CONTENTS

Paramedic Program ................................................................................................................................. 1
  Requirements for this course: .................................................................................................................. 1
  Textbooks: ........................................................................................................................................... 2
EMS Program Mission Statement ........................................................................................................... 2
Program Objectives ............................................................................................................................... 2
Advanced Placement ............................................................................................................................ 2
Reminder Regarding Service Work ....................................................................................................... 2
Credit For Life Experience .................................................................................................................... 2
Accreditation ........................................................................................................................................... 3
Required Items for Continuing Education Evening Paramedic Students ............................................. 4
  Tuition .................................................................................................................................................. 4
  Books .................................................................................................................................................. 4
  Platinum Planner ................................................................................................................................ 4
  Clinicals .............................................................................................................................................. 4
  Anatomy and Physiology (pre-requisite): ............................................................................................ 4
Syllabus For Each Module ...................................................................................................................... 5
  Module I – Course Syllabus ................................................................................................................ 5
  Module II – Course Syllabus ............................................................................................................... 9
  Module III – Course Syllabus ............................................................................................................. 13
  Module IV – Course Syllabus ............................................................................................................. 16
  Module V – Course Syllabus ............................................................................................................... 18
Evaluation ............................................................................................................................................... 20
  Scope of Practice Evaluations ......................................................................................................... 20
  Skills Lab Competency Policy .......................................................................................................... 21
  Certification Courses ....................................................................................................................... 21
  State and National Test Requirements: ........................................................................................... 21
Essential Functions of an Emergency Medical Science Student ......................................................... 21
Introduction to the EMT-Paramedic Class ......................................................................................... 22
  Grievance Procedure ....................................................................................................................... 29
Appendix .................................................................................................................................................. 31
  Catalog............................................................................................................................................... 32
  Acknowledgement of the Emergency Medical Science Program Manual ....................................... 33
  Paramedic Course Student Acknowledgement .............................................................................. 35
  Information Release Form ................................................................................................................. 37
  Confidentiality Acknowledgement .................................................................................................... 39
  Approval to Use Student Assignments .............................................................................................. 41
  Hepatitis B Vaccine Declination Waiver ............................................................................................ 43
  Communicable Disease Statement ................................................................................................... 45
  Vaccine Requirements ....................................................................................................................... 47
  Notes .................................................................................................................................................. 48
COASTAL CAROLINA COMMUNITY COLLEGE
CONTINUING EDUCATION EVENING
PARAMEDIC PROGRAM

Jody Bullock, BHS, NREMT-P
Director, Emergency Medical Science
bullock@coastalcarolina.edu

Office: Math and Science Building, Room 200 M
Office Hours: Monday – Friday (varies)
Phone: (910) 938-6810
Classroom location: Math and Science Building, Room 120

Instructors: Jody Bullock, BHS, NREMT-P
Alex Tremain, NCEMT-P
Roy Carter, AAS, NREMT-P
Doug Johnson, NCEMT-P, TECC
Jesse Brantley, NCEMT-P, TECC
Cecil Shepard, NCEMT-P
Clinical preceptors

About our program: The goal of the continuing education evening paramedic program is to prepare competent entry-level Emergency Medical Technician-Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Emphasis is placed on patient assessment, treatment of patients with traumatic injuries, and treatment of patients having medical emergencies. Students will acquire these skills by utilizing classroom instruction, practical laboratory sessions, hospital clinical experiences, and field internships with emergency services agencies. We have an excellent staff of instructors with over 52 years of combined paramedic experience who are dedicated to help you achieve your goal in becoming a paramedic. This course meets all of the requirements of The National Registry of EMT’s at the paramedic level and The North Carolina Office of Emergency Medical Services, therefore upon successful completion of this course students will be eligible to sit for the North Carolina Paramedic examination and the National Registry examination.

HOURS:

• Module I Aug 29 – Dec 12, 2016 Mon and Wed 18:00 – 22:00
• Module II Jan 09 – Apr 28, 2017 Mon and Wed 18:00 – 22:00
• Module III May 01 – Aug 28, 2017 Mon and Wed 18:00 – 22:00
• Module IV Aug 20 – Nov 19, 2018 Hospital clinical Classroom Hours Vary
• Module V Nov 20–March 20, 2018 Ambulance ride-time Classroom Hours Vary

REQUIREMENTS FOR THIS COURSE:

• North Carolina EMT – Basic
• TABE test for basic reading comprehension and English language writing skills at a minimum of 12.1.
• TABE test for mathematical skills at a minimum of 9.1.
• Anatomy and Physiology for Healthcare Providers (or equivalent) prior to the beginning of Module II.
TEXTBOOKS:

Nancy Caroline’s Emergency Care in the Streets Premier Package, 7th Edition *(JB Learning)*
12 Lead ECG: The Art of Interpretation, *(JB Learning)*
Advanced Cardiac Life Support (ACLS) Provider Manual
Pediatric Advanced Life Support (PALS) Provider Manual
Pediatric Education for Pre-Hospital Professionals (PEPP) Provider Manual
International Trauma Life Support (ITLS) Provider Manual

*(Do not purchase ACLS, PALS, PEPP, and ITLS books until instructor informs you).*

EMS PROGRAM MISSION STATEMENT:

The mission of the Continuing Education 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.

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

ADVANCED PLACEMENT

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

REMEMINDER REGARDING SERVICE WORK

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

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 Paramedic Program has been issued a Letter of Review by the Committee on Accreditation of Educational Programs for the Emergency Medical Services 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
www.coaemsp.org

The updated transition material and skills for the implementation of the National EMS Education Standards for the EMT-Paramedic to Paramedic will be covered in this program. This content does not replace the current Onslow County protocols or the approved medications and skills formulary that has been approved by the North Carolina Medical Board, however will satisfy the requirements of the NHTSA, NREMT, and USDOT.
REQUIRED ITEMS FOR CONTINUING EDUCATION EVENING PARAMEDIC STUDENTS
2016-2018

TUITION:

180.00 per module Tuition
1.00 for modules 1,2,3,4,5 Insurance
17.00 for module 4 Insurance
$921.00

BOOKS:

636.95 Nancy Caroline’s Emergency Care in the Streets Premier Package (JB Learning)
106.00 12 Lead ECG: The Art of Interpretation 2nd Edition (JB Learning)
48.00 Advanced Cardiac Life Support (AHA)
55.00 Pediatric Advanced Life Support (AHA)
72.00 International Trauma Life Support
68.00 Pediatric Education for Prehospital Providers (JB Learning)
$985.95

PLATINUM PLANNER:

$170.00 Skills/clinical tracker and testing (platinumplanner.com; emstesting.com)

CLINICALS:

45.00 Background check (Certifiedbackground.com)
55.00 Drug Screen (Certifiedbackground.com)
45.00 Immunization tracker (Certifiedbackground.com)
200.00 Uniforms
$345.00

ANATOMY AND PHYSIOLOGY (pre-requisite):

180.00 Registration
1.00 Insurance
160.00 Textbook A & P for Emergency Care Provider 2nd Edition (Brady)
$341.00

Total cost of program WITH Anatomy and Physiology: $2,761.95
Total cost of program without A&P: $2,420.95
ESSENTIAL FUNCTIONS OF AN EMERGENCY MEDICAL SCIENCE STUDENT

Physical Requirements: Must be physically able to operate a variety of types of equipment including computer, calculator, cardiac monitor, other medical equipment, etc. Must be physically able to exert up to twenty-five pounds of force occasionally and/or frequently lift, carry, push, pull, or otherwise move objects. Must be able to lift and/or carry weights up to sixty pounds.

