

VERSION 4/2023



# STUDENT/HANDBOOK 2023/2024

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CAPE GIRARDEAU CAREER AND TECHNOLOGY CENTER  
1080 SOUTH SILVER SPRINGS ROAD, CAPE GIRARDEAU MO.

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## ***History***

The initial Paramedic program sponsored by the Cape Girardeau Career and Technology Center (Cape Girardeau Area Vocational Technical School at the time) began in the fall of 1984. The program director and primary instructor of this first program was Bill Kasting EMTP. This initial program was initiated to determine if there was an interest in the community for pre-hospital emergency care training. The response was very favorable and following the licensure of those first students, it was determined to initiate a one-year Paramedic program at the Cape Girardeau Area Vocational Technical School. The program was continued in August, 1985 with a permanent program being added to the school in 1987. With incorporation of the Paramedic program, other programs involving pre-hospital care were also initiated. Other programs included the First Responder and Emergency Medical Technician programs. The program is fully accredited by the Missouri Department of Elementary and Secondary Education and the Department of Health and Senior Services Bureau of Emergency Medical Services. Randy Everett EMT-P, the second EMS program director for the program, expanded the program in the fall of 2001 to the new National Standard Curriculum.

Brian Wilcox, RN, EMT-P, TNS assumed responsibility as the Program Director of the EMS programs at Cape Girardeau Career and Technology Center July of 2010. In October of 2010 the process of the Paramedic Program, becoming nationally accredited was initiated in an attempt to improve the program and better prepare the students for a career as paramedics. On January 19, 2012, the Cape Girardeau Career and Technology Center became the second nationally accredited paramedic program in Missouri.

### ***Accreditation***

#### **Council on Occupational Education**

7840 Roswell Road  
Building 300 Suite 325  
Atlanta, GA 30350  
800-917-2081

#### **Commission on Accreditation of Allied Health Programs (CAAHEP)**

1361 Park Street  
Clearwater Florida, 33756  
727-210-2350

#### **Missouri Bureau of EMS**

Taz Meyer  
Chief, Bureau of EMS  
Missouri Department of Health and Senior Services  
920 Wildwood  
Jefferson City, MO 65109  
573-751-6347

### ***Policies and Procedures***

The faculty, emergency medical services advisory committee, medical director and administration have adopted the rules and policies in this handbook. When a student finds that extenuating circumstances might justify the waiver of a regulation, the student may petition the program director.

### ***Philosophy of the Cape Girardeau Career and Technology Center***

Vocational-Technical Education is not the end in itself, but a means by which the theory of the academic subjects may be applied to practical situations. It is the obligation of this school to provide the learning experiences needed to prepare the students to take their place in their chosen fields or careers.

The "individual" must be the center of concentration in developing programs, curricula, and activities for the student's educational growth. Opportunities must be provided for the continuation of his or her social, aesthetic, and ethical development.

This school, as a political subdivision, must provide educational services to this community compatible to the demands of this community. It must offer subject areas to both high school and adult students which will yield trained personnel to fill the occupational needs of the area associated with the occupations.

### ***Objectives***

- To develop specific skills and related knowledge associated with the occupations involved.
- To encourage proper attitude.
- To develop appreciation of and pride of one's work.
- To develop cooperation with fellow workers and an understanding of labor management relations.
- To stimulate the development of leadership qualities to improve occupational status.
- To foster the development of self-reliance in solving vocational problems.
- To use and appreciate occupational safety habits.
- To develop an understanding of the necessity for the economic use of materials and equipment.
- To develop individual initiative and responsibility as a worker.
- To assist those who are prepared to obtain employment.

### ***CGCTC EMS Program Goals***

To prepare competent entry-level emergency medical services personnel in the cognitive, psychomotor, and affective learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency

Medical Responder levels.” Qualify graduates will be eligible to sit for current National Registry Examinations provided by the National Registry of Emergency Medical Technicians, to earn the Paramedic or Emergency Medical Technician credential. We are committed to maintaining an instructional program providing each student with the basic skills and knowledge essential to develop his or her full potential.

### ***Description of the Profession (as per EMS Agenda for Future, NHTSA)***

The Emergency Medical Services Professions include four levels: Paramedic, Advanced EMT, EMT, and Emergency Medical Responder. CAAHEP accredits educational programs at the Paramedic and Advanced EMT levels. Programs at the EMT and Emergency Medical Responder levels may be included as exit points in CAAHEP-accredit Paramedic and Advanced EMT programs. “Stand-alone” EMT and Emergency Medical Responder programs may be reviewed by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

### ***Job Outlook***

The Bureau of Labor statistics has listed the job outlook for paramedics and emergency medical technicians as very good. Employment is expected to grow to 11 percent from 2020 to 2030, <https://www.bls.gov/ooh/healthcare/emts-and-paramedics.htm#tab-6> , faster than average for all occupations. Most EMT’s and paramedics work full time, 12–24-hour shifts. This includes weekends and holidays. On average, all EMS workers will work more than 40 hours a week but due to scheduling and shifts, they typically only work a couple days a week. With this in mind the average pay for an EMT will be on average around \$40,000 a year and paramedics around \$50,000 in the southeast Missouri area. Emergency Medical Services is often a springboard into other career fields to include nursing and many even go on to become physicians. Regardless as to your reason for wanting to become an EMT or paramedic, this is a career field, which does allow for growth and advancement. It is a career anyone interested in healthcare will enjoy.

