**HANDBOOK DISCLAIMER**

This handbook is intended to supply accurate information to the reader. From time to time, certain information may be changed. The College may revise any matter described in this handbook at any time without publishing a revised version of the handbook. Courses, programs, curricula and / or program requirements may be changed or discontinued at any time. The Office of Student Affairs should verify information, which appears to apply to a particular student. This publication and its provisions are not in any way a contract between the student and Ivy Tech Community College.

**NON-DISCRIMINATION AND EQUAL OPPORTUNITY POLICY**

Ivy Tech Community College provides open admission, degree credit programs, courses and community service offerings, and student support services for all persons regardless of race, color, creed, national origin, religion, sex, physical or mental disability, age or veteran status. Persons who believe they may have been discriminated against should contact the campus affirmative action officer or the Office of Student Affairs.

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**Ivy Tech Community College of Indiana**  
200 Daniels Way  
Bloomington, IN 47404-9772  
1-812-330-6122

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COLLEGE OVERVIEW
Ivy Tech Community College is a public, statewide, open-access, community-based, technical college. The mission of the College is to enable individuals to develop to their fullest potential and to support the economic development of Indiana. Ivy Tech Community College provides residents of Indiana with the general and technical education needed for successful careers or for continuation in higher education. The College provides courses, degree programs, advising and related services, technical assistance, and community services to individuals, communities, and businesses and industries across the state through 24 principal instructional campuses. Ivy Tech offers 41 instructional programs, which are organized into five academic divisions: Business Technology, Technology, Visual Communications, Public Services, and Health Services. The General Education and Support Services Division delivers Basic Skills Advancement and General Education courses. Each region campus determines its own program mix according to the needs of its community. Ivy Tech Community College promotes educational mobility through partnerships with local schools and other higher education institutions.

College Goals
• To promote and expand access to programs and services that meet student’s abilities, interests and potentials.
• To ensure that every graduate of an Ivy Tech Community College program possesses the technical skills to be successful in the workplace.
• To provide a wide range of continually improving educational programs and services to individuals, businesses, industries and communities throughout the state.
• To contribute to Indiana’s economic development by providing the skilled workforce needed to attract and retain businesses and industry.
• To serve the diverse populations that reside in the state.
• To promote opportunities for individuals who have the ability, potential and desire to continue their education at a four-year institution.
• To promote mastery of the general education skills needed to be successful in higher education and in the workplace.
• Ivy Tech Community College is accredited by the North Central Association of Colleges and Schools (NCA). Business division programs are accredited by the Association of Collegiate Business Schools and Programs. The nursing programs are accredited by the Indiana State Board of Nursing (ISBN) and the National League for Nursing Accrediting Commission (NLNAC).

REGION 14, BLOOMINGTON CAMPUS OVERVIEW
The Bloomington campus serves over 5,000 students per semester. The campus offers courses in technical programs which may be taken for Associate Degrees (two-year degrees), Technical Certificates (one-year certificates), and Career Development Certificates (short-term, focused course of study). Additionally, many courses are offered on a continuing education basis for people not wanting to pursue a course of study leading to a degree, but wanting to enhance personal/professional skills.
Primary areas of study include Accounting, Associate of Science in Nursing (RN), Business Administration, Computer Information Systems, Criminal Justice, Design Technology (Drafting/CAD), Electronics Technology, General Technical Studies, Industrial Technology, Office Administration, and Practical Nursing (PN), Radiation Therapy, Respiratory Therapy, and many more. The campus offers many services to assist students while in college. Financial aid from federal, state, and private sources is available to those who qualify. Career counseling and placement services are available to students, as well as academic and personal counseling. Peer tutoring and instructor-led tutoring is available to students while they take classes. Proof of high school completion is required for students seeking degrees in all academic programs and for financial aid eligibility. Counselors are available to discuss options with people who have questions about their eligibility.

COLLEGE SERVICES
Advising
Ivy Tech Community College-Bloomington uses a faculty advisor system. On admission, each degree student is assigned a program advisor whose purpose is to:
• Assist the student in course selection and program planning.
• Guide the student in meeting the requirements for graduation as prescribed by the College.
• Ensure that appropriate technical and general education courses are included in the chosen course of study.
Students in the Paramedic Program will meet with their program advisor during a designated registration session.

Health Services
Ivy Tech Community College does not provide a health services center. Many community agencies are available to assist students seeking counseling or treatment. Students who experience illnesses should seek the advice of their family physician. If a student has an accident on College property, the Student should report the accident to campus security or the Office of Student Affairs. If a student suffers an accident or illness while attending classes, the student should notify the instructor. If paramedic services or hospitalization is required, the student is financially responsible. If a student is suffering from an illness that makes it impossible to attend classes, the student should contact his/her instructors.
Student Support & Development Services
Ivy Tech Community College-Bloomington offers advising services in the following areas:

- **Academic Concerns:** College adjustment and attendance, monitoring academic progress including probation advising, test anxiety, study skills, and tutoring.
- **Personal Concerns:** Home and family difficulties, advising and referral support for crisis intervention, personal finances, health, transportation, and housing.
- **Advising and Guidance:** Transferability of course work, registration of new and returning students/drop and add, advising for general studies majors, undeclared, and prospective paramedic students, preliminary admission procedures and selection of program major
- **Academic Skills Advancement:** Success Seminar advising session, referrals to community resources for individual tutoring assistance, communication with instructors regarding each student’s program progress.
- **Community Referrals:** Referrals to appropriate community agencies, cooperative efforts with agency personnel to coordinate support services.
- **Conflict Resolution:** Advising and mediation of conflicts with other students, faculty, or staff, cooperative efforts with agency personnel to coordinate support services.

Financial Aid
Ivy Tech Community College-Bloomington offers various types of financial aid to students who need assistance to continue their education. Students are encouraged to carefully survey the available financial aid options. Students must be accepted for admission to the college in an eligible program. Some financial aid programs are administered by the College Financial Aid Office under established state and federal policies and guidelines. Other programs are administered directly by a state or federal agency or outside organization. Eligibility for most financial aid at Ivy Tech Community College is based upon demonstrated financial need. To qualify for any form of financial aid, students must complete the Free Application for Federal Student Aid (FAFSA) and meet permanent resident status, draft compliance and satisfactory academic progress requirements. Additional information concerning federal, state and college financial aid is available from the Financial Aid Office.

The following forms of financial aid are available to students enrolled in the College: Hoosier Scholar Program, Higher Education Award Program, Ivy Tech Community College and Foundation Scholarships, Pell Grants, Supplemental Educational Opportunity Grant (SEOG), and employment and loans.

Disability Services
Reasonable accommodations for persons with disabilities will be made to ensure access to academic programs, services, and employment in accordance with section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. College programs and facilities are designed to be accessible to students with disabilities. Each campus has designated parking and special restroom facilities for these students. Support services also will aid students with disabilities with career planning, financial aid, and placement. The College staff works with the Department of Vocational Rehabilitation and other service agencies to assist students with disabilities through available local community resources.

It is the student’s responsibility to contact the campus Disability Services representative to request accommodations; any information shared will be kept confidential unless the student authorizes release and exchange of specified information. Requests for accommodations and documentation of disability must be received one month prior to enrollment for the next academic term. Additional time may be required for some requests. Every effort will be made to provide reasonable accommodations in a timely manner.

ADA Statement
Ivy Tech Community College seeks to provide effective services and accommodations for qualified individuals with documented disabilities. If you need an accommodation because of a documented disability, you are required to register with Disability Support Services Coordinator, Sue Gauck at the beginning of the semester. If you will require assistance during an emergency evacuation, notify your instructor immediately. Look for evacuation procedures posted in your classrooms.

College and Employment Services
The Office of Career and Employment Services is available to help you in a number of ways:

- Employment Referral
- Career Assessment
- Labor Market Information
- Occupational Reports
- Work-Study Positions

- Resume/Cover Letter Assistance
- Job Shadowing
- Practice Interviews
- Community Employer Portfolios
- Co-op Education Opportunities
Student Government Association

Students are provided opportunities to participate in student government through the Student Senate. The Student Senate is the representative governing body of the students. Student Senate representatives are elected or selected according to the by-laws of the Student Senate.

The Student Senate was established by students to encourage participation in student government and to promote college spirit and recognition. The Student Senate exercises the authority, unless otherwise delegated, to legislate on student matters, subject to the approval of appropriate college administrative offices. The constitutions of all student organizations must be approved by a quorum of the Student Senate, consisting of a simple majority of the total membership and one staff advisor stated in the by-laws.

The functions of the Student Senate include:

- Communication of bona fide concerns of the student body to appropriate college officials with suggestions for improvement.
- Approval of student organizations beneficial to student life at Ivy Tech Community College.
- Assurance that copies of the constitution, by-laws and statement of purpose and objectives of each recognized student organization are on file in the Office of Student Affairs.
- Referral of student grievances concerning disciplinary matters or student status to the Committee on Student Status and referral of other types of student grievances to appropriate College officials.
- Planning and conducting extracurricular student activities.
- Submission of student activity budgets for review and approval by the regional officials.

Liability Statement

Malpractice insurance coverage is provided to all students enrolled in clinical nursing courses. The limits of liability for the Institutional Professional Liability coverage are $1,000,000 for each medical incident and $3,000,000 aggregate. This coverage extends to clinical experience at an institution other than the College when it is a part of the College training program. Each student may obtain additional individual liability insurance. This coverage does not apply to employment situations such as externships and summer employment.

Housing

Ivy Tech Community College is a commuter campus and does not operate residence halls. However, if you need housing contact the Office of Student Affairs.

Tuition and Fees

The Business Office is responsible for the collection of any outstanding obligations to the College. A person with an outstanding account will be denied certain College services, for example, official transcripts may not be obtained, registration forms will not be processed, and diplomas will not be issued. Refer to the following chart for tuition and fees per credit hour.

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<tr>
<th>Credit Hour</th>
<th>In-State Fees</th>
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<tbody>
<tr>
<td>1</td>
<td>$95.00</td>
<td>$190.00</td>
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</table>

Fees

During this program the student may be earning various advanced certifications such as (but not limited to) FISDAP, ACLS, PALS. A fee may be assessed each semester to defray the cost associated with these certifications.

Transportation

Students must assume the responsibility for providing transportation to class and clinical facilities. A student who becomes ill during clinical experiences must provide his/her own transportation from the facility. It is suggested that car pools or public transportation be utilized whenever possible.

