive language or gestures.
- Criticizing staff, faculty, instructors, or patients.
- Argumentative or insubordinate behavior.
- Performing procedures without the permission or supervision of preceptors.
- Misuse, destruction, or stealing of equipment.
- Removing agency or patient records from their proper locations.
- Falsifying patient or agency records or college evaluation forms.
- Misrepresenting your level of certification, training, student status.
- Any act recognized as cheating.
- Loss of EMT credential: Students are required to obtain North Carolina EMT credential by the beginning of the third semester and they must maintain EMT credential during field internship. Loss of a student’s NC EMT credential will result in immediate dismissal from the program, regardless of reason for or duration of loss.

Upon dismissal/withdrawal, the student will be notified in writing of the reason(s) for the dismissal. This documentation will also be placed in the student’s file. The Program Director may require an exit interview at the time of dismissal. Students who are dismissed from the Program for disciplinary reasons should refer to the guidelines presented in Section 4-Discipline Procedures in the College Catalog.
Disciplinary Penalties

"Disciplinary penalty" shall mean any action affecting the status of the individual as a student, taken by the College in response to student misconduct, including but not limited to the following.

1. **Disciplinary Warning**: Disciplinary warning involves written notice to the student indicating what specific behavior or activity is in violation of these regulations and that repetition of similar or other unsatisfactory behavior would likely result in more serious disciplinary action.
2. **Specific Exam/Test Grade Reduction**: This penalty may involve the lowering of a test/assignment grade to a zero.
3. **Removal from a Course**: This penalty may involve removal with a grade of "F" or "W."
4. **Removal from Campus**: In cases involving conduct disruptive to the educational process or constituting a real or implied threat to any student, guest, or College employee, the person may be required to leave the campus, classroom, or other location immediately for a definite period of time, not to exceed one week.
5. **Disciplinary Probation**: Disciplinary probation is the status that indicates either serious misconduct not warranting removal of College privileges or suspension or expulsion. The next discipline to be imposed after disciplinary probation may be removal of College privileges or suspension or expulsion.
6. **Removal of College Privileges**: This penalty may involve restrictions on student privileges for a specific period of time.
7. **Suspension**: Suspension is temporary disciplinary separation from the College involving denial of all student privileges, including entrance to College premises without an appointment, for a specific period of time.
8. **Expulsion**: Expulsion is permanent disciplinary separation from the College involving denial of all student privileges, including entrance to College premises, without an appointment.

Right of Appeal

Any student who is found guilty by any committee or other school authority of violating any provision, regulation, or policy of the College or who has been disciplined by removal of College privileges or suspended or expelled, shall have the right to appeal the finding and/or discipline imposed upon him/her to the President of the College after an informal investigation or hearing has taken place. Any such appeal shall be in writing, shall be based solely upon the record and shall be limited to one or more of the following grounds: that the finding is not supported by substantial evidence, that a fair hearing was not afforded the accused, or that the discipline imposed was excessive or inappropriate. The written appeal must be received by the President within ten (10) working days following the decision on appeal. It shall be the responsibility of the President to make prompt disposition of all such appeals. Once the complete record on appeal has been received by the President's Office, his decision shall be rendered within thirty (30) working days.
Estimated Costs for EMS Program

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<tr>
<th>FALL SEMESTER</th>
<th>FIRST YEAR</th>
</tr>
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<tbody>
<tr>
<td>Quantity</td>
<td>Name of Item</td>
</tr>
<tr>
<td>2</td>
<td>Uniform Shirts</td>
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<tr>
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<td>Uniform pants (Dark Blue)</td>
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<td>1 pr.</td>
<td>Safety Boots Black</td>
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<td>1</td>
<td>Black Belt for pants</td>
</tr>
<tr>
<td>1</td>
<td>EMS Tools: watch with second hand, trauma shears, stethoscope, pen light, ECG calibers, B/P cuff, safety vest</td>
</tr>
<tr>
<td></td>
<td>Insurance – Due in August each year</td>
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<tr>
<td></td>
<td>Vaccinations / Physical</td>
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<tr>
<td></td>
<td>Drug Test &amp; Criminal Background check</td>
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<td>Immunization tracker</td>
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<td>Platinum Planner and EMS Testing</td>
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<td>Text Book</td>
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<td>Name of Item</td>
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<td>ITLS Advanced Certification</td>
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<td>Graduation-Pin</td>
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Total Cost: $1,925.00 – $2,300.00
Appendix
Coastal Carolina Community College
Acknowledgement of the
Emergency Medical Science
Program Manual