### ***Admission to Emergency Medical Services Programs***

Students applying for admission to the emergency Medical Services Programs must submit their application to the program that they wish to attend and meet the requirements for admission. Applicants must also schedule a time and date to take the TEAS test for admission and pass with the minimal passing scores for the program they are applying for. Emergency Medical Technician applicants must score a minimum 50 percentile and paramedic applicants a minimum 60 percentile. Exceptions to taking the TEAS test, applicants who have completed college coursework that is equivalent to the subject matter of the TEAS test. In such cases, official transcripts from the college/university must be provided as proof of successful completion. Applicants for the high school EMT program must have a high school GPA above 2.5 in order to forgo the TEAS testing process. This will be verified with the sending school.

***FINAL ACCEPTANCE INTO ANY EMERGENCY MEDICAL SERVICES PROGRAM  
APPLICANT WITH CRIMINAL BACKGROUND &/OR FELONY HISTORY***

Please note that final acceptance into the program is contingent upon criminal background and/or felony history. If an individual has pled guilty to or has been convicted of a felony, whether or not sentence was imposed, or has been involved in a violent crime, the health care institutions use, as clinical sites will be notified. A designated person or persons at these health care institutions will make the decision whether the individual will be allowed to participate in the clinical portion of the practical nursing program at their facility. The applicant may be asked to appear before a designated person or persons at these health care institutions. To that meeting the applicant shall take certified copies of court documents (i.e. docket sheet, complaint, and final disposition) and a separate personally written notarized statement fully describing the event(s) in question. Again, it is the decision of the designated person or persons at the health care institutions as to whether or not this individual can participate in clinical experiences as an emergency medical services student at their health care institution. If the decision is no this individual cannot participate in patient care at this facility then the student will not be allowed to enter the emergency medical services program. The majority of this program is based upon direct patient contact with patients. All students accepted into the EMS program must have a criminal background check on file at the school. The paperwork for the criminal background check will be completed during Study Skills/Math class or at individual appointments.

***Physical Demands***

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

***Service Plan for Students with Special Needs***

The Cape Girardeau Career and Technology Center (CTC) will support post-secondary students with special needs according to the following plan:

Students will self-identify their need for additional assistance due to a disability to the staff at the CTC. Students will provide documentation of their disability and accommodations needed.

Documentation must be an Individualized Education Plan (IEP) not more than one year old from the date of expiration or an educational evaluation report from a licensed professional not more than three years old including recommendations for modifications appropriate for the identified disability.

The program instructor, Vocational Resource Educator (VRE), and the student will meet to determine the modifications to be made to meet the needs of the student based on documentation. The VRE will implement services as needed.

Any unresolved issues or concerns should be reported to the Assistant Director of Postsecondary. If issues or concerns are not resolved to the satisfaction of the student, the Director will intervene in the process to find a solution to the issue or concerns.

**\*Some licensure tests set guidelines for test administration that do not allow for certain modifications to be administered.**

***Notice of Nondiscrimination***

Applications for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Cape Girardeau Public School District No. 63 are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment or employment in, its programs and activities.

Any person having inquiries concerning compliance of Cape Girardeau Public School District No. 63 with the regulations implementing Title VI, Title IX, or Section 504 as amended or any other applicable statute or regulation is directed to contact:

***301 North Clark Avenue  
Cape Girardeau, Missouri 63701  
(573) 335-1867***

The compliance officer has been designated by the school district to coordinate the institution's efforts to comply with the regulations implementing Title VI, Title IX, and Section 504 as amended.

Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with the regulations implementing Title VI,

***Notice of Privacy Rights***

**Notice to students of Cape Girardeau Public Schools:** In compliance with Federal Law, Private Rights of Parents and Students, Section 99.3, public notice is hereby presented to students attending the Cape Girardeau Public Schools that "Directory Information" may be released to the various communication media of the district as deemed necessary by school officials.

**"Directory Information" includes the following information relating to a student:**

The student name, address, telephone number, date and place of birth, parent's name, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, record of attendance, degrees and awards received, and most recent previous education agency of institution attended by the student, and other similar information.

A student's educational record, or an official transcript thereof, will be forwarded to an educational institution the student makes application to attend.

If you do not want information of this type released, notify in writing the principal of the school where you attend within two weeks of the commencement of any given semester in which the student is enrolled.

## **Job Descriptions**

### ***Paramedic***

The Paramedic is an allied health professional whose primary focus is to provide advanced emergency medical care for critical and emergent patients who access the emergency medical system. This individual possesses the complex knowledge and skills necessary to provide patient care and transportation. Paramedics function as part of a comprehensive EMS response, under medical oversight. Paramedics perform interventions with the basic and advanced equipment typically found on an ambulance. The Paramedic is a link from the scene into the healthcare system.

### ***Advanced Emergency Medical Technician***

The primary focus of the Advanced Emergency Medical Technician is to provide basic and limited advanced emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Advanced Emergency Medical Technicians function as part of a comprehensive EMS response, under medical oversight. Advanced Emergency Medical Technicians perform interventions with the basic and advanced equipment typically found on an ambulance. The Advanced Emergency Medical Technician is a link from the scene to the emergency health care system.

### ***Emergency Medical Technician***

The primary focus of the Emergency Medical Technician is to provide basic emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Emergency Medical Technicians function as part of a comprehensive EMS response, under medical oversight. Emergency Medical Technicians perform interventions with the basic equipment typically found on an ambulance. The Emergency Medical Technician is a link from the scene to the emergency health care system.

### ***Emergency Medical Responder***

The primary focus of the Emergency Medical Responder is to initiate immediate lifesaving care to critical patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide lifesaving interventions while awaiting additional EMS response and to assist higher-level personnel at the scene and during transport. Emergency Medical Responders function as part of a comprehensive EMS response, under



medical oversight. Emergency Medical Responders perform basic interventions with minimal equipment.