Withdrawals

Withdrawal (W) is a terminal status referring to voluntary student withdrawal of the course up to the end of the week marking the completion of 75 percent of the course. To be considered officially withdrawn from a course, the student must file a Change of Enrollment form with the Registrar’s office. After 75 percent of the term has elapsed, a student may withdraw (with the same result as indicated above) only if documented extenuating circumstances are submitted to and approved by the Dean of Academic Affairs.
**Refunds**
The College will refund a portion of refundable fees if written notification of withdrawal from the course (or courses) is received by the deadlines established by the College. Courses of less than sixteen weeks will have refunds pro-rated based on the length of the class. The refund schedule for classes is first week of classes - 100%; second week of classes - 75%; third week of classes - 50%; fourth week of classes – 25%; thereafter - 0%.

**Learning Resource Center**
A Learning Resource Center (LRC) is available for students’ use with full-time staff to meet the students’ educational needs. The LRC is open daily. Computers, CD-Rom, Internet access and special programs are available for student use. A copier is available with a nominal fee charged per copy. Books and reference materials are located in the LRC. This area is also equipped with audio-visual materials and study carrels.

A health science library area is provided which includes books, periodicals, videos and pamphlets. Books may be checked out according to library policy. Ivy Tech Community College - Bloomington offers tutoring services for many classes, academic skills, general education, as well as technical courses. The service is free and tutors can be contacted in the LRC.

**School Closing**
If due to severe weather or other factors, it becomes necessary to cancel a class, attempts will be made to contact the students within a reasonable amount of time prior to class. If class has been cancelled, the Program Coordinator will leave a message on their voice mail so that students may call and check on the status of the class. In the event that there is a snow or inclement weather emergency on a day when a student has a scheduled clinical, it may not be possible for the student to attend that clinical. As long as good judgment and concern for personal safety is exercised, such an occurrence will not count as an absence and the clinical may be rescheduled. In any event, the Program Coordinator and the clinical preceptor MUST be advised that day.

Severe weather conditions or other emergencies occasionally make it necessary to close the campus. Only under extreme emergency conditions are classes cancelled. Clinical classes will also be canceled at the affiliating agencies. Students are encouraged to listen to radio stations the campus has designated to announce information on closings.

**PROGRAM OVERVIEW**
Welcome to Ivy Tech Community College and the Paramedic Science Program. This handbook has been designed to answer many of the questions you have and to sever as a guideline for both students and instructors in meeting the educational goals of the Paramedic Science Program. Specific program information and general college policies are discussed to help ensure understanding. These policies are in effect for the length of the Paramedic Science course. You are responsible for substituting updates to this handbook as they are distributed.

The course of study in the Paramedic Science Program will require flexibility in scheduling and commitment to study. The faculty is committed to your success and will provide academic guidance and support. The Paramedic training program offered by Ivy Tech Community College in partnership with Bloomington Hospital is based on the U.S. Department of Transportation EMT-Paramedic National Standard Curriculum.

**Program Description**
The Paramedic Science Program offers a curriculum leading to the Associate of Science Degree in Paramedic Science and eligibility to take the National Registry Paramedic written and practical skills certification examinations, which also serve as the Indiana paramedic certification examinations. Also offered are various Emergency Medical Services (EMS) related certifications and training. Students receive instruction through three components: didactic classroom instruction, clinical instruction at area hospitals and medical facilities, and internship instruction on paramedic staffed ambulances. The didactic portion is held mainly during the evening hours on a weekday, although a few daytime hours may be necessary. The clinical and internship portions may have day, evening, night, weekend and holiday rotations.

**Program Philosophy**
The primary function of the EMS System is to serve those in need of immediate medical attention or transportation. Whether serving as a field provider, dispatcher, supervisor, or instructor, the EMS Program believes such a system should be built upon a foundation of knowledge, compassion, and professionalism unrestricted by considerations of nationality, race, creed, color or status. Today’s EMS system is a complex entity. Graduates of the program will possess both the medical skills required of a field paramedic as well as the communications skills required to be an integral part of the EMS system. Verbal, written and basic mathematical skills are all required to function in the EMS environment. Successful graduates of the program will be prepared in all of these important areas.

The Paramedic Science Program faculty believe that the Paramedic must be thoroughly trained to function as a team leader in critical out-of-hospital medical situations or a team member in more traditional medical settings. The Paramedic must be an independent thinker while delivering care within physician directed guidelines. As a medical professional, the Paramedic must adhere to
established standards of ethical conduct, medical competence and human caring. Due to a rapidly changing medical environment, the Paramedic has a never-ending responsibility to continue his/her education. The Program strives to meet the needs of the student looking to begin or continue a career in EMS. The Paramedic Science Program intends to provide the student a firm foundation on which to begin a progressive career in EMS. The program is dedicated to providing the education and clinical/internship experience required to fill any of the numerous employment opportunities offered to the certified paramedic.

**Program Purpose**
The Paramedic Science Program is designed to:
- Prepare the graduate to fill the role of out-of-hospital team leader and medical team member in the delivery of quality out-of-hospital health care.
- Prepare the graduate to be a productive, responsible, and upwardly mobile employee in the ever-changing EMS industry.
- Promote ethical behavior, caring and empathetic patient relations, and professionalism within EMS.
- Provide a learning environment, which emphasizes quality patient care, professionalism, and a caring attitude by its faculty.

**Program Objectives**

**Cognitive Domain:**
Upon completion of the program, the student will demonstrate the ability to comprehend, apply, and evaluate clinical information relevant to their role as EMT-P practitioners.

**Psychomotor Domain:**
Upon completion of the program, the student will demonstrate the technical proficiency in all skills necessary to fulfill the role as EMT-P practitioners.

**Affective Domain:**
Upon completion of the program, the student will demonstrate personal behaviors consistent with professional and employer expectations for the EMT-P practitioner.

**GENERAL PROGRAM INFORMATION**

**Course Standards**
The following are in-course standards for the Emergency Medical Technician - Paramedic Science Programs. The student is expected to adhere to the course standards. Failure to do so may result in the student being dismissed from the course. If unforeseen circumstances arise during the course, the course standards may be amended at the discretion of the Paramedic Program Coordinator. The student will be notified in writing of any amendments before they go into effect. If you have any questions concerning the standards, notify the Paramedic Program Coordinator.

- Classes will be held primarily on **weekdays**.
- Appropriate non-uniform attire will be permitted to classroom sessions. Proper attire for the clinical areas will be as follows:
  - **ER & Hospital Clinical’s**
    - Approved green shirt – with Ivy Tech Community College Paramedic Science logo
    - Black cargo pants
    - Black uniform type belt
    - Black shoes or black leather boot (no tennis shoes)
    - Ivy Tech EMT-P Student name badge
    - No other patches, pins or tags will be permitted on the uniform
    - Conservative hairstyle and color
    - Conservative jewelry/makeup
    - Hospital ID while in the hospital (if required by site)
  - **Ambulance Clinical**:
    - Approved green shirt with Ivy Tech Community College Paramedic Science logo
    - Black Cargo pants
    - Black uniform type belt
    - Black shoes or black leather boots (no tennis shoes)
    - Ivy Tech EMT-P Student Name Badge
    - No other patches, pins, or tags will be permitted on the uniform
    - Conservative hairstyle and color
    - Conservative jewelry/makeup
    - Hospital ID while in the hospital (if required by site)
  - **NO** student will be permitted to be “on-call” during classroom or clinical hours.
  - **NO SMOKING** will be permitted in accordance with the policy of that facility.
  - Dishonesty in any form will **NOT** be tolerated. Academic dishonesty will result in immediate dismissal from the course.
  - Academic dishonesty is defined as any of the following:
    - Plagiarism on tests, homework, or written papers.
    - Falsification of any records.
• Removal of equipment, written or skill exams, reference materials, or any supplies without the written permission of the Program Coordinator.

- Successful completion of the EMT-P Course does not guarantee student certification by the State EMS Commission, or National Registry. Successful completion of the program does prepare the student to sit for the National Registry certification examination.
- Students will **not be allowed to sleep** while in Clinical Areas or on Ambulance Rotations. In the event a student is found sleeping, that student will be subject to **immediate termination** from the course.
- Students may **not** visit patients during clinical rotations. Visiting is restricted to the students’ personal time during regular hospital visiting hours.
- No radios, pagers, or cell phones will be on during lecture or clinicals.

**Certification/Licensure Training Disclaimer**

Ivy Tech Community College cannot guarantee that any student will pass a certification or licensing exam. Your success will be determined by several factors beyond the instruction you are given in the classroom including your test-taking skills, your willingness to study outside of class, and your satisfactory completion of appropriate practice exams. Certification and licensure exam questions are drawn from databases of hundreds of possible questions; therefore, a thorough understanding of the subject matter is required. The goal of Ivy Tech in providing a certification exam studies class is to assist you in understanding material sufficiently to provide a firm foundation for your studies as you prepare for the exam.

**Honesty Statement**

The College is committed to integrity in all its practices. The faculty value intellectual integrity and a high standard of academic conduct. Activities that violate academic integrity undermine the quality and diminish the value of educational achievement.

Cheating on papers, tests or other academic works is a violation of College rules. No student shall engage in behavior that, in the judgment of the instructor of the class, may be construed as cheating. This may include, but is not limited to, plagiarism or other forms of academic dishonesty such as the acquisition without permission of tests or other academic materials and/or distribution of these materials and other academic work. This includes students who aid and abet as well as those who attempt such behavior.

EMT/Paramedic Science Program examinations are the property of the program and may not be photocopied, audio, or videotaped, or otherwise copied or replicated in any manner. If a student is found to possess an examination, a copy of an examination, or any portion thereof, disciplinary actions will be taken. Students are subject to immediate dismissal from the program. Plagiarism will not be tolerated. A score of zero will be given for any assignment where plagiarism is found.

**Standards of Conduct**

The student in the EMS Program at Ivy Tech represents the College, the EMS Program, the EMS profession, and all of the students that follow. As such, the program believes that the student must adhere to the same professional standards placed on all EMT’s. Therefore, the EMS Program has adopted the Code of Ethics of the National Association of EMT’s as part of the minimum standards by which it requires its students to adhere in all didactic, clinical, and internship experiences.