I, __________________________ have received the Emergency Medical Science Program Manual and read the Rules and Regulations for the Emergency Medical Science Program. I am aware that I am responsible for complying with the policies and guidelines as stated in the EMS Program Manual and the Coastal Carolina Community College Catalog.

____________________________
Signature

____________________________
Date

An Equal Opportunity Employer
Coastal Carolina Community College
Emergency Medical Science
Confidentiality Acknowledgement

In connection with my duties as a paramedic intern, I agree to treat all clinical information concerning patients with confidentiality. I will not divulge any information to unauthorized personnel and will safeguard the patient’s right to privacy by judiciously protecting that information. I understand violation of patient confidentiality will result in dismissal from the EMS curriculum.

______________________________________________________________
Print Name

______________________________________________________________
Signature

______________________________________________________________
Date

An Equal Opportunity Employer
Coastal Carolina Community College
Emergency Medical Science
Approval to Use Student Assignments

I, __________________________ give / do not give permission for any assignments, projects, photographs, and/or videos received by instructors to be used for promotion of the Emergency Medical Science Programs. I am aware these items may be displayed during and after leaving the program.

________________________________________
Student signature and date

________________________________________
Instructor signature and date

An Equal Opportunity Employer
The following vaccinations are required for the Emergency Medical Science, AAS Program. Acceptable records of immunizations may be obtained from: high school records, personal shot records, local health department, military records, or previous college or university records. These records must include name, date of birth, ID number, and the dates the vaccine was administered (including month, date and year).

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<tr>
<th>Vaccination</th>
<th>Requirement</th>
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<tbody>
<tr>
<td>Measles (Rubeola)</td>
<td>2 vaccinations or a positive antibody titer</td>
</tr>
<tr>
<td>Mumps</td>
<td>2 vaccinations or a positive antibody titer</td>
</tr>
<tr>
<td>Rubella (German Measles)</td>
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</tr>
<tr>
<td>Varicella (Chicken Pox)</td>
<td>2 vaccinations or a positive antibody titer</td>
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<td>Hepatitis B</td>
<td>3 vaccinations (or in process) <strong>AND</strong> a positive antibody titer.</td>
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<tr>
<td>Tetanus, Diphtheria, Pertussis (Tdap)</td>
<td>Tdap or Td booster within past 10 years</td>
</tr>
<tr>
<td>Polio (if &lt;18 yrs old)</td>
<td>3 vaccinations or positive antibody titer</td>
</tr>
<tr>
<td>TB skin test</td>
<td>1 step, yearly</td>
</tr>
<tr>
<td>Influenza</td>
<td>During flu season (or mask must be worn during hospital clinical)</td>
</tr>
</tbody>
</table>

If you have any questions, please contact Jody Bullock, Director of EMS at 910.938.6810.
Coastal Carolina Community College
Hepatitis B Vaccine Declination Waiver

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at high risk of acquiring Hepatitis B Virus (HBV) infection.

I understand the protection the vaccines could offer, and have been advised to be vaccinated at my own expense. However, I am declining 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 also understand that I may be restricted from some clinical rotation due to the failure to show Hepatitis B immunity.