### ***Institutional Certifications***

Upon successful completion of any Cape Girardeau Career and Technology (CGCTC) Emergency Medical Services (EMS) program, a certificate of completion will be awarded to the student. Completion of the program includes all clinical and internship rotations as well as classroom and lab requirements. Students will also be eligible to take the National Registry of EMT certification exams for Emergency Medical Technician or Paramedic.

### ***Grievance Procedure***

If a problem arises during a CTC program, the student should notify the instructor or clinical site supervisor immediately. If the student is unsatisfied with that response, the student should contact the director of CTC immediately. If the problem is still not resolved, the student may file a grievance as per school policy. The process for filing grievances is considered an appeals process; steps for the process are outlined below:

### ***Disciplinary Action***

The program director or shall recommend disciplinary actions, including but not limited to dismissal from a program to the school's Assistant Director. The Assistant Director may accept, reject, or modify the recommended disciplinary action. If a student does not agree with a disciplinary action, the student can appeal the decision by submitting a letter to the school's director. A student has five school days to submit the appeal otherwise; the student will be expected to abide by the terms of the disciplinary action.

### ***Appeals Process***

If an appeal is requested, the school's Director will convene the review committee, and will act as the chair of the committee. The committee will review all appropriate records pertaining to the disciplinary action and may interview appropriate individuals including but not limited to the student being disciplined. The committee members will each provide an individual recommendation regarding the appeal to the school's director. The school's director will then render the final decision. The review committee will meet within five school days of the receipt of the student's appeal. The final decision will be put in writing and a copy will be mailed to the student, or the student may be notified of the final decision by phone or in person.

*Review Committee:* Members of the committee will include:

- School's Director
- School's Assistant Director (or Director of Student Services)
- The Program Director (or Program Instructor for programs without a Director)
- One additional instructor from the student's Program of Study or Department
- One instructor from outside the student's Program of Study or Department

***Leave of Absence and Re-Admission:***

A leave of absence from any of the E.M.S. programs may be requested. It will be granted on an individual basis depending upon the needs of the student with the approval of the faculty. A committee consisting of the EMS Program Director, Director of Clinical Education and the Assistant Director of the Career Center will determine reinstatement of any student to the program; however, no credit will be given for incomplete units of study. The committee will evaluate the wisdom of the student continuing in the program based upon the stage of accomplishment of the class compared to the student's past and anticipated accomplishment. The student will be required to make up all class work missed including tests, laboratory and clinical hours upon readmission into the program and abide by all applicable guidelines. The student may be required to pay additional fees that may have been incurred.

***Transfer Students***

All certificate programs at the CGCTC are designed to serve a cohort of students. Students are expected to begin and progress through the program courses as a group. Therefore, students are required to complete all hours within a program in order to earn a certificate. Under unique circumstances, an exception to this requirement could be made.

*Student transfers from other institutions:* Students from other institutions are expected to meet all entrance requirements and, if accepted, begin a program with the next cohort group.

*Transfer of credit from another institution:* CGCTC normally does not accept credit from other institutions to be applied toward program coursework. An example of an exception would be if a student came from a like program due to the unexpected closure of said program. These situations are considered individually, and students are required to prove competency in the subject area before credit is granted. (Program-specific accrediting body guidelines and stipulations must be followed.) A student requesting the transfer of credit is required to provide transcripts, course syllabi, and other documentation requested by the review committee. The review committee will consist of the CTC Assistant Director, program faculty, and student advisor. Students will be notified of the committee decision in writing. If an exception is granted, the student is then placed at the appropriate point in an existing cohort and credit given for previous coursework. Previous coursework from other institutions is not considered in the cumulative grade calculation at the CGCTC. Students will be required to provide an official transcript in order to receive credit for previous coursework as well.

*Transfer between CGCTC programs:* Students requesting to transfer between CGCTC programs must make this request within the first week of class. Transferring students must meet all entrance requirements of the new program and are subject to availability and waitlist in the same manner as new applicants.