- A fundamental responsibility of the Emergency Medical Technician – Paramedic is to conserve life, to alleviate suffering, to promote health, to do no harm, and to encourage the quality and equal availability of emergency medical care.
- The Emergency Medical Technician – Paramedic provides service based on human need with respect for human dignity, unrestricted by considerations of nationality, race, creed, color, or status.
- The Emergency Medical Technician – Paramedic does not use professional knowledge and skills in any enterprise detrimental to public well-being.
- The Emergency Medical Technician – Paramedic respects and holds in confidence all information of a confidential nature obtained in the course of professional work unless required by law to divulge such information.
- The Emergency Medical Technician - Paramedic, as a citizen, understands and upholds the law and performs the duties of citizenship. As a professional, the Emergency Medical Technician has the never ending responsibility to work with concerned citizens and other health care professionals in promoting a high standard of emergency medical care to all people.
- The Emergency Medical Technician – Paramedic shall maintain professional competence and demonstrate concern for the competence of other members of the Emergency Medical Services health care team.
- The Emergency Medical Technician – Paramedic assumes responsibility for individual actions and judgment, both in dependent and independent emergency functions, and knows and upholds the laws which affect the practice of the Emergency Medical Technician.
- An Emergency Medical Technician – Paramedic has the responsibility to be aware of and participate in matters of legislation affecting the Emergency Medical Technician and Emergency Medical Services System.
- The Emergency Medical Technician – Paramedic adheres to standards of personal ethics, which reflect credit upon the profession.
- Emergency Medical Technicians – Paramedic or groups of Emergency Medical Technicians - Paramedics, who advertise professional services, do so in conformity with the dignity of the profession.
The Emergency Medical Technician – Paramedic has an obligation to protect the public by not delegating to a person, less qualified, any service which requires the professional competence of an Emergency Medical Technician.

The Emergency Medical Technician – Paramedic will work harmoniously with, and sustain confidence in, Emergency Medical Technician associates, the nurse, the physician, and other members of the Emergency Medical Services health care team.

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

**Professional Behavior/Attitude**

Students of the Ivy Tech Paramedic Science Training Programs are part of a team with a goal to serve all patients who request or require care. Every member of the organization is expected to conduct themselves in a professional manner exhibiting high moral and ethical standards at all times. Ivy Tech reserves the right to vary any necessary disciplinary action depending on the offense and circumstances, which may include dismissal from the program. The following breaches of good conduct are considered sufficient reason for disciplinary action:

- Abuse or inconsiderate treatment of patients, visitors, staff, or fellow students
- Insubordination
- Intoxication, drinking, or possession of alcohol while engaged in program activities
- Theft
- Gambling
- Fighting or disorderly conduct
- Willful destruction of clinical site, internship site, or university property
- Immoral behavior
- Profanity
- Sleeping during clinical’s
- Unauthorized use or possession of drugs
- Gross negligence or carelessness that may result in injury to self or others
- Falsification of records
- Breach of confidentiality
- Sexual harassment
- Any behavior that could reflect adversely on the clinical or internship sites or college in the community that it serves.
- Harassment and/or Intimidation: Acts of harassment and/or intimidation are expressly forbidden. This includes conduct causing alarm, or creating a risk by threatening to commit crimes against persons or their property or making unwelcome sexual advances or requests for sexual favors. Furthermore, health care students are reminded that a professional demeanor must be maintained at all times. Comments and/or behaviors that are offensive will not be tolerated and appropriate disciplinary action will be taken. This also covers harassment or intimidation of persons involved in a disciplinary hearing and of persons in authority who in the process of discharging their responsibilities.

**STUDENT EVALUATIONS**

Several evaluation tools will be utilized to mark your progress towards meeting the program goal and objectives.

**Program Goal:** To prepare students as competent EMT-P practitioners

**PROGRAM OBJECTIVES**

**Cognitive Domain:** Upon completion of the program students will demonstrate the ability to comprehend, apply and evaluate clinical information to their role as EMT-P practitioner.

Assessments: Exam, quiz and class assignment scores

**Psychomotor Domain:** Upon completion of the program the student will demonstrate the technical proficiency in all skills necessary to fulfill their role as EMT-P practitioner.

Assessments: Skill Sheets, Preceptor Evaluations (including evaluation of run reports) review of Clinical Logs

**Affective Domain:** Upon completion of the program the student will demonstrate personal behaviors consistent with professional and employer expectations for the EMT-P practitioner.

Assessments: Professional Behavior Assessment, Preceptor Evaluations

**Evaluation Criteria**

Students will be evaluated on the following criteria:
- Attendance
- Practical examinations
- Quiz scores
- Written examination scores
- Specialty courses (CPR, ACLS, PHTLS, etc.)
- Professional behavior/attitude/conduct

**Grading (Written Examination Scores)**
- A grade of C or higher **MUST** be obtained in all program courses for successful completion of the program.
- A minimum score of C must be achieved on all written exams. If a student should score below a C, the student will be allowed to take one retest. If the student scores below a C on the initial exam, he/she may be required to attend a counseling session and/or perform remedial work, prior to taking the retest. The remedial work and retest format will be at the discretion of the instructor. A score of C on the retest must be achieved to remain in the program. The retest must be taken within two (2) class sessions.
- The original test score of each written examination will be used in calculating the overall grade point average. All retests will be recorded as pass/fail only.
- If applicable, decimal scores of .5% or higher will be rounded up to the next whole number.
- The student must obtain a minimum score of C on the **COMPREHENSIVE FINAL EXAMINATION**. If a student scores < C on the final exam he/she may retest the final exam one (1) time within seven (7) days of receipt of scores. If the student scores < C on the final exam retest, the student will have failed the program and will not be eligible for certification testing.
- The final exam will be given only on the scheduled date. Failure to attend will result in a grade of incomplete pending review of the absence by the EMS Program Coordinator and staff. Upon review, if the absence is deemed unexcused, the grade of incomplete will be changed to failure. If the absence is found to be excused, arrangements will be made for the student to take the examination and remove the incomplete status.
- All specialty courses **MUST** be successfully completed prior to taking the final examination.
- Total grades for accumulative average:
  - All Block Examinations 40%
  - Overall quiz average 20%
  - Final Examination 40%

The following grading scale has been adopted for didactic courses:

- A 92%-100%
- B 83%-91%
- C 75%-82%
- D 70%-74%
- F 69 and below

Grading percentages will be rounded to the nearest whole number.

**Quiz Scores**
- All quizzes will be averaged and count as twenty percent (20%) of overall grade.
- One or two quiz scores will be dropped from grade point average depending on length of course.
- Quizzes cannot be made up even with excused absence, a “0” will be awarded for missed quizzes.
- Quiz format and frequency is at the discretion of the instructor.

**Practical Exams**
The following grading scale has been adopted for clinical and internship courses offered by the EMS Program:
- All skill exams (practical’s) will be evaluated on a Pass/Fail basis.
- All skill exams must be passed in order to continue in the program.
- Pass/fail criteria will be provided by the Program Coordinator or EMS Instructor prior to each exam.

**Clinical and Internship Evaluation**
The following grading method to determine **Pass/Fail** has been adopted for skills evaluation in clinical and internship courses offered by the EMS Program:

(0) Not Applicable/Not Observed - The performance area is not applicable to the student’s area of study. The performance was not observed.

(1) Does Not Meet the Standard - Unable to assess routine situations. Appears overwhelmed by the task or situation. Unable to perform the task without being led through it step by step. Uses or does not recognize poor technique. Unaware of indications/contraindications for a particular task. Takes wrong course of action or avoids taking proper action in routine situations.
(2) Meets the Standard -

Becomes emotional, panicky, loses temper or is confused in stressful situations. Allows patient condition to deteriorate without intervening.

Remains calm and maintains self-control in most situations. Builds good rapport with patients, preceptors and staff and acts professionally. Performs complete and organized tasks using good technique in a timely manner.

(3) Exceeds the Standard -

Properly assesses all situations – including those that are unusual and complex. Builds good rapport with patients, preceptors, and staff in difficult or stressful situations. Acts professional towards those individuals who treat the student poorly. Performs complete and organized tasks using good technique in a timely manner under difficult or stressful conditions. Communicates in a positive fashion.

The following grading scale has been adopted for behavioral evaluation in clinical and internship courses offered by the Emergency Medical Services Program:

(0) Not Observed -

The behavior/performance was not observed.

(1) Unsatisfactory -

Improper or poorly fitted attire. Argumentative. Sits out of learning opportunities. Poor interaction skills. Poor team member. Overwhelmed by the situation. Unable to reason through a problem. Uses unsafe practices.

(2) Borderline -


(3) Acceptable -


(4) Excellent -

Crisp appearance throughout shift. Actively solicits evaluation. Seeks out opportunities to learn. At ease in all situations. Excellent rapport. Constantly calm. Reasons through difficult situations or problems. Watches for the safety of others as well as himself.

Clinical Classes and Ambulance Internships

The student must meet the following clinical/internship standards:

- All clinical/internship components are “Pass/Fail”; grades for courses with a clinical component will be determined by the lecture/lab grades. Successful completion of the clinical component is a course requirement. In the event that the clinical component results in a grade of “Fail”, a grade of “F” is earned for the entire course.
- achieve an overall “ACCEPTABLE” in all specified clinical and internship course skills and behaviors. Failure to do so will result in a grade of “F” for the course.
- Failure to earn a “P” in every clinical/internship course will result in immediate failure of the program and the student will not be allowed to continue.

**NOTE.** It is possible that during your course of study you will be required by a clinical site, to submit to drug screening. While the College does not require drug screening of its Health Division students, unless required by law to do so, the College cannot control or influence the requirements placed on the program by independent clinical sites. Consequently, your ability to successfully complete your program of study may be affected by your ability to pass a drug screening test. In the event that you are required to submit to such a test, you will have to bear the cost of the test and a copy of its results will be maintained in your confidential student records during your participation in the program.

Practical Skills Exams

Your practical skills performance will be evaluated using the criteria established by the National Registry of Emergency Medical Technicians. All critical criteria (identified on the skill sheets) must be satisfactorily met in order to achieve a passing score. See individual skill sheets for actual point scores. When you take the state certification practical skills examination, the same evaluation sheets and criteria will be utilized.

Practical skills exams are on a pass / fail basis. All aspects of practical skills exams must be successfully completed as outlined below:
The first time a skill is tested, the minimum competency requirement is 80% with no critical errors. (Three attempts will be allowed.) Failure after three attempts will result in a remediation period after which one final attempt will be granted. (The remediation period is defined as the length of the subsequent course. Re-mediated skills will be tested along with other scheduled division skill examinations.) Minimum competency remains at 80% with no critical errors. Failure following the remediation period will result in failure for the course.

The second time a skill is tested, the minimum competency requirement is 85% with no critical errors. (Three attempts will be allowed.) There is no remediation period.

The third time a skill is tested, the minimum competency requirement is 90% with no critical errors. (Three attempts will be allowed.) There is no remediation period.

The fourth time a skill is tested, the minimum competency requirement is 95% with no critical errors. (Three attempts will be allowed.)

The final course practical exam standard is 95% competency with no critical errors regardless of the number of times the skill was previously tested.

After the second failure to successfully complete a practical skills exam the student may opt to make the third attempt within the subsequent seven-day period.

Hospital Clinical Rotation – Paramedic
Successful completion of each clinical rotation would be defined as the following:
- The hours that were required for that rotation were successfully completed.
- Clinical logs and other associated paperwork must be completed and entered in a timely manner.
- Documentation must be submitted to the course coordinator on Monday of each week.
- A positive evaluation by the clinical preceptors of each facility.
- Verification of the above by the course medical director.
- Pass or Satisfactory will be issued.