Data Conception: Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or objects.

Critical Thinking: Requires the ability to utilize critical thinking skills and analyze patients in the pre-hospital environment during emergency and non-emergency situations.

Interpersonal Communication: Requires interpersonal abilities sufficient to interact with individuals, families, and patients from a diverse group of cultures and backgrounds.

Communication Skills: Students shall possess the ability to openly communicate with the public (patient, patient’s friends and family, etc.), government (police, utilities, etc.), and private sector (doctors, nurses, etc.) in an effective and efficient manner conducive to excellent patient advocacy.

Intelligence: Students shall possess intelligence sufficient to calculate, draw up, and mix medications as is necessary for drug administration during patient care. Recognition of patients medical or trauma conditions as they relate to skill intervention and application are necessary to patient care.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; add, subtract, multiply, and divide numbers; determine percentages and decimals; determine time and weight; apply algebraic, geometric, and trigonometric principles; and utilize descriptive statistics. Requires the ability to utilize metric systems on a regular basis.

Ethical Behavior: Requires the student to provide services with complete respect for human dignity, unrestricted by the considerations of social and economic status, personal attribute, or the nature of the medical issue.

Legal Behavior: Emergency Medical Science students are bound to provide care within the scope of practice as defined by the North Carolina Office of EMS designed through the National EMS Scope of Practice Model. Each student must be verifiably competent in the minimum knowledge and skills needed to ensure safe and effective practice at the level of certification required by state licensing.

Mobility: Students shall physically retain the ability to stand, walk, and perform patient care for extended periods of time in the pre-hospital setting to include but not be limited to residential housing, confined spaces, wilderness areas, busy intersections and highways, and in other various emergency settings.

Motor Coordination: Requires fine motor coordination to position patients and perform life-saving skills in the pre-hospital setting.

Personal Affect: Requires the ability to team lead a crew of ems professionals in an emergency setting and in the clinical setting. Students must demonstrate professionalism, patience, integrity, honesty, and have empathy and compassion towards patient care. Neatness and good personal hygiene are mandatory, and positive attitudes are paramount when receiving constructive criticism.

Travel: Requires the ability to travel to and from the College campus, clinical facilities, and other assigned locations off campus.
# SYLLABUS FOR EACH MODULE

## MODULE I – COURSE SYLLABUS

**Instructor:** Jody Bullock, *BHS, NREMT-P*  
Alex Tremain, *NCEMT-P*  
Roy Carter, *AAS, NREMT-P*  
Doug Johnson, *NCEMT-P, TECC*  
Jesse Brantley, *NCEMT-P, TECC*  
Cecil Shepard, *NCEMT-P*

**Classroom:** MS120

**Office:** MS-200M, Office hours will be posted outside of door and announced in class.

**Course Description:**
This course is the first of five modules for the continuing education paramedic program. This module introduces advanced emergency medical care. Topics include preparatory, pathophysiology, pharmacology, advanced airway, advanced patient assessment, and trauma emergencies.

**Time Allotment:** 211 Hours

**Contact Hours:**
- Monday 18:00 – 22:00  
- Wednesday 18:00 – 22:00  
- Online Varies 12-20 Hours a week

**Prerequisite:** Emergency Medical Technician credential

**Corequisite:** Coastal Carolina Community College approved Anatomy and Physiology Course

**Reference Material:**

1. **Required Text** Nancy Caroline's Emergency Care in the Streets Premier Package, 7th Edition
2. Articles & Handouts will be provided to the students as needed
3. *Platinumplanner.com* Online skills tracking program.
4. *EMSTesting.com* Online testing program
5. Videos
6. *BlackBoard* Provided by Coastal Carolina Community College
Course Compliances Objectives:

Upon completion of this course the student will be expected to:

1. Understand the roles and responsibilities of a paramedic within an EMS system, and how these roles and responsibilities differ from other levels of providers.
2. At the completion of this lesson, the paramedic student will be able to understand and value the role that wellness plays in EMS.
3. Upon completing this lesson, the paramedic student will understand the role that ethics plays in decision making in the out-of-hospital environment.
4. At the completion of this lesson, the paramedic student will understand the legal issues that impact the decisions made in the out-of-hospital environment.
5. Understanding the pathophysiology of the human body.
6. Discuss formulas as a basis for performing drug calculations.
7. Differentiate between clean technique and sterile technique
8. Identify anatomic landmarks utilized in administering parenteral medications.
9. Differentiate among the chemical, generic, nonproprietary, official, trade, and proprietary names of a drug product.
10. Differentiate among drug interactions
11. List and describe classifications of drugs.
12. Discuss considerations for administering a drug when combined with a drug the patient may have taken.
13. Discuss pregnancy safety categories.
14. Differentiate among the different parenteral routes of medication administration.
15. Describe the equipment needed, techniques utilized, complications, and general principles for the preparation and administration of percutaneous medications.
16. List the authoritative sources for drug information.
17. Perform a patient assessment.
18. Describe the techniques of history taking.
19. Discuss the importance of using open ended questions.
20. Describe the use of facilitation, reflection, clarification, empathetic responses confrontation, and interpretation.
22. Describe the structure and purpose of a health history.
23. List the components of a comprehensive history of an adult patient.
24. Obtain a comprehensive health history.
25. Use the techniques of facilitation, reflection, clarification, empathetic responses confrontation, and interpretation to obtain a comprehensive health history.
26. Document a comprehensive health history
27. Explain the components of the written report and list the information that should be included in the written report.
28. Manage a patient’s airway utilizing either basic or advanced airway management techniques to include airway, ventilation adjuncts, surgical intervention, and rapid sequence intubation. Upon completion, students should be able to properly utilize all airway adjuncts and pharmacology associated with airway control and maintenance.
29. Control hemorrhaging, treat soft tissue injuries and treat for shock.
30. Manage musculoskeletal injuries.
31. List and describe the components of a comprehensive trauma system.
32. Discuss the pathophysiology of hemorrhage and shock.
33. Describe the pathophysiologic complications and systemic complications of a burn injury.

34. Describe the management of an electrical burn injury, including airway and ventilation, circulation, pharmacological, non-pharmacological, transport considerations, and psychological support/communication strategies.

35. Describe the pathophysiology of an inhalation burn injury.

36. Describe the management of traumatic spinal injuries.

37. Demonstrate a clinical assessment to determine the proper management modality for a patient with a suspected traumatic spinal injury.