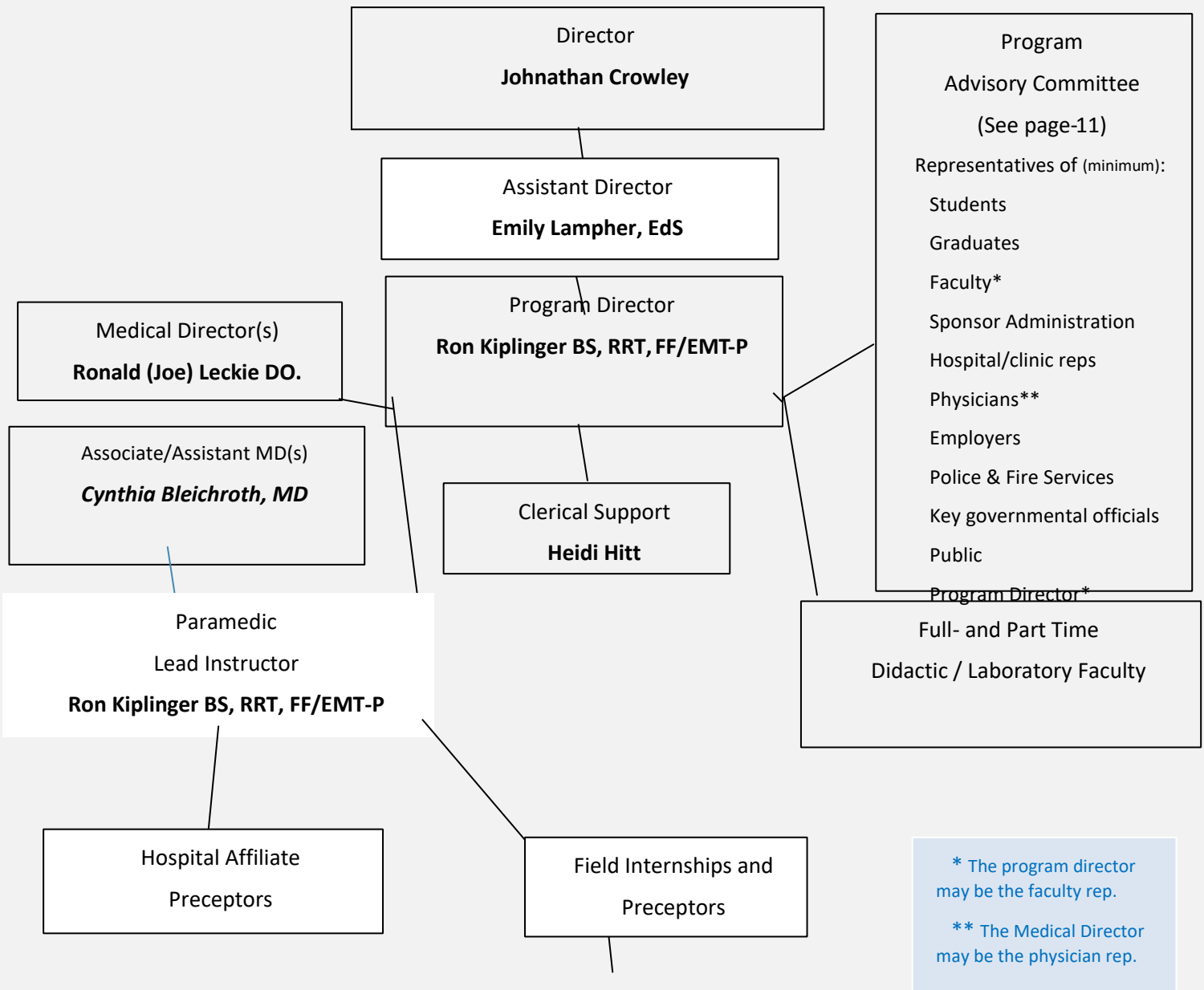
*Veterans:* Effective October 31, 2016, the Department of Health and Senior Services adopted state regulations (see 19 CSR 30-40.331, 30-40.342) to recognize EMS training and experience obtained during military service. These regulations ONLY apply to military members who are on active duty or have been honorably discharged from all branches of the Armed Forces, including the National Guard and Reserves. The objective of Missouri's regulatory changes is to provide EMS training entities the ability to assess one's EMS training and experience received through military service, potentially apply some or all of this training toward civilian training requirements and reduce the time required to complete training for a higher level of civilian licensure. At any time during active duty and/or up to two (2) years after honorable discharge, the holder of the valid EMT-Basic-United States Armed Forces license may present their license to CGCTC EMS Education personnel and have their EMS knowledge, skills and abilities assessed for advanced placement into our Paramedic training program. Usually, but not always, this assessment will include summative examinations, skills assessment/testing, a review of certifications held (e.g., ACLS, PHTLS, TCCC, PALS), interviews with members of our department and degree of work experience. Because these types of applicants are uncommon, applications and review processes will be conducted on a case-by-case basis. Due to the variables described above, it necessarily follows that not every candidate will receive the same placement or in some cases, guaranteed advanced placement. The final decision regarding level of placement, if any, will lie with the individual instructor, program director, or both.

# ***ORGANIZATION CHART***

PROGRAM NUMBER: **600329**

PROGRAM NAME: **CAPE GIRARDEAU CAREER AND TECHNOLOGY CENTER**

## **EMERGENCY MEDICAL SERVICES PROGRAM**



\* The program director may be the faculty rep.  
 \*\* The Medical Director may be the physician rep.

## *Advisory Committee Members*

Physician(s)	John Russell, MD	Cape County Ambulance
Employer(s)	Kendall Shrum Ken Dicus Susan Russell Zach Bolden Larry Chasteen Jenni France Randy Tucker Melissa Tucker	Ste. Genevieve Co. Amb. South Scott Co. Amb Cape County Amb. Mississippi Co. Amb. North Scott Co. Amb Perry County Amb. Bollinger County Amb. Bolinger County Amb.
Key Governmental Official(s)	Linda Doerge	Missouri Health Department
Police and Fire Services	Charles Doerge V Randy Morris Jr.	US Courts System Cape Fire
Public Member(s)	Dan Rose Pete Darnell	Retired, Retail Respiratory Therapist
Hospital/Clinical Representative(s)	Terra Aufdenberg Linda Brown	Perry County Memorial Hospital Linda Bron
Public Members	Charles Doerge IV Dan Rose	Business Owner Retired Retail Buisness
Faculty <sup>1</sup>	Charity Huff	High School EMT
Sponsor Administration	Emily Lanpher Johnathan Crowley	Assistant Administrator Assistant Administrator
Student ( <i>current</i> )	Gabrielle Fitzwater Mason Laymon	CTC Current Students CTC Current Students
Graduate	Quenton Goode	North Scott County
Program Director, <i>ex officio, non-voting member</i>	Ron Kiplinger	Cape CTC
Medical Director, <i>ex officio, non-voting member</i>	Ronald Joe Leckie, DO Cindy Bleichroth, MD	Saint Francis Medical Center

### ***Position Description Adult Education Director:***

***Responsibilities:*** Is an educational executive officer of the program, and therefore, must take full responsibility for the educational operation of the program. Determine the planning and instruction for all aspects of EMS education in coordination with the EMS Training Program Director. In addition, he will supply instructional supervision for the staff of the program to promote the highest standards of current educational practices.