A grade of “F” for the course will be assigned if clinicals are not completed and documentation submitted by the due date. If failure to meet the deadline is due to extenuating circumstances, the student must document this and submit it to the course coordinator for review. If accepted, a designation of “I” will be assigned for the course. Per Ivy Tech Student Handbook “To remove an “I” designation a student must meet with the instructor and make arrangements to complete course requirements in a specified period not to exceed 30 days beyond the start of the following term. The instructor must submit the grade within 31 calendar days of the beginning of the following term in which the student received the “I” designation.” The 30 day period begins with the designated due date not the end of the course. An “I” is converted to a grade of “F” at the end of the 31-day period. This will result in dismissal from the program.

Should you complete your student clinical experience prior to the end of a defined shift you must stay at that facility to complete your assigned clinical hours. Contact the EMS coordinator who will:
- Locate you to another clinical setting (i.e., ER, Peds)
- Assign a relevant learning activity (CAL, manikin practice etc.)
- Assign library research

Paramedic Ambulance Phases
The internship for the Paramedic program is progressive. Following the successful completion of each clinical phase and ambulance phase, students may perform the skills that were taught and practiced. Phases will be established as follows:
1. At the successful completion of Module PAR 220, Ambulance Phase PAR 221 will begin.
2. A minimum number of 24 hours per week (in 12 hour minimum blocks) should be spent on an Advanced Life Support unit.
3. Paramedic students will be required to ride as a third person during all phases of his / her internship. At no time is any student to perform any advanced life support skills while not in a formal internship setting.
4. A minimum of 400 hours will be required for the successful completion of both Ambulance phases.
5. Internship logs and preceptor evaluations are to be turned in to the curriculum EMS coordinator in charge of the Paramedic Program on Monday each week.

Ambulance Phases are defined as follows:
- PAR 116 -Phase 1 20 BLS Team Lead & 5 ALS runs…Orientation/ individual ALS skills
- PAR 216 -Phase 2 8 ALS runs…Assisted/ able to function as Intermediate
- PAR 219 -Phase 3 8 ALS runs…Assisted / able to function as entry level Paramedic
- PAR 221 -Phase 4 50 runs as the Lead Paramedic, 40 ALS Runs….Unassisted Phase

A grade of “F” for the course will be assigned if ambulance runs are not completed and documentation submitted by the due date. If failure to meet the deadline is due to extenuating circumstances, the student must document this and submit it to the course coordinator for review. If accepted, a designation of “I” will be assigned for the course. Per Ivy Tech Student Handbook, “To remove an “I” designation, a student must meet with the instructor and make arrangements to complete course requirements in a
specified period not to exceed 30 days beyond the start of the following term. The instructor must submit the grade within 31 calendar days of the beginning of the following term in which the student received the “I” designation. The 30 day period begins with the designated due date, not the end of the course. An “I” is converted to a grade of “F” at the end of the 31-day period. This will result in dismissal from the program.

**Course and Instructor Evaluations**
Course and instructor evaluations by students is an excellent opportunity for the College to obtain valuable information regarding our curriculum and the quality of instruction provided to our students. You will have two opportunities to participate in a formal evaluation of the EMT-B class.

**CoAEMSP**
Ivy Tech Community College uses a standardized, nationally normed course evaluation system. Once a semester, you will have an opportunity to evaluate the ongoing PAR course and faculty through this evaluation. Six elements of student evaluation are identified in the tool:

- Instructor commitment to student learning
- Instructor preparation and organization
- Instructor-student interaction
- Testing
- Course Objectives
- Course Assignments

Typically, the evaluation occurs during the 10th or 11th week of class. An outside party scores the results, so you can be assured of confidentiality. All full and part-time faculty are evaluated.

**EMS Course Evaluation Form**
Periodically, you will be given the opportunity to evaluate sections using the EMS Course Evaluation. Results are received and summarized by the Program Chair, and the summary is then shared with the faculty. Again, you can be assured of confidentiality.

**Academic, Clinical, Internship, and Behavioral Counseling**
The counseling program is designed to detect and attempt to correct any problems that may arise in a student’s academic, clinical, or internship progress, or in a student’s attitude and motivation. Academic, clinical, internship, and behavioral counseling sessions will be held as deemed necessary by either the student, EMS faculty or Program Coordinator to discuss and document the student’s progress.

In the event a student is achieving below the level of 80% in any didactic course or “ACCEPTABLE” in any clinical or internship course, the Program Coordinator and possibly the instructor will meet with the student to discuss options for improvement and/or refer the student to Student Services for assistance in learning strategies. All counseling sessions will be documented.

**Certification Requirements**
Current EMT certification and CPR certification at the Health Care Provider level must be maintained throughout the paramedic course. A copy of each student’s current EMT and CPR cards will be retained in the student’s file. Any lapse in EMT or CPR certification during the sequence will require withdrawal from the program.

**Dress Code: Didactic and Lab**
Any neat, comfortable clothing in good condition suitable to do patient care scenarios that may require walking, bending, kneeling, stooping, lifting, climbing and patient movement or carrying is acceptable. Clothing with imprinting or stitching is allowed but must be within the standards of an EMS professional, as determined by EMS faculty. Tank tops, halter tops, “spaghetti” strapped tops, short-shorts, and any clothing that fits too loosely to maintain coverage of those body parts requiring adequate coverage by law will not be allowed.

**Dress Code: Clinical and Internship**
Hair: If hair is shoulder length or longer it must be pulled back.

Males: Must be freshly shaven or groomed. Beards and mustaches are allowed but must be kept neatly trimmed and presentable at all times and not drop over the lip. **NOTE: This policy may be superceded by the policies of the clinical or internship site. The site’s policies will be followed at all times.**

All:
No earrings, exposed tattoos, exposed body piercing, bracelets, or rings other than wedding band/engagement rings may be worn due to occupational hazards and or infection control policies of the clinical providers. **No exceptions**

No canvas shoes, clogs, athletic shoes, cowboy boots, jeans or shorts are allowed.

No smoking or tobacco chewing is allowed.

Fingernails must be kept short so as not to puncture gloves. No colored fingernail polish or decoration. Clear polish may be worn if not against clinical site policy.

If the student’s attire is considered inappropriate by the preceptor, the student will be dismissed for that session, counted as absent and will be responsible for rescheduling.

For Surgery: Students must report early enough to the clinical site to be able to change into surgical scrubs and report on time to the clinical instructor. Attire acceptable for the classroom should be worn prior to changing into scrubs.

Name badges must be visible at all times unless otherwise indicated by the clinical instructor.

### Attendance

The didactic portion of a course is designed to meet specific objectives in theory and skill. Therefore, attendance is mandatory to assure continuity and exposure to all required material. Students are allowed three (3) excused absences per semester (Two (2) during 10 week Summer semester). All work, assignments, skills or tests must be made up at the instructor’s consequence. Extenuating circumstances will be considered. Attendance at all classes is crucial to successful completion of the course. If unusual circumstances arise which necessitates missing a class, the student must notify the Program Coordinator prior to the beginning of class. The Program Coordinator may be reached by calling 812-330-6122. After normal office hours there is voice mail on which you may leave a message using this same number.

Attendance will be taken at the beginning of each class. It is the responsibility of the student to sign his/her name on the sign-in sheet. Any student signing another student’s name will be subject to disciplinary action and/or dismissal from the course.

Class will start exactly at the assigned time. Students are expected to be on time and remain in class unless excused by the course instructor.

Punctuality at didactic, clinical, and internship experiences is an indication of a student’s professionalism. Disruption of these experiences due to tardiness will not be tolerated. More than three incidents of tardiness will result in disciplinary action. Extenuating circumstances will be considered.

It is the responsibility of the student to contact the instructor for missed assignments, arrange make-up testing and submit work after an absence. Program Coordinator may assign remedial work if attendance is perceived as a problem.

Any unexcused absence from any clinical or internship experience may result in failure of that course.

If a student is unable to attend a scheduled clinical session, the student must call the clinical site to cancel and the Program Coordinator at 812-330-6122 to state the reason for the absence. Voice mail is available twenty-four (24) hours a day for the Program Coordinator. The clinical must then be rescheduled within the two (2) weeks of the missed clinical. Failure to abide by this policy will result in disciplinary action and/or dismissal from the course.

If a student is unable to complete a clinical session, he/she must obtain permission from their preceptor and the Program Coordinator at 812-330-6122 to state the reason, then document the occurrence on their clinical form.

Students will wear appropriate attire while doing clinical sessions within the hospital setting. At **NO** time are departmental uniforms or markings of any type to be worn while observing clinical or ambulance rotations.

To be excused from clinical or internship, the student must notify the appropriate faculty member and clinical/internship site at least one hour before the beginning of the clinical or internship shift. Extenuating circumstances will be considered.

More than three excused absences during a clinical or internship rotation will result in failure of the course.

For excused absences which result in more than half of a clinical or internship being missed, a full clinical rotation must be made up by the end of the semester. Failure to attend a scheduled clinical make-up session will result in failure of the course.

“No-call/No shows” are unacceptable and will not be tolerated. If a student does not make contact by verbal communication or voice mail, the absence will be recorded as “no call/no show”. Three (3) “No call/No shows” will result in the student being dismissed from the program.

Written verification of absences may be requested by the Program Coordinator for any absence. Failure to provide the appropriate documentation may result in disciplinary action.

Any two (2) consecutive absences due to illness from either a didactic course or clinical/internship rotation will require written documentation from a physician prior to the student returning to the course or rotation.

Students will follow any additional rules issued by the individual clinical sites and/or preceptors.

### Clinical/Internship – Student Performance of Procedures

Following didactic sessions and successful evaluation of an advanced life support skill, a student may perform those skills under the direct supervision of qualified health professionals designated as preceptors as stipulated by Indiana EMS Commission Rules...
and Regulations. The skills sign-off sheet must accompany each student at all times during clinical and internship courses. Only those skills signed off by the program coordinator will the student be allowed to perform. Failure to have the sign-off sheet present at every shift will result in the student not being allowed to perform those approved skills for that rotation.

**Site Policies**
The student is held responsible for following all policies and procedures of the clinical/internship site. The faculty will make the student aware of such policies by an orientation process, explanation by the preceptor, and/or policy manual at the site.

**Unsafe Practice**
Unsafe practice is defined as any behavior which jeopardizes the health and/or well being of self, a patient, or others. All Ivy Tech students and preceptors have the responsibility to report to the program coordinator after witnessing an unsafe practice. The student in question will be denied access to any further clinical/internship experience until a final decision is made regarding the practice in question. After an investigatory process, if the program director feels an unsafe practice was performed, the student may be dismissed. The student will be notified in writing of a decision to dismiss for unsafe clinical practice.