38. Describe the incidence, morbidity, and mortality of head injuries.

39. Develop a management plan for a patient with a skull fracture.

40. Describe the incidence, morbidity, and mortality of thoracic injuries in the trauma patient.

41. Identify the need for rapid intervention and transport of the patient with diaphragmatic injuries.

42. Describe the assessment findings associated with abdominal injuries.

43. Describe the epidemiology, including the morbidity/mortality and prevention strategies for pelvic fractures.

44. Discuss the assessment findings associated with musculoskeletal injuries.

**Evaluation Process:**

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quizzes/ Skills Evaluations</td>
<td>25%</td>
</tr>
<tr>
<td>Exams</td>
<td>35%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>20%</td>
</tr>
<tr>
<td>Homework</td>
<td>15%</td>
</tr>
<tr>
<td>Professionalism</td>
<td>5%</td>
</tr>
<tr>
<td>(Affective Behavior Evaluation)</td>
<td></td>
</tr>
</tbody>
</table>

**Grading Conversion Scale:**

- **A** = 93 – 100
- **B** = 85 – 92
- **C** = 77 – 84
- **D** = 70 – 76
- **F** = Below 70

Students must complete the module with a grade no less **77%**. If a student scores below a **77%** the student will not be able to progress in the EMS Program.

Students must have an average of greater than **65%** at the midterm of the module.

Students must pass the final exam with a **77% regardless of the grade in the class**.

Students must successfully complete all skills. **Skills will be graded on a pass/fail basis.**

**Attendance and Tardiness Policy:**

Attendance and tardiness will follow the College and EMS Department Policies.
Certification:

All students must have and maintain a current NC EMT credential when entering Module I of the Continuing Education Paramedic Program.

*The updated transition material and skills for the implementation of the National EMS Education Standards for the EMT-Paramedic to Paramedic will be covered in this program. This content does not replace the current Onslow County protocols or the approved medications and skills formulary that has been approved by the North Carolina Medical Board, however will satisfy the requirements of the NHTSA, NREMT, and USDOT.*
MODULE II – COURSE SYLLABUS

Instructor: Jody Bullock, BHS, NREMT-P
Alex Tremain, NCEMT-P
Roy Carter, AAS, NREMT-P
Doug Johnson, NCEMT-P, TECC
Jesse Brantley, NCEMT-P, TECC
Cecil Shepard, NCEMT-P

Classroom: MS120
Office: MS-200M, Office hours will be posted outside of door and announced in class.

Course Description:
This course is the second of five modules of the continuing education paramedic program. This course provides an in-depth study of medical conditions frequently encountered in the pre-hospital setting and is required for paramedic certification. Topics include appropriate interventions/treatments for disorders/diseases/injuries affecting the following systems: respiratory, cardiac, neurological, abdominal/gastrointestinal, endocrine, genitourinary, obstetrical/gynecological emergencies, neonate emergencies, pediatric emergencies, and immunological as well as toxicology, infectious diseases and diseases of the eyes, ears, nose and throat. Upon completion, students should be able to recognize, assess and manage the care of frequently encountered medical conditions based upon initial patient assessment. This module will also cover in-depth cardiology, to include electrocardiogram, both basic arrhythmia and 12 lead ECGs.

Time Allotment: 211 Hours

Contact Hours:
Monday 18:00 – 22:00
Wednesday 18:00 – 22:00
Online 12-20 Hours weekly

Prerequisite: Emergency Medical Technician credential and an approved Anatomy and Physiology course, Module I of the Coastal Carolina Community College Paramedic program.

Reference Material:

1. **Required Text** Nancy Caroline's Emergency Care in the Streets Premier Package *(JB Learning)*
   12 Lead ECG: The Art of Interpretation *(JB Learning)*
2. Articles & Handouts Will be provided to the students as needed
3. **Platinumplanner.com** Online skills tracking program.
4. **EMSTesting.com** Online testing program
5. Videos
Course Compliances Objectives:

Upon completion of the course, the student should be able to:

1. Integrate the pathophysiological principles and the assessment findings to formulate a field impression and implement the treatment plan for the patient with respiratory problems.
2. Identify the epidemiology, anatomy, physiology, pathophysiology, assessment findings, and management for the following respiratory diseases and conditions such as: Bronchial Asthma, Chronic Bronchitis, Emphysema, Pneumonia, Non-Cardiogenic Pulmonary Edema, Pulmonary Thromboembolism, Adult Respiratory Distress Syndrome (ARDS) Neoplasms of the Lung, Upper Respiratory Infections, Spontaneous Pneumothorax, Hyperventilation Syndrome
3. Discuss abnormal assessment findings associated with pulmonary diseases and conditions
4. Review the pharmacological preparations that Paramedics use for management of respiratory diseases and conditions
5. Demonstrate how to set and adjust the ECG monitoring settings to varying patient situations.
6. Determine heart rate, duration and amplitude of various ECG wave forms and intervals.
7. Demonstrate how to measure the various ECG wave forms, segments and intervals.
8. Demonstrate how to use ECG differences in the evaluation of wide QRS complex tachycardias.
9. Demonstrate a working knowledge of various ECG lead systems.
10. Use a systematic approach to analyze and interpret cardiac arrhythmias.
11. Differentiate, measure and analyze wave forms, durations and intervals.
12. Interpret the specific arrhythmias based on the above analysis.
13. Identify the clinical significance of the arrhythmia when given an ECG, identifying an arrhythmia, identify signs of pacemaker malfunction.
14. Perform, document and communicate a cardiovascular assessment
15. Set up and apply a transcutaneous pacing system.
16. Given a list of signs and elements of a patient’s history, identify those significant for angina pectoris.
17. Apply and monitor the ECG of a patient experiencing angina pectoris.
18. Describe the incidence, morbidity and mortality of cardiovascular disease.
19. Discuss prevention strategies that may reduce morbidity and mortality of cardiovascular disease.
20. Discuss the pathophysiology of cardiac disease and injury.
21. Identify and describe the details of inspection, auscultation and palpation specific to the cardiovascular system.
22. Explain and defend the purpose for ECG monitoring.
23. Describe how ECG wave forms are produced.
24. Describe the epidemiology, morbidity and mortality of angina pectoris.
25. Identify the pathophysiology of angina pectoris
26. Describe the incidence, morbidity and mortality of hypertensive crisis.
27. Define the term “hypertensive crisis”.
28. List and describe the initial assessment parameters to be evaluated in a patient with a suspected myocardial infarction.
29. Identify the anticipated clinical presentation of a patient with suspected acute myocardial infarction.
30. Describe the major facets of a typical focused history in myocardial infarction.
31. List the facets of the detailed physical examination to be evaluated in a patient with a suspected myocardial infarction.
32. Integrate the pathophysiological principles and the assessment findings to formulate a field impression and implement the treatment plan for the patient with a neurological problem.
33. Describe the incidence, morbidity, and mortality of neurological emergencies
34. Identify the risk factors most predisposing to the nervous system
35. Discuss the anatomy and physiology of the organs and structures related to nervous system.
36. Discuss specific pathophysiology, assessment and management of the patient in a coma or altered mental status.
37. Discuss specific pathophysiology, assessment and management of the syncopal patient.
38. Discuss specific pathophysiology, assessment and management of the seizure patient.
39. Discuss specific pathophysiology, assessment, and management of the patient having a Cerebrovascular Attack (CVA).
40. Discuss specific pathophysiology, assessment and management of the patient with a headache.
41. Discuss specific pathophysiology, assessment and management of the patient with weakness.
42. Describe the incidence, morbidity and mortality of endocrinologic emergencies.
43. Identify the risk factors most predisposing to endocrinologic disease.
44. Discuss the anatomy and physiology of organs and structures related to endocrinologic diseases.
45. Discuss specific pathophysiology, assessment, and management of patients with specific endocrine emergencies such as: diabetes mellitus, Hypoglycemia, Ketoacidosis, Hyperglycemia, and Thyrotoxicosis.
46. Integrate the pathophysiological principles and the assessment findings to formulate a field impression and implement the treatment plan for the patient with an allergic or anaphylactic reaction.
47. Integrate the pathophysiological principles and the assessment findings to formulate a field impression and implement the treatment plan for the patient with gastrointestinal problems such as: Upper and lower gastrointestinal bleeding, acute gastroenteritis, cholangitis, diverticulitis, appendicitis, peptic ulcer disease, bowel obstruction, pancreatitis, esophageal varices, and pancreatitis.
48. Integrate the pathophysiological principles and the assessment findings to formulate a field impression and implement the treatment plan for the patient with a urologic problems such as: Acute and chronic renal failure, renal calculi, urinary tract infection, and renal dialysis.
49. Integrate the physiological, psychological, and sociological changes throughout human development to the assessment and communication strategies for all aged patients.
50. Utilize gynecological principles and the assessment findings to formulate a field impression and implement the management plan for the patient experiencing a gynecological emergency.
51. Apply an understanding of anatomy and physiology of the female reproductive system to the assessment and management of a patient experiencing normal or abnormal labor.
52. Integrate pathophysiological principles and the assessment findings to formulate a field impression and implement the treatment plan for the neonatal patient.
53. Integrate pathophysiological principles and the assessment findings to formulate a field impression and implement the treatment plan for the pediatric patient.
54. Integrate the pathophysiological principles and the assessment findings to formulate a field impression and implement the treatment plan for the patient with a toxic exposure.