*Qualifications:* He is a duly appointed employee of the Cape Girardeau Public Schools under the direction of the Director of the Cape Girardeau Career and Technology Center.

***Position Description Assistant Director:***

*Responsibilities:* Is an educational executive officer of the program, and therefore, must take full responsibility for the educational operation of the program. Determine the planning and instruction for all aspects of emergency medical services education in coordination with the EMS Director. In addition, he will supply instructional supervision for the staff of the program to promote the highest standards of current educational practices.

*Qualifications:* Is a duly appointed employee of the Cape Girardeau Public Schools under the direction of the Director of the Cape Girardeau Career and Technology Center.

***Position Description Medical Director:***

*Responsibilities:* Is an educational executive officer of the program, and therefore, must take full responsibility for the educational operation of the program.

- Review and approve the educational content of the program curriculum for appropriateness, medical accuracy, and reflection of current evidence-informed prehospital or emergency care practice.
- Review and approve the required minimum numbers for each of the required patient contacts and procedures listed in these Standards.
- Review and approve the instruments and processes used to evaluate students in didactic, laboratory, clinical, and field internship,
- Review the progress of each student throughout the program, and assist in the determination of appropriate corrective measures, when necessary.
- Corrective measures should occur in the cases of adverse outcomes, failing academic performance, and disciplinary action.
- Ensure the competence of each graduate of the program in the cognitive, psychomotor, and affective domains,
- Engage in cooperative involvement with the program director,
- Ensure the effectiveness and quality of any Medical Director responsibilities delegated to another qualified physician.
- Ensure educational interaction of physicians with students.

The Medical Director interaction should be in a variety of settings, such as lecture, laboratory, clinical, field internship. Interaction may be by synchronous electronic methods.

*Qualifications:*

- Physician currently licensed in the State of Missouri and authorized to practice, with experience and current knowledge of emergency care of acutely ill and injured patients,

- Have adequate training or experience in the delivery of out-of-hospital emergency care, including the proper care and transport of patients, medical direction, and quality improvement in out-of-hospital care,
- An active member of the local medical community and participate in professional activities related to out-of-hospital care,
- Knowledgeable about the education of the Emergency Medical Services Professions, including professional, legislative and regulatory issue regarding the education of the Emergency Medical Services Professions.

***Position Description Associate Medical Director:***

*Responsibilities:* The Associate Medical Director fulfills responsibilities as delegated by the program Medical Director. Medical Director responsibilities include:

- Review and approve the educational content of the program curriculum for appropriateness, medical accuracy, and reflection of current evidence informed prehospital or emergency care practice.
- Review and approve the required minimum numbers for each of the required patient contacts and procedures listed in these Standards.
- Review and approve the instruments and processes used to evaluate students in didactic, laboratory, clinical, and field internship.
- Review the progress of each student throughout the program, and assist in the determination of appropriate corrective measures, when necessary. Corrective measures should occur in the cases of adverse outcomes, failing academic performance, and disciplinary action.
- Ensure the competence of each graduate of the program in the cognitive, psychomotor, and affective domains.
- Engage in cooperative involvement with the program director.
- Ensure the effectiveness and quality of any Medical Director responsibilities delegated to another qualified physician.
- Ensure educational interaction of physicians with students.

*Qualifications:* The Associate Medical Director must:

- Be a physician currently licensed and authorized to practice in the location of the program, with experience and current knowledge of emergency care of acutely ill and injured patients.
- Have adequate training or experience in the delivery of out hospital emergency care, including the proper care and transport of patients, medical direction, and quality improvement in out of hospital care.
- Be an active member of the local medical community and participate in professional activities related to out of hospital care.
- Be knowledgeable about the education of the Emergency Medical Services Professions, including professional, legislative and regulatory issues regarding the education of the Emergency Medical Services Professions.



***Position Description EMS Program Director:***

*Responsibilities:* The program director must be responsible for all aspects of the program, including, but not limited to:

- The administration, organization, and supervision of the educational program.
- The continuous quality review and improvement of the educational program.
- The long-range planning and ongoing development of the program.
- The effectiveness of the program, including instruction and faculty, with systems in place to demonstrate the effectiveness of the program, demonstrate the effectiveness of the program.
- Cooperative involvement with the medical director,
- The orientation/training and supervision of clinical and field internship preceptors
- The effectiveness and quality of fulfillment of responsibilities delegated to another qualified individual.

*Qualifications:*

- Bachelor’s degree and current licensure/certification as a Paramedic.
- Must possess and maintain proper Missouri teaching certificate for the area/content to which he or she has been assigned. And verification of one of the following:
  - Possession of a baccalaureate or higher degree from an accredited college or university in the subject area being taught and four thousand (4,000) hours of DESE-approved, related occupational experience obtained within the most recent ten (10) years.
  - Possession of a bachelor’s degree from an accredited college or university in the subject area being taught and five thousand (5,000) hours of DESE-approved, related occupational experience obtained within the most recent ten (10) years);
  - Six thousand (6,000) hours of DESE-approved, related occupational experience obtained within the most recent ten (10) years.