For the following reason(s), I decline Hepatitis B vaccination at this time:

_____ 1. Received the complete Hepatitis B vaccination series two (2) times and do not have a positive titer result.

_____ 2. Antibody testing has revealed that I am immune to Hepatitis B.

_____ 3. For medical reasons the Hepatitis B is contraindicated.

I will provide to Coastal Carolina Community College medical documentation concerning my prior vaccination, immunity, or medical contraindications to Hepatitis B vaccine before beginning patient care. I understand that if I am receiving the vaccine, it is my responsibility to complete the series and submit dates of vaccination and titer results. If I do not complete the series, I may be restricted from some clinical rotation due to the failure to show Hepatitis B immunity.

__________________________________________  __________
Student Name and Student Number                  Date

__________________________________________
Print Name

__________________________________________  __________
Witness                                  Date

An Equal Opportunity Employer
I, ____________________________, have been made aware and

Print Name

understand the ramifications of the following offenses, in regard to my enrollment and progression in a health care provide program as it relates to me:

1. felony and/or misdemeanor convictions(s),

2. guilty plea or nolo contendere to any crime which indicates that one is unfit or incompetent to practice as a health care provider or that one has deceived or defrauded the public, and/or

3. parole violation.

Before I can enroll or continue in courses with a clinical component, any crime of which I have been convicted must be disclosed to the clinical agencies, which support the clinical components of the courses(s).

Clinical agencies have the right to refuse a clinical practicum for students in their facilities. Therefore, I may be unable to successfully complete the program because clinical objectives cannot be met, and I will be dismissed from the program.

I agree to hold harmless, the clinical agencies and staff, and college and staff for any acts under the North Carolina Tort Claims Act, NC GS 143-291 et seq. and accept responsibility for any and all claims, loss, liability, demands, damages or any other financial demands that may be alleged or realized.

Student Signature ____________________________ Date ____________________________

Witness Signature ____________________________ Date ____________________________

Witness Print Name ____________________________

Witness Signature ____________________________ Date ____________________________

Witness Print Name ____________________________

9/18/09
Academic Calendar

**FALL SEMESTER 2017**

August 14-15  Monday-Tuesday  Faculty Workshops
August 16     Wednesday      Fall Semester (16-week) and First (8-week) Sessions Begin
September 4   Monday         Labor Day Holiday
September 14  Thursday       Fall (12-week) Session Begins
October 9     Monday         Fall Break (Curriculum classes only/weather day)
October 13    Friday         First (8-week) Session Ends
October 16    Monday         Second (8-week) Session Begins
November 10   Friday         Veterans’ Day Holiday
November 22   Wednesday      Thanksgiving Break (Curriculum classes only)
November 23-24 Thursday-Friday  Thanksgiving Holidays
December 15   Friday         Fall Semester Full (16-week), 12-week and Second (8-week) Sessions End
December 18-19 Monday-Tuesday  Weather day, if needed

**SPRING SEMESTER 2018**

January 3  Wednesday  Faculty Workshops
January 4  Thursday   Spring Semester Full (16-week) and First (8-week) Sessions Begin
January 15 Monday     Martin Luther King, Jr. Holiday
February 2 Friday     Spring (12-week) Session Begins
March 5    Monday     First (8-week) Session Ends
March 6    Tuesday    Second (8-week) Session Begins
March 30   Friday     Good Friday Holiday
April 2-6  Monday-Friday Spring Break
May 8      Tuesday    Spring Semester Full (16-week), 12-week, and Second (8-week) Sessions End
May 9-11   Wednesday-Friday Weather days, if needed
May 12     Saturday   Graduation

**SUMMER SEMESTER 2018**

May 16  Wednesday  Summer Semester Full (10-week) and First (5-week) Sessions Begin
May 28  Monday     Memorial Day Holiday
June 22 Monday     First (5-week) Session Ends
June 25-June 29 Monday-Friday  Summer Break (Curriculum classes only)
July 2  Monday     Independence Day Holiday
July 4  Wednesday  Second (5-week) Session Begins
August 3 Friday     Summer Semester Full (10-week) and Second (5-week) Session Ends
August 6 Monday     Weather day, if needed