Evaluation Process:

- Quizzes/ Skills Evaluations: 25%
- Exams: 35%
- Final Exam: 20%
- Homework: 15%
- Professionalism: 5%
(Affective Behavior Evaluation)
Grading Conversion Scale:

A = 93 – 100
B = 85 – 92
C = 77 – 84
D = 70 – 76
F = Below 70

Students must complete the module with a grade no less 77%. If a student scores below a 77% the student will not be able to progress in the EMS Program.

Students must have an average of greater than 65% at the midterm of the module.

Students must pass the final exam with a 77% regardless of the grade in the class.

Students must successfully complete all skills. Skills will be graded on a pass/fail basis.

Attendance and Tardiness Policy:

Attendance and tardiness will follow the College and EMS Department Policies.

Certification:

All students must have and maintain a current NC EMT credential when entering Module II of the Continuing Education Paramedic Program.

The updated transition material and skills for the implementation of the National EMS Education Standards for the EMT-Paramedic to Paramedic will be covered in this program. This content does not replace the current Onslow County protocols or the approved medications and skills formulary that has been approved by the North Carolina Medical Board, however will satisfy the requirements of the NHTSA, NREMT, and USDOT.
MODULE III – COURSE SYLLABUS

Instructor: Jody Bullock, BHS, NREMT-P    MS200M  910-938-6810
          Roy Carter, AAS, NREMT-P
          Doug Johnson, NC EMT-P, TECC
          Jesse Brantley, NC EMT-P, TECC
          Alex Tremain, NC EMT-P
          Cecil Shepard, NC EMT-P

Classroom: MS120

Office: MS-200M, Office hours will be posted outside of door and announced in class.

Course Description:
This course is the third of five modules of the continuing education paramedic program. This module will cover concepts of crisis intervention and techniques of interacting with patients with special challenges. Topics include: appropriate intervention and interaction for neglected, abused, terminally ill, chronically ill, technology assisted, bariatric, physically challenged, mentally challenged, or assaulted patients as well as behavioral emergencies. Upon completion, students should be able to recognize and manage the care of patients with special challenges.

This course also covers the principles governing emergency vehicles, maintenance of emergency vehicles, and EMS communication equipment. Topics include: applicable motor vehicle laws affecting emergency vehicle operation, defensive driving, collision avoidance techniques, communication systems, and information management systems. Upon completion, students should have a basic knowledge of emergency vehicles, maintenance, and communication needs.

This course will also cover topics to include response to hazardous material conditions, incident command, and extrication of patients from a variety of situations. Upon completion, students should be able to recognize and manage rescue operations based upon initial and follow-up scene assessment.

The student will also complete American Heart Association courses such as: Advanced Cardiac Life Support (ACLS) and Pediatric Advanced Life Support (PALS), as well as International Trauma Life Support (ITLS), and Pediatric Education for Prehospital Professionals (PEPP)

Course Compliances Objectives:

Upon completion of the course, the student should be able to:
1. Integrate the pathophysiological principles and the assessment findings to formulate and implement the treatment plan for the geriatric patient.
2. Discuss the factors that may alter the behavior or emotional status of an ill or injured individual.
3. Describe the medical legal considerations for management of emotionally disturbed patient.
4. Describe the verbal techniques useful in managing the emotionally disturbed patient.
5. Describe the categories of abuse.
6. Describe the characteristics associated with the profile of the typical abuser of a spouse.
7. Define developmentally disabled, recognize the developmentally disabled patient.
8. Define cultural diversity.
9. Discuss the aspects of home care that result in enhanced quality of care for a given patient.
10. Describe Safe Practices and Procedures for Preventing Spread of Infectious Diseases
11. Describe The Role of The Emergency Vehicle Operator
12. Identify The Features of Vehicles Used As Ambulances
15. Describe and Demonstrate The Basic Driving Maneuvers Necessary To Safely Operate an Emergency Vehicle.
17. Select the Safest, Quickest Route For Response to The Emergency Scene.
21. Describe the importance of communications when providing EMS.
22. Identify the phases of communications necessary to complete a typical EMS event.
23. Use proper terminology when communicating during an EMS event.
24. Identify and differentiate among communications systems.
25. Diagram a basic model of communications.
26. Describe the phases of a rescue operation.
27. Identify the risks associated with low head dams and the rescue complexities they pose.
28. Identify components necessary to ensure site safety prior to confined space rescue attempts.
29. Describe the effects of traffic flow on the highway rescue incident.
31. List the equipment necessary for an "off road" medical pack
32. Management of thermal control for entrapped patients.
33. Using cribbing, ropes, lifting devices, spare tires, chains, and hand-winches demonstrate stabilization procedures.
34. Gain access to entrapped patients.
35. Respond to hazardous material and mass casualty incidents.

**Time Allotment:** 211 Hours

**Contact Hours:**
Monday 18:00 – 22:00
Wednesday 18:00 – 22:00
Online 12-20 Hours weekly

**Prerequisite:** Emergency Medical Technician credential and an approved Anatomy and Physiology course, Module I of the Coastal Carolina Community College Paramedic program.