***Position Description Lead Instructor:***

*Responsibilities:* Perform duties assigned under the direction and delegation of the program director. These duties may include teaching paramedic, AEMT, or EMT course(s) and/or assisting in coordination of the didactic, lab, clinical and/or field internship instruction.

*Qualifications:* The Lead Instructor must possess:

- A minimum of an associate degree or showing progress toward obtaining an associate degree.

- Professional healthcare credential(s).
- Two years' experience in emergency medicine / pre-hospital care. ● Knowledge of instructional methods.
- Teaching experience to deliver content, skills instruction, and remediation.

### ***Student Drug and Alcohol Testing Procedures***

The Cape Girardeau School District No. 63 is concerned with the health, welfare and safety of the students as well as our patients. Therefore, use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances and imitation controlled substances is prohibited on any school or clinical site property. This prohibition also applies to any school-sponsored or school-approved activity, event or function, such as a field trip, where students are under the jurisdiction of the school district and/or are representing the practical nursing program. The use, sale, transfer or possession of drug-related paraphernalia is also prohibited.

Students are subject to alcohol and/or drug screening when there is reasonable suspicion that student may be under the influence of alcohol and/or drugs. Cape Girardeau School District reserves the right to select the alcohol/drug screening lab. ***Refusal to submit to testing or positive test results will result in dismissal from the Emergency Medical Services program.***

For the purpose of this policy a controlled substance shall include any controlled substance, counterfeit substance or imitation controlled substance as defined in the Narcotic Drug Act, Section 195.010, RSMo., and in schedules I, II, III, IV and V in section 202(c) of the Controlled Substances Act, 21 U.S.C. 812 (c).

Students may only be in possession of their own prescription or nonprescription medication as detailed in the Cape Girardeau School Board Policy.

***The school administration shall have the right to conduct searches, which are reasonable in scope, of persons reasonably suspected to be in violation of this policy. Such searches shall be conducted in accordance with the Cape Girardeau School Board Policy. Upon discovery of any prohibited substance, local law enforcement will be notified.***

Any student who, after given an opportunity to present his or her version of the incident, is found by the administration and/or staff to be in violation of this policy shall be subject to immediate termination from the EMS program and referral for prosecution. Strict compliance is mandatory. The EMS program administrator/faculty shall immediately report all incidents involving a controlled substance to the Director and/or Assistant Director of the Career & Technology Center who will in turn notify the local law enforcement agency and the superintendent. All controlled substances shall be turned over to local law enforcement.

Students with disabilities who violate this policy will be subject to the same disciplinary action as any other student in accordance with the Cape Girardeau School Board Policy.

Students are subject to alcohol and/or drug screening when there is reasonable suspicion that student may be under the influence of alcohol and/or drugs. Refusal to submit to testing or positive test results will result in dismissal from the EMS program. Cape Girardeau School District reserves the right to select the alcohol/drug screening lab.

Some clinical sites may require random alcohol/drug test screenings as a condition by which students are allowed the privilege to participate in clinical rotations at their facility. These clinical rotations are required for the completion of the EMS program.

### ***Student Employee Background Checks and Drug Screening***

Missouri state law requires that hospitals and nursing homes conduct a criminal background check for employees that have patient contact. The Bureau of Emergency Medical Services requires similar background checks and a full set of fingerprints in order to be licensed or hold a permit as EMT or EMT-P in the state of Missouri. An individual, who has been convicted of, pled guilty or nolo contendere to certain crimes in Missouri or other states may not be eligible for Licensure in Missouri. These include but may not be limited to class A or B felonies.

The hospitals and other clinical sites utilized by EMS Program require that the school conduct criminal background checks and may require drug screening on students before allowing them access for clinical rotations. Results of a student's criminal background check and drug screen will be provided to the clinical site when requested by the clinical site. This may affect a student's ability to perform clinicals.

Applicants accepted into the EMS program will be required to sign a release authorizing a criminal background check and drug screening at the applicant's expense.

The Missouri BEMS determines rulings concerning Missouri licensure/permits for EMT/EMTP. The prospective employer with regards to state law determines eligibility for health care employment. The clinical site determines suitability of students regarding patient care at clinical sites.

This information is given to prospective EMS Students so that they may make an informed choice of pursuing health care education.

Questions concerning this should be directed to the Program Director, Missouri BEMS or the applicable employer.

### ***Confidentiality Policy and HIPAA Agreement***

All students will be required to sign a HIPAA agreement with the CTC as well as with many of the clinical sites. At all times, the EMS intern must remember to observe the protocols of patient/facility confidentiality. The EMS intern has access to a broad variety of confidential and sensitive information, which includes but is not limited to, a patient's health history, current medical condition, treatment being received, name, age, ethnicity, etc. Unapproved release of this information could be potentially damaging to the patient, the externship facility, and CTC. Every EMS intern has an obligation to actively protect and safeguard patient/facility confidentiality. The EMS intern shall hold inviolate the confidentiality of patients and all other related information in accordance with legal and ethical standards set forth by CTC and all state authorizing agencies. Breach of this policy will result in immediate termination from the course of study the student is currently enrolled in. A copy of the signed HIPAA agreement will remain a part of the student record.