**Student Health Physical Exam**
In accordance with Indiana Department of Homeland Security (IDHS) Rules and Regulations 836 IAC 2-3-4(a), the student must meet the following requirements before admission into the paramedic training sequence of the program:

- Evidence of a physical examination as prescribed by the commission and given by a physician licensed by the state.
- Have no addiction to drugs or alcohol and be of sound physique, and not subject to any infirmity of body or mind which might render one unfit to perform as a paramedic.

**TB, MMR, Hepatitis, and Other Vaccinations**
Most clinical and internship sites require proof of MMR (measles, mumps, rubella), initial TB screening within 12 months 2nd within 30 days, proof from a medical facility of receiving the Heptavax series within the past 5 years or to be currently in the process of receiving the 2nd in a three-part series, polio vaccination, and must also have a current Tetanus or Diphtheria vaccination. Each student must also have a Hepamask for TB exposure in possession for all clinical times. Therefore, annual TB testing is required for all students enrolled in courses with a clinical or internship component and documentation of all the immunizations listed above must be turned in and on file with the program prior to the student performing any clinical/internship activity.

**Pregnancy - All Tracks**
If the student is pregnant and enrolled in an Emergency Medical Services course, a statement to the Program Coordinator from the student’s physician stating that role performance without restrictions is possible must be on file before any further clinical/internship activity is allowed. Ivy Tech will not assume responsibility for medical services or any complications that may arise related to the student’s pregnancy.

**Liability Insurance**
Ivy Tech provides all enrolled students performing in clinical assignments liability insurance if they have paid or made arrangements with the College business office to pay their college account. Personal Medical Insurance is the responsibility of each student.

**Patient Confidentiality / Confidentiality Statement**
The confidentiality and security of patient information must be maintained at all times. All students will be required to sign a confidentiality statement. This statement will be kept on file. Access to patient information is available to students only for research of patient assignments and provision of care. Patient initials only should be used to identify patients in written assignments. The chart must not be removed from the unit and no part of the chart may be photocopied or electronically reproduced. Each student is responsible for maintaining the confidentiality of all patient information. Hospital or agency protocol must be observed in accessing all records. Failure to do so or violation of the confidentiality statement will result in counseling and/or dismissal from the university.

**Transportation**
Students are responsible to provide their own transportation to all assigned clinical experiences.

**Technical Standards**
Ivy Tech has identified the following technical standards critical to the success of students.

- Utilize the sense of sight, hearing, touch, and smell to make judgments.
- Communicate effectively in English, both orally and in writing using appropriate grammar, spelling and vocabulary.
Comprehend and promptly respond to auditory instructions or requests.
Speak in a clear and comprehensive manner.
Perform fine and gross motor skills with both hands.
Stand, walk, climb, lift, bend and twist for extended periods of time.
Think clearly and act calmly in stressful situations.
Work cooperatively with other people.
Adapt to ever-changing, unpredictable environments.

Students must meet these standards on admission to the Ivy Tech EMS program and throughout their EMS education. Reasonable accommodations may be made with the approval of the program coordinator or associated dean, however a candidate is expected to perform in a reasonably independent manner. Candidates affirm their ability to meet the standards on the Application for Admission and Request Change of Program Forms. Confirmation of the student’s ability to meet the standards is made through the Physical Examination Form.

**Leave of Absence**
Due to the sequential nature of the paramedic sequence and the Indiana EMS Commission Rules and Regulations, no Leave of Absence will be allowed during the Paramedic Certificate Training course. A Leave of Absence must be approved by the program coordinator. If granted, the student will be required to demonstrate didactic and clinical competence for courses already completed.

**Withdrawal From the Program**
The student wishing to withdraw from a track must follow all withdrawal policies and procedures of Ivy Tech. The student will be required to complete an exit interview and return all university, program, and clinical or internship site property, prior to departure.

**Incident Reports**
Incident reports must be completed in case of loss of property, injury, illness, accident, or any other serious occurrence to a patient, visitor, or self-occurring in the clinical setting. If a student is involved in any way with such an occurrence, directly or indirectly contact the Program Coordinator immediately.

**Student Injuries and Illness**
In the event of an accident or injury to a student while they are participating in classroom or clinical activities, an incident report must be completed. In the event of an injury or incident you should do the following:
- **Immediately** advise your preceptor of the injury incident.
- The preceptor should contact their on-duty supervisor.
- You must contact the Program Coordinator immediately.
- You must complete any required paperwork at the clinical site and Ivy Tech

**GUIDELINES FOR PROFESSIONAL CONDUCT**

**Purpose**
This information is presented to students by the health science division faculty to ensure that students recognize the many guidelines for professional conduct that must govern their behavior and decisions. Even as a student in training, you must ensure that patients assigned to you receive appropriate attention and care. It must be provided in a timely fashion. Additionally, it must be in accordance with professional standards for a student nurse/clinician/technician and respectful of the confidentiality of information provided to you as a part of your clinical experience. Although you may consider yourself to be in a learning mode, patient lives are at stake. Their safety and security is a top priority. Additionally, the quality and reputation of the entire program rests upon the performance of our students. Read the following with great care, and count on it to serve as your guide. Realize that if these guidelines are not followed, continued participation in the training may be jeopardized. Our ultimate goal is to help you succeed. Faculty members are here to assist you, and they count on you to take these responsibilities seriously. If you have questions related to any of this information, please discuss them with one of your emergency medicine instructors or the EMS Coordinators.

As a student, you are held accountable for the rights and responsibilities as established in the Ivy Tech Student Handbook as well as practices of safe, professional and ethical conduct as outline in this document. The faculty integrates these guidelines into the MEA, NUR, PNU, SUR, and PAR curricula with the intention of modeling the standards of professional performance and the expected roles and behaviors of paramedic ambulance internship. A record of incidences will be maintained by the Program Chairperson or appropriate designee and will have a collective effect until the point of graduation.
The faculty has divided expectations of professional conduct into three groups. All are critical. Follow-up actions for non-compliance reflect courses of action that would be similar of an emergency medicine professional in a work setting. These actions are listed at the end of each category.

**GROUP I**

**EXPECTATIONS: THIS CATEGORY ADDRESSES MAJOR COMPLIANCE ISSUES AND APPROPRIATE MEASURES FOR PATIENT CARE IN A HEALTH SETTING.**

The following thirteen (13) points are critical to the successful training and employment of health care professionals, should be followed from the onset of training and referenced as models for behavior to be continued throughout one’s career:

1. You must comply with Indiana State law both on campus and at off-campus locations. This includes, but is not limited to interactions with clients, patients and their families, faculty, peers and personnel of affiliating agencies.
2. You must refrain from consuming, being under the influence of, or possessing intoxicating beverages or unauthorized prescription or non-prescription drugs on College property or at the clinical sites. If suspected of being under the influence in the clinical area, you must submit to a serum and/or urine test at your own expense. Results of the tests must be released to the College. Refusal to comply would result in removal from the clinical area and possible recommendation for dismissal pending a conference with faculty regarding professional conduct expectations.
3. You will maintain confidentiality about any patient, student, or clinical employee. Strict compliance with The HIPPA (Health Insurance Portability and Accountability Act of 1996) will be maintained.
4. You will follow guidelines re: disruptive behavior, sexual harassment and discrimination activities and will exhibit appropriate physical, verbal and nonverbal behavior towards patients, families, or personnel in cooperating agencies _Ivy Tech Community College Student’s Rights and Responsibilities_.
5. You will not falsify any component of the written or oral patient/client record.
6. You will not remove or photocopy any part of the patient/client or clinical records without authorization.
7. You will exhibit behaviors that respect the dignity and rights of the patient/client regardless of socioeconomic status, personal attributes, or nature of health problem. _ISBN 848 IAC 2-2-2_
8. You will not abandon or neglect patients/clients requiring health care.
9. You will not perform any technique or procedure including administration of medication for which you are unprepared by education or experience and/or without preceptor approval.
10. You will guard against theft, abuse, misuse, or destruction of personal property, College property or property located on the College property or clinical site. _Ivy Tech Community College Student’s Rights and Responsibilities_
11. You will not possess firearms and other weapons, dangerous chemicals, or any explosives or explosive device on College property or at any College-sponsored activity held elsewhere including clinical practicum sites. _Ivy Tech Community College Student’s Rights and Responsibilities_
12. You will not leave the clinical/internship site during assigned clinical/internship hours without permission.
13. You will not cheat on papers, tests, or other academic works including clinical/internship practicum assignments. _Ivy Tech Community College Student’s Rights and Responsibilities_

**IN THE EVENT OF NON-COMPLIANCE WITH EXPECTATIONS LISTED IN THE PRECEDING STATEMENTS:**

Because these expectations cannot be compromised, non-compliance is a serious matter. Students are encouraged to address any related questions prior to the start of the term, or on any given day that a question arises, by seeking counsel of faculty or the EMS Coordinators.

**IMMEDIATE ACTION:**

If there is evidence of non-compliance in the guidelines referred to in numbers 2,4,10 and 11 above, the student will be removed from the clinical/internship site and a call will be initiated to the Dean of Student Affairs for further action. Evidence of non-compliance in the guidelines referred to in numbers 1,3,5,6,7,8,9,12 and 13 may result in removal from the clinical/internship site and further follow-up will be initiated.

**FOLLOW-UP ACTION:**

If non-compliance in any of these areas becomes evident, a written status report or other documentation will be prepared and a follow-up counseling session will be conducted. Recommendations made during the session may include a request to the appropriate college administrative representative for immediate suspension or dismissal from the class and/or clinical/internship site. _Students’ Rights and Responsibilities 1A.SSM_

**GROUP II**

**EXPECTATIONS: THIS CATEGORY RELATES TO GENERAL PROTOCOL AND GUIDELINES:**

1. **YOU ARE EXPECTED TO FOLLOW PROGRAM GUIDELINES REGARDING THE ATTENDANCE POLICY AND NOTIFICATION OF INTENDED ABSENCE.** (Can be clinical, lab, or class.)
2. You must adhere to Standard Precaution Guidelines, safety rules, and regulations and use safety equipment provided.
3. You must follow rules/regulations pertaining to the occupational area and/or clinical affiliate policy.
4. You must refrain from smoking in restricted areas.
5. You will not solicit, vend or distribute literature, written or printed material in the class or clinical setting without proper authorization. *(Ivy Tech Community College Students Rights and Responsibilities I.A.SSM)*
6. You will not accept gratuities from patients.
7. You will follow written protocol for all diagnostic procedures and policies in the clinical/internship setting.