**Reference Material:**

1. **Required Text**
   - Nancy Caroline's Emergency Care in the Streets Premier Package *(JB Learning)*
   - AHA Pediatric Advanced Life Support Provider Textbook
   - AHA Advanced Cardiac Life Support Provider Textbook
   - PEPP Pediatric Education for Pre-hospital Provider Textbook
   - ITLS International Trauma Life Support Provider Textbook
2. Articles & Handouts Will be provided to the students as needed
3. Platinumplanner.com Online skills tracking program.
4. EMSTesting.com Online testing program
5. Videos
Evaluation Process:

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quizzes/ Skills Evaluations</td>
<td>25%</td>
</tr>
<tr>
<td>Exams</td>
<td>35%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>20%</td>
</tr>
<tr>
<td>Homework</td>
<td>15%</td>
</tr>
<tr>
<td>Professionalism</td>
<td>5%</td>
</tr>
</tbody>
</table>

(affected Behavior Evaluation)

Grading Conversion Scale:

- A = 93 – 100
- B = 85 – 92
- C = 77 – 84
- D = 70 – 76
- F = Below 70

Students must complete the module with a grade no less 77%. If a student scores below a 77% the student will not be able to progress in the EMS Program.

Students must have an average of greater than 65% at the midterm of the module.

Students must pass the final exam with a 77% regardless of the grade in the class.

Students must successfully complete all skills. **Skills will be graded on a pass/fail basis.**

Attendance and Tardiness Policy:

Attendance and tardiness will follow the College and EMS Department Policies.

Certification:

All students must have and maintain a current NC EMT credential following when entering Module III of the Continuing Education Paramedic Program.

*The updated transition material and skills for the implementation of the National EMS Education Standards for the EMT-Paramedic to Paramedic will be covered in this program. This content does not replace the current Onslow County protocols or the approved medications and skills formulary that has been approved by the North Carolina Medical Board, however will satisfy the requirements of the NHTSA, NREMT, and USDOT.*
MODULE IV – COURSE SYLLABUS

Instructor: Jody Bullock, BHS, NREMT-P

Sharon Brookins, RN

Others TBA

MS200M 910-938-6810

Onslow Memorial Hospital

Classroom: MS120

Office: MS-200M, Office hours will be posted outside of door and announced in class.

Course Description:
This course is the fourth of five modules of the continuing education paramedic program. This module will cover all hospital clinical internship. The student will perform assessments and skills required to complete the paramedic program. The students will continue to meet in the classroom with the instructor occasionally throughout the module to discuss hospital clinicals, protocols, and perform skills.

Time Allotment: 200 Hours

Contact Hours:
The 200 hospital clinical hours are completed at different times throughout the module. The student will work with the clinical instructor to complete the hours required.

Prerequisite: Emergency Medical Technician credential and an approved Anatomy and Physiology course, Modules I, II, and III of the Coastal Carolina Community College Paramedic program.

Reference Material:

1. Required Text
   - Nancy Caroline's Emergency Care in the Streets Premier Package (JB Learning)
   - AHA Pediatric Advanced Life Support Provider Textbook
   - AHA Advanced Cardiac Life Support Provider Textbook
   - PEPP Pediatric Education for Pre-Hospital Provider Textbook
   - ITLS International Trauma Life Support Provider Textbook

2. Articles & Handouts Will be provided to the students as needed

3. Platinumplanner.com Online skills tracking program.

4. EMSTesting.com Online testing program

5. Videos

Evaluation Process:

Hospital evaluations 75%
Quizzes/ Skills Evaluations 25%

Final Exam (Must pass with a 77%; not averaged in with other grades)
Grading Conversion Scale:

- A = 93 – 100
- B = 85 – 92
- C = 77 – 84
- D = 70 – 76
- F = Below 70

Students must complete the module with a grade no less 77%. If a student scores below a 77% the student will not be able to progress in the EMS Program.

Students must pass the final exam with a **77% regardless of the grade in the class.**

Students must successfully complete all skills. **Skills will be graded on a pass/fail basis.**

Attendance and Tardiness Policy:

Attendance and tardiness will follow the College and EMS Department Policies.

Certification:

All students must have and maintain a current NC EMT credential and American Heart Association CPR when entering Module IV of the Continuing Education Paramedic Program.

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.

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.

The updated transition material and skills for the implementation of the National EMS Education Standards for the EMT-Paramedic to Paramedic will be covered in this program. This content does not replace the current Onslow County protocols or the approved medications and skills formulary that has been approved by the North Carolina Medical Board, however will satisfy the requirements of the NHTSA, NREMT, and USDOT.
MODULE V – COURSE SYLLABUS

Instructor: Jody Bullock, BHS, NREMT-P
Preceptors TBA
MS200M 910-938-6810

Classroom: MS120
Office: MS-200M, Office hours will be posted outside of door and announced in class.

Course Description:
This course is the fifth of five modules of the continuing education paramedic program. This module will cover all field clinical hours. During the first 200 hours the student will be performing paramedic assessments and skills with the guidance of a paramedic preceptor. The last 100 hours of this module will be field internship hours where the student will perform as the “Team Lead”. The student will function as the primary paramedic on the call without the assistance of the field training officer. Each team lead will be documented as such. The student should complete 25 team leads prior to the end of Module V.

Time Allotment: 300 Hours

Contact Hours:
The 300 field clinical hours are completed at different times throughout the module. The student will work with the field preceptor to complete the hours required.

Prerequisite: Emergency Medical Technician credential, an approved Anatomy and Physiology course, Modules I, II, III, and IV of the Coastal Carolina Community College Paramedic program.

Reference Material:
1. Required Text
   Nancy Caroline's Emergency Care in the Streets Premier Package (JB Learning)
   AHA Pediatric Advanced Life Support Provider Textbook
   AHA Advanced Cardiac Life Support Provider Textbook
   PEPP Pediatric Education for Pre-Hospital Provider Textbook
   ITLS International Trauma Life Support Provider Textbook
2. Articles & Handouts Will be provided to the students as needed
3. Platinumplanner.com Online skills tracking program.
4. EMSTesting.com Online testing program
5. Videos

Evaluation Process:
Clinical evaluations 100%
Final Exam (must pass with a 77%; not averaged in with other grades)

Grading Conversion Scale:
A = 93 – 100
B = 85 – 92
C = 77 – 84
D = 70 – 76
F = Below 70

Students must complete the module with a grade no less 77%. If a student scores below a 77% the student will not be able to progress in the EMS Program.
Students must pass the final exam with a 77% regardless of the grade in the class.
Students must successfully complete all skills. Skills will be graded on a pass/fail basis.
Attendance and Tardiness Policy:

Attendance and tardiness will follow the College and EMS Department Policies.

Certification:

All students must have and maintain a current NC EMT credential following when entering Module V of the Continuing Education Paramedic Program.

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.

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.

The updated transition material and skills for the implementation of the National EMS Education Standards for the EMT-Paramedic to Paramedic will be covered in this program. This content does not replace the current Onslow County protocols or the approved medications and skills formulary that has been approved by the North Carolina Medical Board, however will satisfy the requirements of the NHTSA, NREMT, and USDOT.
EVALUATION

There will be multiple in-course and final written examinations, as well as multiple skills and scenario based examinations. The student must have a 77% average and pass the final exam for EACH module in order to be qualified to take the N.C. State or National Registry paramedic exam. Students will participate in all aspects of classroom, practical, skills and scenario presentations during the entire paramedic program.