### ***Probation, Dismissal and Suspension***

Probation/Suspension/Dismissal from the Emergency Medical Services Program may result from any of the following:

- Violation of dress code.
- Insubordination to:
  - a. medical personnel
  - b. allied health personnel
  - c. administrative staff
  - d. EMS staff
  - e. Cape Girardeau Career & Technology Center staff
- An attitude that, in the opinion of the "Review Committee", interferes with the student's ability to learn.
- Violation of attendance policy.
- Failure to appropriately document clinical experience and hours verification in Platinum Ed.
- Failure to maintain a passing grade of 80% or above in all EMS didactic and clinical courses. (Overall course grade, exam average, clinical grade) ● Failure to successfully complete the clinical requirements.
- Violation of the smoking/tobacco policy.
- Any destruction, misuse, or stealing of equipment.
- Cheating on exams, plagiarism or falsification of documents.
- Any action or lack of action, intentional or unintentional that causes harm or potential harm to a patient.
- Any breach of the confidentiality of patient care including discussion or presentation of that patient in the clinical setting.
- Failure to report an omission of, complication of, or deviation from the ordered treatment of a patient.
- Any refusal to honor a reasonable request of an individual(s) listed under supervisor. ● Any violation of hospital employee guidelines.
- Any action, in the opinion of the "Review Committee" that violates professional standards of conduct and care within the clinical affiliate and/or classroom.
- Any falsification of admission documents to the program, time sheets, patient progress sheets, department forms or patient report sheets and/or fraudulent misuse of any document.
- Drug or alcohol use, abuse or addiction or possession of a dangerous instrument (gun, knife, etc.), narcotic, stimulating drug or alcoholic beverage during class or clinical time.
- Resentful behavior towards hospital, school, instructor, or supervisory personnel. ● If a student is accused of a crime by a law enforcement agency, the "Review Committee" for action and/or recommendation as indicated will review the student's record.

*Course of action for Probation/Dismissal/Suspension:* A student may be suspended from clinical or classroom at the discretion of the Program Director or Director of Clinical Education for any of the above violations; a suspended student will go before the "Review Committee". The "Review Committee" will decide if a suspended student be dismissed or placed on probation. A student's probation will last the remainder of the semester or for a period of time designated by the "Review Committee". Any infraction during this period may result in dismissal. A student cannot be dismissed without due process.

The clinical and internship sights have the right to refuse to allow a student to practice in their hospital. If a student is denied access by a clinical site, the student will be unable to complete training and be dismissed from the EMS program. Specialty areas may only be available at one clinical site. The student may petition the clinical site to be allowed back at the clinical site if denied access to that site.

### ***Student Re- Admission Policy***

The readmission requirement and procedures for students who have been removed from any EMS program are as follows:

- The individual seeking readmission must have been exited from the program and had left the program in good standing. This means that all paperwork has been signed and completed with the assistant director
- An individual may only be readmitted one time.
- Each student withdrawal/dismissal will be considered individually.
- It is the sole responsibility of the individual seeking readmission to initiate the readmission.
- Reactivation of a student folder includes updating references and any other items necessary to update the candidate folder.
- An individual seeking readmission shall provide the EMS Program Director with a written statement expressing his/her desire to be considered for readmission.
- Upon the receipt of the written statement from the individual requesting readmission the Program Director will set a date and time for the Advisory Committee to meet and review the individual's request. The EMS Advisory Committee is responsible for the decision to grant permission to return to the program or permission to reapply to the program. The decision made by the advisory committee will stand. There is a limit of one appeal and the decisions rendered are final and non-negotiable.
- Within five (5) business days after the personal interview, the individual seeking readmission shall be notified by mail of the Advisory Committees decision.
- If the individual receives permission to return to the EMS Program
- Readmitted students will follow the policies as outlined in the current "Student Handbook."
- Tuition payment adjustments shall be determined by the Assistant Director of the Career Center and financial aid ● department.

## ***Attendance***

Regular attendance, together with the mastery of daily tasks is the foundation for a successful school year. Absences defeat our purpose; they are discouraged for any reason except emergencies.

Should a paramedic student accumulate more than twenty-four (24) hours of absence in a semester for any reason, or EMT students more than sixteen (16) hours the student may be involuntarily withdrawn from the EMS program.

All absences, regardless of reasons, are recorded. Class cuts and tardiness are not tolerated and a student who cuts a class or is tardy will be charged with the length of the class as absent.

Should a student be absent for a quiz or exam, given in the classroom, the student must take the exam(s) the first day returning to class. It is the student's responsibility to contact the instructor to have a time scheduled to take the exam. Students will have a 5% reduction in their score on missed exams and quizzes. Failure of that student to make up any exam/quiz the first day back to class will result in an additional 5% deduction from their score. Any failure to make up exams or quizzes after two consecutive class periods will not be allowed to be made up and will result in a grade of zero.

It is the student's responsibility to contact their instructor for any assignments, handouts, test dates, or material covered in the class when the student is absent.

For any student to graduate from the paramedic program a minimum of 1100 hours is required. If a student misses a class day, makeup hours may be scheduled with the primary instructor. It should be noted that makeup hours are at the discretion of the primary instructor. Students will be allowed a maximum of 24 makeup hours during the program and must clock in for any makeup hours. Assignments for these hours must be completed before leaving for the day. Assignments will be left in the student's mailbox in the classroom.

The attendance policy is still in effect regardless of makeup hours. Classroom activities and class labs are important to the development of the student wishing to become a paramedic. There are no makeup hours for scheduled clinical and internship rotations. Absences will be dealt with as outlined in the attendance policy.

## ***General Information***

### ***Facilities & Equipment***

Classroom and laboratory facilities are provided at the Career and Technology Center for both didactic and hands on experiences. Utilization of classroom and ancillary facility equipment will provide the student experience in the wide variety of equipment they are likely to encounter in actual clinical practice.

The Library Resource Center at the CGCTC provides computer workstations including informational references, tutorials and clinical simulations in addition to Internet access. Extensive video libraries are also available at St. Francis Medical Center, Southeast Missouri Hospital and other clinical facilities.