**FOLLOW-UP IN THE EVENT OF NON-COMPLIANCE WITH GENERAL PROTOCOL AND GUIDELINES REFERENCED IN THE PRECEDING STATEMENTS.**

These seven items reflect appropriate responses as related to professional protocol and guidelines that are expected while training and once employed in a health care field. Any behavior not meeting the expectations listed above would result in a written status warning report for the first issue. At that point, the student would be asked to acknowledge receipt of the notification, and should take the initiative to review what is expected and modify behavior accordingly. In the event that a second issue occurs involving one of these areas and is documented on a student status form, a formal conference will be scheduled with faculty and/or EMS Coordinators to address the situation.

**GROUP III**

**EXPECTATIONS: THIS CATEGORY IS SPECIFIC TO THOSE WHO ADMINISTER MEDICATIONS:**

1. You will ensure that medications are administered on time and in accordance with patient care plans.
2. You will follow correct medication procedure as summarized in the “Six Rights” listed below:
   - Right Patient
   - Right Medication
   - Right Dose
   - Right Time/Date
   - Right Route
   - Right Document
3. You will be prepared to verbalize knowledge of medications and the relationship to the patient.
4. You will calculate proper medication dosage or safe dosage in the clinical area.

The Faculty believes that learning is a continuous process and requires utilization of knowledge ascertained from prerequisite classes. Therefore, medication errors that relate to any of the above expectations will be evaluated on:
1. The type of medication error.
2. Your performance.
3. Your level of progression (semester / year)

**Follow-up In The Event of Medication Related Errors**

Every medication error will be documented on a student status form. The student will be expected to acknowledge receipt of this feedback, review appropriate procedures, address any related questions with faculty and initiate precautionary measures to make certain that it does not happen again. In the event that there are three (3) documented student status forms for medication-related errors, a conference will be held and may result in recommendation of dismissal from the program.

**PROFESSIONAL CONDUCT CONFERENCE**

A Student Conduct conference will be handled in the following manner:

1. Reasons for a conference are clearly defined through this handbook with references to college policy regarding student rights and responsibilities (1A.SSM)
2. Prior to the scheduled conference the student must have been presented with a completed Student Status Report by the faculty and/or EMS Coordinators. The student shall sign the Status Report attesting that he/she has received notification. Signing such a statement does not mean that the student is giving up his/her right to due process procedures.
3. At least three members of the Paramedic Science Instruction team that may include faculty, preceptors, coordinators, and the CCES Manager of Programs and Services will serve on the conference committee. The Ivy Tech EMS Coordinator will chair the committee. If the coordinator is requesting the conference, one of the Training Institution Coordinators or the CCES Manager of Programs and Services will chair the conference committee.
4. Prior to the conference, the student is advised to assemble a plan of remediation to correct the concern, or to offer suggestions for restitution (if applicable). The student may meet with his/her advisor or program coordinator for guidance. The written plan shall be brought to the conference.
5. At the conference, the chair will present the problem to the committee and the involved faculty or coordinator will explain the circumstances surrounding the issue. Next, the student will be given the same opportunity. The committee will question the student and program representatives to obtain information about the issue.

6. The student will be asked to share the content of his/her plan for remediation/restitution. Dialogue among the student, faculty and program representatives will lead to acceptance or modification of the plan for remediation and/or restitution.

7. A written copy of the accepted plan will be signed by the student and committee chair. Copies will be given to the student and placed in the student file.

8. Notes of the conference and the original signed copy of the remediation plan will be placed in the student file maintained in the Program office.

9. If disciplinary action (SEE STUDENT RIGHTS AND RESPONSIBILITIES, 1A.SSM) is recommended, the recommendation will be forwarded to the Dean of Academic Affairs (for academic issues) or the Dean of Student Affairs (for violation of college policy).
Ivy Tech Community College of Indiana
Student Professional Conduct Conference

Student ___________________________ Conference Committee Chair ___________________________

Date of Conference ___________________ ____________________________________

Group of Incident (I, II, III) ____________

Conference Notes
Description of Incident / Violation:

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Student Response:

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Signature of Chair __________________ Date __________________ Signature of Student ________ Date _____________

Attach remediation plan and status report(s).
CC: Student File
STUDENT STATUS REPORT

Concerning Student

- Grades
- Attendance
- Discipline
- Motivation
- Other

Instructor Comments:

Advisory Follow-up

- Conference
- Contact

Comments: Date ________________

Recommendation

- Continue in Class
- Needs Additional Study in LRC
- Transfer to Class/Sec. No. ____________________
- Withdraw from Class

Advisor Signature: Date ________________

Director of Instruction Signature: Date ________________

Last Date of attendance: ________________

Action by Regional Office of Student Services

- No Action Required
- Assigned to LRC
- Transfer to Class/Sec.
- Withdrawal Notice

Instructor Notified: Region Business Office Notified
Central Office Notified: Employer Notified
Regional Fin. Aid Office: Local Housing Notified
External Agencies Notified: V.A. V.R.A. Bank CETA Soc. Security
Other

Region No. Date ____________
Student ________________
Soc. Sec. No. ________________
Class/Sec. No. ________________
Instructor ________________
Advisor ________________

NOTES:
Student and Faculty Responsibility Statements

An effective faculty-student partnership is an essential component to achieving student academic success. As is true in any partnership, both parties are expected to contribute. Faculty bring knowledge and expertise to the partnership. Their responsibility is to create an environment conducive to learning and to promote opportunities for student learning, all the while respecting the diversity of the student body.

Faculty have a professional responsibility to plan and deliver quality instruction as defined by course objectives and to clearly outline expectations. This includes, but is not limited to:
- evaluating student work in a fair, objective, timely manner
- respecting opinions without demeaning the student
- giving help and clarification when needed
- being accessible and approachable to students (i.e., maintaining posted office hours and arranged appointments)
- having a positive, caring attitude toward teaching and learning, and
- presenting facts and skills in an organized manner that respects various learning styles

Students contribute effort and potential to the partnership. Students are responsible for participating in the learning process in a conscientious manner while taking full advantage of the educational opportunities available. Students are also expected to conduct themselves in such a manner as not to interfere with the learning of others. The following list is not meant to be inclusive, but rather further defines the student role:
- come to all class sessions prepared and on time
- display interest in the subject matter through participation, questions, etc.
- bring forth concerns to appropriate individuals
- seek help and clarification when necessary (i.e. through tutoring, study groups, questions)
- engage in accurate, objective self-assessment of own work and continually be aware of class standing / performance
- understand the instructor’s expectations and methods of assessment, and
- initiate all paperwork necessary to enroll in and exit form the course, including financial aid documents

Everyone has a responsibility to respect the rights of others with regard to academic affairs. This includes: refraining from inappropriate comments, engaging in value-neutral discussions when differences occur, developing sensitivity to diversity among students and faculty, allowing others an equal chance to participate, and respecting the personal time of others.

The welfare and academic success of the students are the primary considerations for the learning partnership. The contributions made by both faculty and students are critical to the success of the partnership.
# PROGRAM CURRICULUM
## PARAMEDIC SCIENCE

An Associate of Science Degree Program

Accredited by CAAHEP

### DEVELOPMENTAL COURSES
(As indicated by Ivy Tech admissions testing)

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 024</td>
<td>ENGL 025</td>
<td>______</td>
<td>ENGL 024, ENGL 032, MATH 050</td>
<td>______</td>
</tr>
<tr>
<td>ENGL 025</td>
<td>ENGL 031</td>
<td>______</td>
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<td>______</td>
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<tr>
<td>ENGL 032</td>
<td>ENGL 032</td>
<td>______</td>
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</tbody>
</table>

### PREREQUISITE COURSES
(Prior to program admission)

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANPY 101</td>
<td>Anatomy and Physiology I</td>
<td>3</td>
<td>ENGL 025, ENGL 032, MATH 050</td>
<td>______</td>
</tr>
<tr>
<td>PARM 102</td>
<td>EMT-Basic Training</td>
<td>7.5</td>
<td>* CPR Card or (Co req.) PARM 294</td>
<td>______</td>
</tr>
<tr>
<td>IVYT XXX</td>
<td>Success Skills Elective</td>
<td>1</td>
<td></td>
<td>______</td>
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</tbody>
</table>

### FALL SEMESTER

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANPY 102</td>
<td>Anatomy and Physiology II</td>
<td>3</td>
<td>ANPY 101</td>
<td>______</td>
</tr>
<tr>
<td>PARM 111</td>
<td>Preparatory Training</td>
<td>3</td>
<td>PARM 102 (with Indiana Certification)</td>
<td>______</td>
</tr>
<tr>
<td>PARM 112</td>
<td>Prehospital Pharmacology</td>
<td>3</td>
<td>PARM 111</td>
<td>______</td>
</tr>
<tr>
<td>PARM 115</td>
<td>Airway &amp; Patient Assess.</td>
<td>3.5</td>
<td>PARM 112, ANPY 101</td>
<td>______</td>
</tr>
</tbody>
</table>

### SPRING SEMESTER

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites</th>
<th>Completed</th>
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</thead>
<tbody>
<tr>
<td>MATH 1XX</td>
<td>Interm. Algebra or higher</td>
<td>3</td>
<td>MATH 050</td>
<td>______</td>
</tr>
<tr>
<td>PARM 116</td>
<td>Clinical I</td>
<td>1.5</td>
<td>PARM 115, ANPY 102</td>
<td>______</td>
</tr>
<tr>
<td>PARM 200</td>
<td>Trauma</td>
<td>3</td>
<td>PARM 115, ANPY 102</td>
<td>______</td>
</tr>
<tr>
<td>PARM 210</td>
<td>Medical I</td>
<td>6</td>
<td>PARM 200</td>
<td>______</td>
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</table>

### SUMMER SEMESTER

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 111</td>
<td>English Composition I</td>
<td>3</td>
<td>ENGL 025, ENGL 032</td>
<td>______</td>
</tr>
<tr>
<td>PARM 213</td>
<td>Medical II</td>
<td>5</td>
<td>PARM 210</td>
<td>______</td>
</tr>
<tr>
<td>PARM 216</td>
<td>Clinical II</td>
<td>1.5</td>
<td>PARM 116</td>
<td>______</td>
</tr>
</tbody>
</table>

### FALL SEMESTER

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM XXX</td>
<td>Communication elective</td>
<td>3</td>
<td>ENGL 025, ENGL 032</td>
<td>______</td>
</tr>
<tr>
<td>XXX XXX</td>
<td>Psychology or Sociology</td>
<td>3</td>
<td>ENGL 025, ENGL 032, MATH 044</td>
<td>______</td>
</tr>
<tr>
<td>PARM 215</td>
<td>Special Considerations</td>
<td>3.5</td>
<td>PARM 213</td>
<td>______</td>
</tr>
<tr>
<td>PARM 219</td>
<td>Clinical III</td>
<td>1.5</td>
<td>PARM 216</td>
<td>______</td>
</tr>
<tr>
<td>PARM 220</td>
<td>Operations</td>
<td>2.5</td>
<td>PARM 215</td>
<td>______</td>
</tr>
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</table>

### SPRING SEMESTER

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>PARM 221</td>
<td>Ambulance Internship</td>
<td>6</td>
<td>PARM 219, PARM 220</td>
<td>______</td>
</tr>
</tbody>
</table>

### TOTAL CREDIT HOURS

66.5

* CPR card must be either AHA Health Care Provider or Red Cross professional Rescuer with AED other wise you must sign up for PARM 294 Special topic - CPR for the Health Care Provider when takind PARM 102
REQUIRED CORE COURSES

**PARM 102 Emergency Medical Technician-Basic Training** – 7.5 Credits = 5 Lecture/ 80 Contact; 2.5 Lab/ 160 Contact (Prerequisites: Demonstrated competency in reading, writing and mathematics through appropriate assessment or successful completion of basic skills courses, CPR Certification - American Heart Health Care Provider.