The grading scale for modules I, II, and III is as follows:

- Quizzes 25%
- Exams 35%
- Homework 15%
- Final Exam 20%
- Professionalism 5%

QUizzes 25%

There will be at least 3 quizzes per week in class or online. The quiz will be on the daily reading assignments, the information covered in the previous class, protocols and any information from the sections we have covered. The quizzes will be given, either at the beginning of class or online with a time limit and the questions, oral will not be repeated for tardy students. Oral quizzes are oral and CANNOT be made up if missed. No exceptions. Four of your lowest quiz grades will be dropped at the end of the module. You are allowed to miss 12.5 percent of the module, so if you miss the quiz and receive a zero, that quiz grade may be dropped.

EXAMS 35%

There will be an exam at the end of each section covered. Exams will be completed on EMStesting.com with a due date. If the exam has not been completed by the due date, five points will be deducted for every day that it is late.

HOMEWORK 15%

There will be homework assignments given with a date that it is due. On the due date, the grade will be recorded and you should keep the assignment to study. The homework assignment will be accepted late, however 20% will be deducted for everyday that your homework is late.

FINAL EXAM 20%

There will be a final exam at the end of each module. This cumulative exam will be completed on EMStesting.com with a due date. The student must pass the final exam for each module in order to advance to the next module. For Modules I, II, and III, the final exam will be averaged in with the other grades. In Modules IV and V, the final exam will not be averaged in with the final clinical grade, but must be passed with a 77% in order to complete the module.

PROFESSIONALISM 5%

This is your opportunity to prove that you are what every paramedic should be a professional. Your professionalism grade will be based on your affective behavior evaluation. Remember, professionalism includes: punctuality, attendance, not sleeping during class, no cell phone use during class, participation, good attitude, assisting with cleaning the class after lab, your acceptance of constructive criticism, among others.

“ALL OR NOTHING”

Only on rare occasions will partial credit be given on quiz or exam questions. The logic behind this is when we are treating patients, we need to treat them with all that it takes to make them better. We cannot only “halfway” treat them. Therefore, if you are given credit for partially answering the question, you may remember only what you answered then only partially treat your patient.
SCOPE OF PRACTICE EVALUATIONS

Three final scope-of-practice evaluations will be completed by each student covering skills, assessment and treatment modalities on medical, trauma and generalized patients and must be passed in order to complete the didactic portion of the class, prior to starting clinical and internship. These evaluations are pass or fail, and are not included in your average for the module. You must pass the scope of practice to be eligible to take the North Carolina EMT-Paramedic and National Registry Paramedic exam.

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.

CERTIFICATION COURSES

The following courses will be a part of your grade in Module III. You will be required to complete these certifications prior to the completion of Module V of the paramedic program. Criteria for each adjunct course will be presented prior to the course:

1. Advanced Cardiac Life Support (ACLS)
2. Pediatric Advanced Life Support (PALS)
3. International Trauma Life Support (ITLS)
4. Pediatric Emergencies for Pre-Hospital Providers (PEPP)

STATE AND NATIONAL TEST REQUIREMENTS:

To be eligible to sit for the N.C. EMT-Paramedic and National Registry exam, you must:

1. Show proof of the above course pre-requisites. (EMT, A&P)
2. Successfully complete all of the components of the course as indicated above with a 77 average.
3. Pass the final exam with a 77 in each module.
4. Pass the Technical Scope of Practice evaluations.
INTRODUCTION TO THE EMT-PARAMEDIC CLASS

I. POLICIES FOR STUDENTS

A. Dress Code:

1. Students may wear casual clothing to class unless otherwise announced by the instructor. Open toed shoes are not recommended at any time during this program. The student will regularly be participating in scenarios. No revealing or obscene clothing shall be worn.
2. The student will maintain good hygiene and personal appearance should be neat.
3. Students who fail to meet the appearance and conduct standards will be counseled as required. Repeat offenses will result in disenrollment from the class.
4. During the clinical, internship and certain other aspects of the class you will be required to wear the CCCC Continuing Education programs Paramedic Intern Uniform. Uniform requirements will be given by the Program Director in Module III.

B. Academic Disenrollment:

Reasons for disenrollment from class:

1. Failure to meet academic standards as outlined in the grading policy.
2. Failure to meet course requirements during any phase of the program.
3. Substantial or repeated violation(s) of the standards of ethics, professional behavior and conduct set forth in this manual.
4. Repeated absences, tardiness, or early departure as outlined in the attendance policy.
5. Repeated failure to comply with applicable uniform and dress code.
6. Failure to complete submission of documents required for matriculation (i.e., medical screening information, vaccination, certifications) after notice by Program administration.
7. Repeated or substantial failure to comply with the rules of the classroom, clinical site, or field internship station decorum.
8. Repeated or substantial failure to comply with the reporting procedures for incidents, illnesses, or unusual occurrences.
9. Using vulgar or suggestive language or gestures.
10. Criticizing staff, faculty, instructors, or patients.
11. Argumentative or insubordinate behavior.
12. Performing procedures without the permission or supervision of preceptors.
13. Misuse, destruction, or stealing of equipment.
14. Removing agency or patient records from their proper locations.
15. Falsifying patient or agency records or college evaluation forms.
16. Misrepresenting your level of certification, training, student status.
17. Any act recognized as cheating.
18. Loss of EMT credential: Students are required to maintain EMT credential throughout the paramedic program.
19. Any violation of patient confidentiality.
20. A student who communicates via a social networking site in an unprofessional manner with respect to CCCC, the EMS Program, our clinical affiliates, patients, faculty, staff, or students is subject to dismissal from the EMS program.
21. Failure to satisfactorily complete any skill after remediation.
22. Failure to perform safe clinical practice due to physical or mental inabilities which could potentially result in harm to self or others.
23. Failure of the final scope-of-practice evaluation or final written examination, (failure is lower than 77 percent).

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 guideline presented in Section 4-Discipline Procedures in the College Catalog.
C. Remediation Plan

1. Initial Evaluations
   a. The student will be evaluated on the cognitive and affective objectives by a written examination of each module. All written examinations are indicated on the class schedule. There will also be numerous quizzes given that are not scheduled. The student must have an average of 77 percent in each module in order to advance to the next module. No student will be allowed to take the final examination for the module without showing mastery of that modules objective.
   b. The students will be evaluated on the psychomotor objectives during each lesson or module.

2. Remediation
   Students who fail to meet the minimum standard will be given the option of receiving remedial training. Remedial training will consist of the following:
   a. The lead instructor will counsel and document the counseling on the remediation record. In this counseling session the instructor will identify the student's deficiencies and explain the remediation process.
   b. The student may arrange times with the EMS Instructor for his/her remediation periods. Remediation periods are available on a case by case basis.
   c. The student will meet with the EMS Instructor, who will conduct the remediation.
   d. All resources used in class will be made available to the student during remediation.

3. Self-Remediation Option
   The student has the option to remediate on their own if they so desire. The student will still be counseled as before and it will count as a remedial training. If the student chooses to self-remediate he/she will have to schedule and evaluation time with the EMS Instructor.

D. Absence from Class:

1. The maximum class time that can be missed is 12.5 percent of the class, which is 26 hours, or 6.5 classes.
2. Students who are tardy for class will be marked as such. Three tardies will count as one absence. A tardy constitutes arriving to class any time after class has begun, or departing class any time before class ends.
3. Students are responsible for all materials missed during their absence.
4. Students are entitled to a 75% refund of the tuition paid if they withdraw from the class prior to the ten percent point of the class. Refunds must be requested in writing by the student at the Continuing Education Office in the Hurst Continuing Education Building.