Requires laboratory practice and clinical observation in a hospital emergency room, nursing home and ambulance. Covers theories, techniques and operational aspects of prehospital emergency care within the scope and responsibility of the emergency medical technician (EMT). Prepares students for the state certification.

**PARM 111 Preparatory** – 3 Credits = 2 Lecture/ 36 Contact; 1 Lab/ 24 Contact (Prerequisites: Certification as an EMT; course application and physical exam on file; CPR Certification American Heart Type C or Red Cross – Professional Rescuer; completion of all clinical site vaccination requirements; completion of Ivy Tech Community College COMPASS exam; ANP 101).

Introduces the legal, moral and ethical responsibilities of the health care professional. Provides an overview of the Emergency Medical Services System and its components and their relationships. Introduces the essential principles of the standard of care, medical liability, areas of potential medical liability and medical liability protection. Provides an overview to stress, reactions to stress, anxiety, paramedic job stress and dealing with death and dying. Presents the essentials of pathophysiology and how the understanding of disease processes will improve upon the level of care provided by the paramedic.

**PARM 112 Prehospital Pharmacology** – 3 Credits = 2 Lecture/ 36 Contact; 1 Lab/ 24 Contact (Prerequisites: PARM 111; ANPY 101).

Introduces aspects of pharmacology including drug information, action of drugs, weights and measures and the administration and techniques of administering drugs. Includes the essentials of venous access, therapeutic communications and lifespan development.

**PARM 115 Airway, Patient Assessment** – 3.5 Credits = 2 Lecture/ 32 Contact; 3 Lab/ 48 Contact. (Prerequisites: PARM 112; ANPY 101).

Emphasizes the fundamentals of airway management including airway anatomy and physiology, assessment management, ventilation and suction. General patient assessment, initial management including scene survey, initial assessment, resuscitation, focused/detailed exam, history, definitive field management and reevaluation are also introduced. Provides the opportunity to practice and perform patient assessment, IV techniques and endotracheal intubation in emergency and operating rooms.

**PARM 116 Clinical I** – 1.5 Credits = 120 Practicum Contact. (Prerequisites: Completion of the College Health Examination Form and required immunizations and tests, regionally determined by the clinical site; current health care provider CPR card; PARM 115; ANPY102).

Provides experiences in a hospital environment or other medical setting under supervision. Provides the opportunity to practice and perform patient assessment, endotracheal intubation, intravenous access techniques, and therapeutic communication techniques in the emergency department, surgery, and other appropriate clinical areas.

**PARM 200 Trauma** – 3 Credits = 2 Lecture/ 32 Contact; 1 Lab/ 32 Contact. (Prerequisites: PARM 115; ANPY 102).

Overviews kinematics, primary survey, resuscitation, secondary survey and management and monitoring and transporting trauma victims. The pathophysiology of shock, care of shock and victim oxygenation are covered. Defines parameters and discusses anatomy and physiology as related to burn injury, presents pathophysiology related to a specific source of burn injury and presents patient-related detail assessment and specific management of burns. Basic Trauma Life Support certification is obtained.

**PARM 210 Medical I** – 6 Credits = 4.5 Lecture/ 72 Contact; 1.5 Lab/Clinical/ 48 Contact. (Prerequisites: PARM 200; ANPY 102).

Covers in detail pumonology, respiratory management and pharmacological interventions. Cardiology and dysrhythmia recognition relative to prehospital intervention are emphasized. Advanced Cardiac Life Support certification is obtained.

**PARM 213 Medical II** – 5 Credits = 4 Lecture/ 64 Contact; 1 Lab/ 32 Contact. (Prerequisites: PARM 210; ANPY 102).

Reviews etiology and treatment of medical emergencies associated with the nervous, endocrine and reproductive systems. Includes allergies and anaphylaxis, gastroenterology, toxicology, hematology, infectious and communicable diseases, environmental conditions and behavioral and psychiatric disorders. Allows the student to perform in ER and ICU settings.

**PARM 215 Special Considerations** – 3.5 Credits = 2.5 Lecture/ 40 Contact; 2 Lab/ 32Contact. (Prerequisites: PARM 213; ANPY 102).
Pediatrics, geriatrics and interventions for the chronic care patient and assessment based management are covered. Neonatology and Neonatal Advanced Life Support (NALS) certification are obtained. Skills in ER, L&D, pediatric units and psychiatric care facilities are fine-tuned.

**PARM 216 Clinical II** – 1.5 Credits = 120 Practicum Contact. (Pre-requisites: PARM 210; PARM 116; ANPY 102).

Provides experiences in a hospital environment or other medical setting under supervision. Provides the opportunity to practice and perform patient assessment, endotracheal intubation, suctioning of upper and lower airway, delivery of aerosolized medications, administration of medications via various enteral and parenteral routes, intravenous access techniques, interpretation of electrocardiogram tracings, and therapeutic communication techniques in the emergency department, critical care units, behavioral units, and other appropriate clinical areas.

**PARM 219 Clinical III** – 1.5 Credits = 120 Practicum Contact. (Pre-requisites; PARM 213; PARM 216; ANPY 102).

Provides experiences in a hospital environment or other medical setting under supervision. The emphasis is on gaining experience in the management of neonatal, pediatric, and obstetric patients. Provides opportunities to practice assessment, communication and management with patients ranging from neonate to young adult and opportunities to observe live births and perform assessment of obstetric patients are also available. Assessing the critically ill patient and assisting with care in specialty intensive care units and the burn unit is included.

**PARM 220 Operations** – 2.5 Credits = 1.25 Lecture/ 20 Contact; 1.25 Clinical/ 48 Contact. (Prerequisites: PARM 215; ANPY 102).

Provides for the awareness of the concepts of rescue and the preparation for a response to a scene/incident. Presents the essentials of crime scene awareness, medical incident command and hazardous materials operations. This is the capstone course of the paramedic curriculum.

**PARM 221 Ambulance Internship** – 6 Credits = 0.5 Lecture/ 8 Contact; 0.5 Lab/16 Contact; 5 Clinical/ 400 Contact. (Prerequisites: PARM 219; PARM 220).

Students will participate in a field internship that provides on the job experience in all phases of pre-hospital advanced life support. All skills tested by the National Registry Exam will be formally reviewed and practiced. A general review of the total paramedic curriculum will be presented. Student’s practical skills experienced through Clinical I, Clinical II, Clinical III, and this course must demonstrate competency in the objectives listed as required by the National Standard Curriculum, DOT, 1998.

**REQUIRED GENERAL EDUCATION COURSES**

**ANPY 101 ANATOMY & PHYSIOLOGY I** - 3 Credits = 2 Lecture/ 32 Contact; 1 Lab/ 32 Contact. (Prerequisites - ENGL 025, ENGL 032, MATH 044 or appropriate assessment scores).

Develops a comprehensive understanding of the close inter-relationship between anatomy and physiology as seen in the human organism. Introduces students to the cell, which is the basic structural and functional unit of all organisms, and covers tissues, integument, skeleton, muscular and nervous systems as an integrated unit.

**ANPY 102 ANATOMY & PHYSIOLOGY II** - 3 Credits = 2 Lecture/ 32 Contact; 1 Lab/ 32 Contact. (Prerequisites - ANPY 101 or equivalent).

Continues the study of the inter-relationships of the systems of the human body. Introduces students to the study of the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive systems.

**COMM XXX COMMUNICATIONS ELECTIVE** - 3 Credits = 3 Lecture/ 48 Contact. (Prerequisites - ENGL 025, ENGL 032 or appropriate assessment scores).

See cataloge for description of courses offered.

**ENGL 111 ENGLISH COMPOSITION** - 3 Credits = 3 Lecture/ 48 Contact. (Prerequisites - ENGL 025, ENGL 032 or appropriate assessment scores).

English Composition is designed to develop students’ abilities to think, organize, and express their ideas clearly and effectively. This course incorporates reading, research, and critical thinking. Emphasis is placed on the various forms of expository writing such as process, description, narration, comparison, analysis, persuasion, and argumentation. Numerous in-class writing activities are required in addition to extended essays written outside of class.

**HUMANITIES / SOCIAL SCIENCE ELECTIVE** - 3 Credits = 3 Lecture/ 48 Contact. (Prerequisites - ENGL 025, ENGL 032 or appropriate assessment scores).

See cataloge for description of courses offered.

**MATH 1XX INTERMEDIATE ALGEBRA or HIGHER** - 3 Credits = 3 Lecture/ 48 Contact. (Prerequisites - MATH 050 or appropriate assessment scores).

See cataloge for description of courses offered.
**National Registry Testing**
At the completion of the program, you will be qualified to take the National Registry Test for EMT-Paramedic. Depending on the availability and testing site, there may be a fee. This fee will be to the testing body or National Registry, not to Ivy Tech Community College.
Gaining and maintaining certification is the responsibility of the student and is not included and is independent of your graduation from the program. In the future, we hope to be able to provide testing onsite for your convenience, but will not indicate that it is a part of our program.
The National Registry is an independent testing and certification program that is recognized by Indiana and most states allowing lateral movement of Paramedics to work in other states. This certification has requirements that are additional to what is required to maintain Indiana certification and is up to the candidate to decide if they choose to maintain that certification after their second year.
To contact the registry for more information:  [www.thenationalregistry.com](http://www.thenationalregistry.com)

**Criminal Background Check**
Some clinical affiliates require criminal background checks. The fee for these services will be paid by the student to the service performing the test. The results of the test will be the property of the clinical affiliate ordering the background check. The results of the background check are confidential and will not be shared with Ivy Tech Community College, other clinical sites, or employers without expressed written permission of the student. Refusal to allow the background check will cause exclusion from the affiliate site. If Ivy Tech is unable to find an alternate affiliated site the student will be dropped from the program.