E. Classroom Rules

1. Students should be in proper attire during classroom hours.
2. There will be NO drinking, eating, or use of any tobacco products in the classroom.
3. Inappropriate language will not be tolerated.
4. Students are expected to have good personal conduct. The instructors will counsel students who are disruptive. If bad conduct continues the student will be dismissed from class and will be referred to the EMS Program Director, who may dis-enroll the student from the course.
5. Students will turn off all cell phones, pagers, and radios at the beginning of class.
6. There will be NO CELL PHONE use during class, lab, or clinical. Cell phone use includes texting, videoing, and taking pictures.

F. Behavior

1. Disruptive behavior in any classroom or clinical setting may result in dismissal from the curriculum.
2. Any student engaged in any act recognized as cheating will be dismissed from the curriculum.
3. 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.
4. College students are expected to act like adults. Adult behavior is required, in all courses, for continued enrollment in the EMS program.
G. 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.

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

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

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

H. Professional Behaviors in Use of Electronic and Social Media

1. 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.

2. Patient discussion is strictly forbidden on any social network

3. Any HIPAA (Health Insurance Portability and Accountability Act) that occurs over social media could result in immediate dismissal of the program.

4. 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.

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

I. Communicable Disease Policy

In keeping with the College's mission and policy, the College is dedicated to providing access to quality educational programs regardless of disability and within the limits of available resources. The College recognizes the serious implications that the spread of communicable disease has on the health, safety, and welfare of the students, faculty, staff, and general public. Therefore, the College is committed to ensuring that each employee and student be provided with a safe and healthy working/learning environment. 63 Persons who are seropositive for HIV/HBV/HCV or other infectious diseases will not be excluded from admission or employment, or restricted in their access to the institution's services or facilities because of their health status. They will be provided with all reasonable accommodations unless an individualized, medically-based evaluation determines that exclusion or restriction is necessary for the welfare of the individual or other members of the institution, patients, or its affiliates (patient care community). Any student or employee who knows, or has reasonable basis for believing that he or she is infected with HIV/HBV/HCV, or other infectious disease which may pose a threat to others, and whose curriculum or job requires performance of patient care procedures which may be exposure prone, has an obligation to share that information with the College.

J. Occupational Exposure Incidents

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 Office of Personnel and Workplace Safety.

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.

K. Parking

1. Students will be issued a parking pass to be placed on the dash or in the back windshield of their vehicle while parked on the campus parking lot. Ensure that it is placed so it may be read from the outside of the vehicle.
2. Students will park in designated parking only. Students will not park in educator’s or visitor parking, lawns, landscaped areas, sidewalks or other areas not designated for parking without prior approval from the Security Services Department.
3. Violation of any parking will result in a fine no greater than $25.00 per violation.
4. Any vehicle left on campus overnight without prior permission may be towed at the expense of the owner.

L. Tobacco Use

As a provider of higher education and job training, Coastal Carolina Community College promotes the health and safety of all students, faculty, staff, and visitors. Numerous efforts have been made toward the creation of an atmosphere which is most conducive to teaching and learning, minimizing health and safety risks to the extent possible. Consequently, upon the recommendation of the CCCC Faculty Assembly, the campus became tobacco-free effective at the beginning of the 2014 Fall Semester. Upon the recommendation of the Coastal Carolina Community College Student Government Association, the use of electronic nicotine delivery systems is prohibited in all campus buildings, including entry ways.
II. PROSCRIBED CONDUCT

The College may discipline a student in the following situations.

1. Conduct that damages or destroys or attempts to damage or destroy, College property or the property of others located at the College or College-related premises.

2. Conduct that constitutes a danger to the personal safety of other members of the College community, including guests or licensees of the College (Intentionally causing or attempting to cause injury is included within the meaning of this provision.).

3. Conduct that obstructs or seriously impairs, or attempts to obstruct or seriously impair College-sponsored or College-authorized activities on the College campus or other location where a College-sponsored activity is located.

4. Conduct that restrains freedom of lawful movement or that otherwise prevents any member of the College community from conducting his/her normal activities within the College. The following, while not intended to be exclusive, illustrates the offenses encompassed herein when done for the purpose of obstructing or disrupting any normal operation or function of the College or any of its components:
   (1) occupying of any College building or part thereof with intent to deprive others of its normal use
   (2) blocking the entrance or exit of any College building or corridor or room therein with intent to deprive others of lawful access to or from or use of said building or corridor or room.

5. Setting fire to or by any other means destroying or substantially damaging College premises

6. Possessing or displaying of, or attempting or threatening to use for an unlawful purpose any weapon, dangerous instrument, explosive or inflammable material in any College building or on any College campus.

7. Blocking normal pedestrian or vehicular traffic on or into any College campus entrance.

8. Participating in conduct which is disruptive to the education process.

9. Abusive or threatening behavior to any member of the College community, including guests or licensees of the College.

10. Unauthorized possession or attempted possession of College property or property of a member of the College community.

11. Acts that violate board or College rules and regulations.

12. Making a knowingly false statement, either orally or in writing, to any employee or agent of the board or the College with regard to a College-related matter.

13. Forging, altering, or otherwise misusing any College document or record.

14. Knowingly possessing, using, transmitting, selling or being under the influence of any controlled substance or illegal drugs on the College campus or off the College campus at a College-sponsored activity, function, or event. An individual’s use or possession of a drug authorized by a medical prescription for that individual from a registered physician shall not be a violation of this provision. A student shall not knowingly possess, use, transit or be under the influence of any alcoholic beverage or intoxicant on the College campus or any College sponsored activity, function, or event.

15. Academic dishonesty, which shall in general mean conduct that has as its intent or effect the false representation of a student’s academic performance, including, but not limited to, cheating on an examination; collaborating with others in work to be presented, contrary to the standard rules of the course; plagiarizing, including the submission of others’ ideas or papers (whether purchased, borrowed or otherwise obtained) as one’s own; stealing or having unauthorized access to examination or course materials; falsifying records, laboratory or other data; submitting, if contrary to the rules of a course, work previously presented in another course; and knowingly and intentionally assisting another student in any of the above, including assistance in an arrangement whereby any work, classroom performance, examination or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed;

16. The unauthorized use of the name of the College or the names of members or organizations in the College community.

17. Sexual assault, defined as any attempted or actual sexual activity carried out by and/or against a member of the College community that is unwanted or nonconsensual, including forcible or non-forcible sex offenses.

18. Not adhering to College administrative direction.

19. Other situations that violate College rules and/or local, state, or federal statutes.
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.

III. ACADEMIC DISHONESTY

A. All examinations, tests, or quizzes are given under the Honor Code System.
   1. We consider all of the students as adults and they are held responsible for all aspects of the course: We trust that you are honest!
      a. You will not cheat.
      b. If you observe another person cheating you will immediately inform the class instructor of the circumstances of the incident.

B. Cheating is defined as following:
   1. The giving of information to another person via audio or visual means which will enable the other person to derive some benefit in answering questions.
   2. The receiving of information via audio or visual means, which will enable you to derive some benefit in answering questions.