**Testing for Drugs, Alcohol, and Substances of Abuse**
Some clinical affiliates require testing prior to entry into the clinical site and/or if an incident occurs resulting in harm or injury to a patient or employee. Failure to submit to these procedures can cause exclusion from these clinical affiliate sites. If Ivy Tech is unable to find an alternate affiliate site the student will be dropped from the program.
Ivy Tech Community College
Health Sciences Division
Paramedic Science Health Statement

Student Name: ___________________________ SS #: ___________ Date of Birth: ___________________________

Address: ____________________________________________

Phone #: Home: ___________________________, Cell: ___________________________, Work: ___________________________

Immunizations and Lab Tests: Most clinical affiliates require the following immunizations and laboratory tests in order for the
student to be permitted into the facility. If the physician recommends that a specific immunization or lab test not be given to the
applicant, written documentation must be supplied from the physician. Ivy Tech Community College reserves the right to not
admit an applicant to a clinical course if one or more immunizations or lab tests are not completed and unless documentation is
attached and signed by the physician.

REQUIRED IMMUNIZATIONS OR LAB TESTS
Measles (Rubeola), Mumps, Rubella Immunity (MMR)

NOTE: Born before 1-1-1957. Those born in 1956 or earlier are considered immune. However, medical personnel who are
unsure of their immunity should be immunized.

- Born after 1-1-1957:
  - Two doses of Measles vaccine or Measles contained vaccine are required. Both vaccines must be given after 1967 (the
    first on or after the first birthday) and the two doses must be separated by at least 30 days.
  - One dose of Mumps and Rubella given after their first birthday.
  - Measles and Mumps—Documented by immune titer test or physician-diagnosed disease is acceptable.
  - Rubella—Immune titer test within last 6 months, but physician-diagnosed disease is not acceptable.

Vaccine Date of First Vaccine
and Date of Second Vaccine
Or Date of Immune Titer
or Date of Physician-
Diagnosed Disease

MMR
or
Measles
Mumps
Rubella

Varicella (Chickenpox): Documented Hx on: ___________________________ or VARIVAX Vaccination on: ___________________________

Tetanus/Diphtheria Immunity (Td) Booster: (Within last 10 years) Date: ___________________________ (Month/Day/Year)

PPD (Tuberculin Mantoux Test) - Within 12 months from start of clinical semester:

date given ___________ date read ___________ result ___________ initials of reader

PPD (Tuberculin Mantoux Test) - Within 30 days prior to start of clinical semester:

date given ___________ date read ___________ result ___________ initials of reader

Chest X-Ray: (if Mantoux is positive)

date given ___________ result ___________

Hepatitis B Vaccine: First dose must be given or declination statement on file by first clinical day.

First Dose ___________ Second Dose ___________ Third Dose ___________ Declined ___________ Titer ___________
Date ___________ Date ___________ Date ___________ Date

I have examined (applicants name) ___________________________ and find the applicant capable of delivering direct patient care and/or
client services in keeping with the essential functions of the program as described on the reverse of this form.

Name of Physician (PRINT) ___________________________ Signature of Physician ___________________________ Date ___________
Qualified applicants are expected to meet all admission criteria and prerequisites, as well as, these essential abilities (technical standards) with or without reasonable accommodations. Students requesting accommodations to meet these criteria must inform the Program Chair in writing of the need for accommodations at the time of admission to the Paramedic program or at the time of registration for the EMT-B course and must provide appropriate documentation to Disability Services.

<table>
<thead>
<tr>
<th>Essential Function</th>
<th>Description</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Observation</td>
<td><em>Use of Senses</em>: Ability to use the senses of seeing, hearing, touch and smell to make correct judgments regarding patient conditions and safely administer pre-hospital emergency care.</td>
<td>Identify color changes in skin color and/or sclera; locate veins to start IV’s; regulate and monitor equipment (monitors, oxygen tanks, suction units, etc.) eye-hand coordination to insert airways and set traction. Identify and differentiate heart, lung, and breath sounds; identify traffic sounds/signs; identify potentially hazardous conditions; palpate body parts.</td>
</tr>
<tr>
<td>Communication</td>
<td>Ability to communicate effectively and accurately with fellow students, faculty, dispatch, patients and members of the health team. Skills include verbal, non-verbal and written abilities consistent with effective communication.</td>
<td>Identify/interpret non-verbal communication; prepare run reports; understand oral and written policies, instructions, procedures, and signs.</td>
</tr>
<tr>
<td>Intellectual/Conceptual/ Judgment</td>
<td>Ability to identify, assess and comprehend patient environment situations resulting in appropriate conclusions and corrective actions. Ability to measure, calculate, analyze, synthesize and evaluate to competently engage in safe practice of pre-hospital care.</td>
<td>Accurately calculate and administer IV medications; accurately calculate medication dosages and IV drip rates; recognize need for and initiate interventions per patient status; deliver and delegate care appropriately; identify changes in patient condition and initiate appropriate interventions in a timely manner.</td>
</tr>
<tr>
<td>Motor</td>
<td>Ability to bend, reach, pull, push, stoop and walk; perform functions requiring fine motor coordination/skills.</td>
<td>Lift 50 lbs. alone; lift, position and relocate equipment; administer emergency care in all weather conditions; fasten masks and straps; apply splints and bandages; perform CPR; touch, palpate, percuss; manipulate equipment.</td>
</tr>
<tr>
<td>Emotional/Coping</td>
<td>Ability to demonstrate sound mental health necessary to safely engage in the practice of pre-hospital emergency care.</td>
<td>Avoid demonstrating personal stress or frustration when interacting with others; demonstrate professional standards of practice under stressful and ideal conditions.</td>
</tr>
<tr>
<td>Behavioral</td>
<td>Ability to engage in activities consistent with safe pre-hospital practice without demonstrated behaviors of addiction to, abuse, or dependence on alcohol or drugs that may impair judgment.</td>
<td>Accept responsibility for actions in delivery of pre-hospital care; remain drug free in classroom and all patient care areas, including clinical environment.</td>
</tr>
</tbody>
</table>
PERMISSION TO DISCLOSE
CONFIDENTIAL HEALTH RECORDS

I, __________________________, as a participant in certain health care related instructional programs at Ivy Tech Community College, understand and agree that such courses of study require my participation in clinical educational activities at certain health care provider locations, including but not limited to hospitals, nursing homes, physical rehabilitation centers and other health clinical. I further understand that such clinical locations require proof that I have had specific inoculations and that I am not being treated for, suffering from or carrying certain illnesses and/or diseases.

Consequently, I do hereby grant permission to authorized persons in Ivy Tech Community College health programs to disclose personal protected health information that they may comply with requests for information for evaluative purposes by others acting on my behalf in such matters as employment, admission to another school, and/or securing financial aid, scholarships, honors, or awards.

I further authorize acquisition of performance data from the agency that employs me as a health care practitioner. I understand that this data will be used by the school for curriculum evaluation and will be kept confidential.

This permission extends indefinitely and until such time as I withdraw it with a written statement to the Health Sciences Division Chair.

______________________________  ___________________________
Legal Signature     Date

STUDENT HEALTH STATEMENT

Student Name: _____________________________        SS# ________/_______/________

I have read the Essential Functions expected of all students enrolled in my designated program. The stated functions are those abilities and/or technical standards I am expected to possess, with or without accommodations, to meet established program competencies. NOTE: Individuals who need accommodations must provide documentation to Disability Services at the time of admission to the program.

I certify that I have no pre-existing mental or physical conditions that would interfere with my ability to deliver safe and effective care in keeping with the essential functions of the program.

______________________________  ___________________________
Signature             Date

A signed student health statement and completed HS health statement (physical form) is required to begin clinical. You will not be allowed to attend clinical and will be found absent (unexcused) if either form is incomplete by established deadline.
PROFESSIONAL CONDUCT

Students enrolled at Ivy Tech Community College are expected to conduct themselves in a mature, dignified and honorable manner. The reputation of the College in the community depends, in large part, upon the behavior of its students.

Students are subject to College jurisdiction regarding College matters while enrolled at Ivy Tech. The College reserves the right to take disciplinary action against any student whose conduct, in the opinion of Ivy Tech Community College representatives, has not been in the best interests of other students or the College.

An EMS professional has close patient contact due to the nature of assigned responsibilities and functions. Whenever possible, the practice skills sessions simulate medical emergencies or trauma and the real life response expected from the EMS professional. Your training will involve touching and being touched by your classmates. You will be held accountable to the same behavioral code of ethics during these practices sessions, as well as during an actual clinical response situation.

All Ivy Tech Community College students are expected to abide by the College rules of conduct.

I have read and understand the above policy and agree to abide by it.

___________________________________             _____________________________
Signature      Date

FELONY STATEMENT

IF YOU HAVE BEEN CONVICTED OF A CRIME:

I understand that the possibility exists that a person who has been convicted of a crime may not be licensed as a health practitioner in the state of Indiana. Ivy Tech Community College has informed me that if convicted of a felony prior to, or during enrollment in the Paramedic Science Program, I may not be allowed to sit for the National Registry Examination, even if I satisfactorily complete Ivy Tech’s Paramedic Science Program.

_______________________________________________        _________________________________
Signature      Date
IVY TECH COMMUNITY COLLEGE OF INDIANA
BLOOMINGTON

RECEIPT OF STUDENT HANDBOOK

By my signature below, I verify that I have received, reviewed, and agree to the Ivy Tech EMT/Paramedic
Program Standards as set forth by Ivy Tech Community College. I further verify that I understand and agree to
abide by all aspects of the standards. I understand that these standards may be amended or modified by the
EMT/Paramedic Program Coordinator by notifying me in writing prior to the effective date of the changes.

Date: ___/___/____

Student Name: ________________________________
(Please Print)

Student Signature: ______________________________

Witness: ______________________________
(Division Chair/Clinical Coordinator/Instructor)
IVY TECH COMMUNITY COLLEGE OF INDIANA
BLOOMINGTON

VOLUNTARY IDENTIFICATION OF SPECIAL NEED

Ivy Tech Community College of Indiana – Bloomington is committed to providing equal opportunities for persons throughout the College. This information is not utilized during the admissions or acceptance process. The College does not discriminate on the basis of special needs in any of its policies, practices, or procedures including, but not limited to, admissions, financial aid, educational services, employment services, and programs for activities. In order to receive instructional accommodations for special needs, students must contact Cheryl Locke, Disability Support Services Coordinator. Identified needs must be documented. Ms. Locke will work with the student, Program Chair, and instructors in facilitating special needs accommodations. If you have a special need, please list the need and the support services requested:

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________________________________________________________

Applicant Name:    
Social Security Number:  
Program of Application:  
Date:  

Please return this form to the Disability Support Services Coordinator, Sue Gauck.