C. Any violation will be grounds for disenrollment from the course.

IV. ADDITIONAL FEES

A. Vaccinations
   1. Prior to the midpoint of Module III, the student will be required to submit proof of vaccinations required for clinical at Onslow Memorial Hospital and Onslow County EMS to www.castlebranch.com, code OA49im. By the beginning of Module III, the student should have begun the process of showing verification of these vaccinations. These vaccinations and purchase of Castlebranch account will be received at the student’s expense.
   2. These vaccinations include:
      Measles (Rubeola)
      Mumps
      Rubella (German Measles)
      Varicella (Chicken Pox)
      Hepatitis B
      Tetanus, Diphtheria, Pertussis
      Polio (if <18 yrs old)
      TB skin test
      Influenza
   3. OMH requires clinical students to receive the Hepatitis B Vaccine. The student is 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. A numerical titer should be drawn and reported to the EMS Program Director.
B. Criminal Background Check
Onslow Memorial Hospital requires that all students participating in the clinical experience will receive a criminal background check prior to first clinical date. The background check is done through www.castlebranch.com, code OA49. The cost of this background check is $30.00 (student's expense). This background check should be completed no sooner than 30 days prior to the first clinical date.

C. Drug Screen
Onslow Memorial Hospital requires that all students participating in the clinical experience will have a drug screen completed through www.castlebranch.com, code OA49D. The cost of the drug screen is $37.00 (student's expense). The drug screen should be completed no sooner than 30 days prior to the first clinical date.

D. Platinum Education
This is an educational support program to facilitate the paramedic student in enhancing their learning capabilities. Platinum Planner contains two programs the student must purchase:

The first program, EMS Testing is online database that contains questions that the student will be evaluated on to provide adequate paramedic training. Exam, quizzes, assignments, and extra credit will be provided through EMS Testing. The cost of the program is $90.00 (student's expense).

The second program, Platinum Planner, is an online clinical and skills tracker the student will utilize in order to keep up with all required skills in the classroom, hospital and field Clinicals. The cost of the program is $80.00 (student's expense).

E. 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.

F. Grievance Procedure
Purpose
The purpose of the student grievance procedure is to provide a system to channel complaints against a faculty or staff member concerning the following.

1. Alleged discrimination on the basis of age, sex, race, disability or other conditions, preferences or behavior, excluding sexual harassment complaints.

   Sexual harassment complaints should be directed to the Office of the Vice President for Administrative Support Services or her designee.

2. Academic matters, excluding course grade(s), in which a student has a grievance.

   The right of student appeal related to course grade(s) received is addressed in the section entitled "Right of Appeal Related to Course Grades Received."

Procedures
Step 1. The student must go to the faculty or staff member where the alleged problem originated. A conference will be scheduled to resolve the matter equitably and informally at this level. The conference should take place within five (5) working days of the incident that generated the complaint. In resolving complaints of alleged discrimination, a student may seek the alternate assistance of an appropriate College faculty or staff member instead of the individual with whom the alleged problem originated.

Step 2. If the grievance is not resolved at the informal conference with the faculty or staff member, the student should meet with the faculty or staff member's direct supervisor within five (5) working days after satisfying Step 1. As part of the effort to resolve the student's issue, the supervisor will consult with the employee against whom the grievance was filed and the appropriate academic Division Chair or College program director. The supervisor will make every effort to resolve the matter promptly and fairly and, in any event, within ten (10) working days of the date presented.
Step 3. If the grievance is not resolved with the direct supervisor, the student may file a written complaint with the Division Chair for Student Services within five (5) working days after satisfying Step 2. The written complaint shall include: (a) date of incident and brief description of the student's grievance; (b) a summary of the supervisor's response; and (c) the reason the supervisor's response is unsatisfactory. If the complaint (inclusive of required information (a) - (c) listed above) is not submitted within the specified time period, the subject of the grievance will be considered settled on the basis of the decision made at Step 2 of this grievance procedure. Upon receipt of the written student complaint, the Division Chair for Student Services will have five (5) working days to notify the employee against whom the grievance was filed that Step 3 of the Grievance Procedure has been initiated. Upon notification, the employee shall be given an opportunity to respond in writing to the Division Chair for Student Services within five (5) working days. It is the responsibility of the Division Chair for Student Services to refer the written student complaint along with the written employee response to the appropriate Vice President or designee of the President for action within fifteen (15) working days after initial receipt of the written student complaint. All subsequent decisions concerning the student or the employee against whom the grievance was filed rests with the appropriate Vice President (hereinafter) referred to as the "Vice President" or designee of the President.

Step 4. The Vice President or designee of the President will hear the grievance, review all written information, and interview any persons necessary to render a written decision within ten (10) working days after receipt of the student's grievance from the Division Chair for Student Services. The decision will be forwarded to the grievant and other persons involved.

Step 5. The decision of the Vice President or designee of the President may be appealed to the President by either party involved within ten (10) working days of the decision. 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 to the individual, or that the outcome of the decision was excessive or inappropriate. It is the responsibility of the President to make prompt disposition of all such appeals, and his decision shall be rendered within thirty (30) working days after receipt of the complete record of appeal.
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
PARAMEDIC COURSE

Student Acknowledgement

By my signature below, I acknowledge receipt of the Continuing Education Evening Paramedic Program orientation package. I have reviewed the package and have been given an opportunity to ask questions concerning the content. I agree to abide by all of the rules and regulations noted therein. I understand that failure to abide by the rules and regulations may result in my dismissal from class.

__________________________
Student Name (please print)

__________________________
Student Signature

__________________________
Instructor Signature

__________________________
Date

An Equal Opportunity Employer
INFORMATION RELEASE FORM


No other persons shall have access to, nor will the college disclose information from the student’s records without the written consent of the student.

I, __________________________ hereby authorize Coastal Carolina Community College to release the following information:

   Conduct in the classroom
   Classroom grade averages
   Class attendance

I authorize this information to be released to: ____________________________________________________________

The student understands that signing this form is voluntary.

____________________________
Student Signature

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 Program.

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
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
Prior to enrolling in the Emergency Medical Science program, I have been informed and am fully aware of the risks for exposure to blood and body fluids and the potential for transmission of bloodborne and other infectious disease during patient care activities. Understanding my risks, I agree to treat all patients as assigned to me, regardless of disease state of the patient. If I refuse to treat any patient, I realize that my academic success may be affected by my decisions.

Signature

Date

__________________________________________  ____________________________________________
Print Name

Signature of Parent or Guardian if Student is a Minor

Date

__________________________________________  ____________________________________________
Witness

Date
The following vaccinations are required for the Coastal Carolina Community College Continuing Education Evening Paramedic 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).

<table>
<thead>
<tr>
<th>Vaccination</th>
<th>Requirements</th>
</tr>
</thead>
<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>
<td>2 vaccinations or a positive antibody titer</td>
</tr>
<tr>
<td>Varicella (Chicken Pox)</td>
<td>2 vaccinations or a positive antibody titer</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>3 vaccinations (or in process) <strong>AND</strong> a positive antibody titer. Declination waiver must be signed if student does not convert.</td>
</tr>
<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.