Reference books and journals are readily available to students at the CGCTC and at each clinical facility.

### ***Smoking***

**Smoking or use of tobacco products including electronic devices is NOT permitted** in school buildings or on the school grounds of the Cape Girardeau Public School System or within the clinical affiliates while on clinical hours. Possession of cigarettes or tobacco products is NOT permitted in patient care areas. Cigarette packs and related smoking materials must be left with the student's personal effects.

### ***Weapons***

No weapons may be carried on or about the student while at a clinical site or on the school property. Any weapon (gun, knife, or any device used as or resembling a weapon) found on or near a student may result in dismissal and possible criminal prosecution.

### ***Phone Policy***

The program administrator and instructors must have a current listing of the student's home phone number, email address, and home address. Please notify the program administrator of any changes in phone number and/or address. The student must supply a number at which he/she can be reached or a message left. Use of the program administrator's/instructors' phones for the student's personal use is not allowed except in emergencies. The students are discouraged from receiving personal telephone calls at school or at clinicals, except in emergencies.

Students should provide family members with school and clinical site phone numbers to be used for emergencies only. Be sure the family member asks for the preceptor and specific unit on which the student is working.

### ***Cell Phones & Electronic Devices***

Cell phones are to remain silent while on clinical rotations. Personal calls are not to be made during clinical rotations. Educational technology enhances the learning experience. Students are **STRONGLY** encouraged to have smartphones, tablets and/or laptops with them in the classroom. However, they **MUST** always be placed on silent unless audio is necessary to the learning objective at hand. Students who violate this policy will be assigned a research paper on the topic and length of the instructor's choice. This paper will be due **NO LATER** than the

beginning of the next class period. No grade will be assigned unless the paper is not delivered when due. In that case, the student will receive a score of 0% as an examination score.

While we do allow electronic devices in the classroom, they **ARE NOT TO BE USED TO SURF THE NET OR USE ANY SOCIAL MEDIA ACCOUNT DURING LECTURES OR CLASSROOM DISCUSSION**. You can use your social media account on your own time not the instructors or your fellow students. This is a distraction to the learning environment. If you are in violation of this policy, you will be dismissed from that class and you will be shown as absent for the class.

### ***Parking***

The student can park in the front parking lot of the career and technology building. No parking behind the building is permitted. Students must park in the visitor spaces at the clinical sites or as instructed by the clinical site.

### ***Inclement Weather***

In the event of inclement weather, class will not be held if the Cape Girardeau Public Schools has canceled classes. Students are advised to listen to the appropriate radio and television stations.

### ***Classroom Regulations***

Students are expected to be on time, prepared and in the classroom as scheduled. Students are responsible for keeping the classroom and other rooms utilized in a clean and orderly manner. Under most circumstances the student will be granted a ten-minute break each hour. Students are encouraged to use this time for restroom purposes. Students should be alert and prepared for class. Students who appear to be sleeping or using electronic devices/cell phones for other than class purposes will be asked to leave the class. This will then be counted as an absence for the day. Students may use the break room during scheduled breaks, during lunch, before and after scheduled class hours. Food and drinks are allowed in the classroom at the discretion of the instructor. Students will be required to wear professional attire (Uniform) when notified of scheduled guest speakers. During summer months, students can wear shorts. Shorts should be in good taste. Cutoffs and short shorts are not permitted. Students are encouraged to raise their hand when wanting to speak or ask a question. Unnecessary talking with fellow students is disruptive and distracting to other students and the instructor. If excessive (as determined by the instructor) the student may be asked to leave the classroom or be assigned to sit elsewhere. The instructor reserves the right to assign a seating arrangement. Comments and/or personal views, concerns and dissatisfaction regarding the program's policies and regulations, program faculty, hospital policies and regulations, and hospital staff should be directed to the Program Director or Clinical Coordinator. EMS students are expected to comply with any applicable rules of the Cape Girardeau Career and Technology Center.



## ***Behavior***

As a student representing the Emergency Medical Services Program at the Cape Girardeau Career and Technology Center you are always expected to behave in a professional and courteous manner, but especially when attending clinical sites. Students who behave in a manner that embarrasses the program and institution will be instructed in the behavior expected of them and if such adverse behavior continues to be a problem, the student may be asked to leave the program.

## ***Classroom Dress Code and Grooming***

The goal EMS program is to set a professional environment and image at all times. A professional image is the image that one projects about themselves based upon appearance and reputation. An image can be conveyed as professional by the way that you dress, the way you speak, the way you respond to others, and the way that others speak about you.

One part of a professional image is how one dresses. Listed below are the dress code expectations for the CTC-Emergency Medical Services program. Good grooming, cleanliness, and a professional image are basic requirements expected of students in the practical nursing program. These standards are expected of each student in both the clinical and classroom setting.

- Frequent showers/baths and use of deodorant daily. Clean fingernails that are trimmed and manicured.
- Clean hair, simply styled, well-groomed with no unusual hair styles. Hair must be of a natural color - for example: blonde, brown, black. No unnatural colors, for example: purple, blue, etc. No unnatural streaks of color
- When in the classroom setting, clothing should be clean, and appropriate for a school setting. The clothing should fit appropriately for the body build of the student.
- Students are NOT permitted to wear clothing which reveals/exposes body anatomy due a tight fit or low-cut blouse, or due to the nature of the material of the garment, and/or inadequate coverage of the body.
- Students are to wear shoes at all times in the classroom and lab setting.
- Hats, caps, and other headwear (unless a part of the uniform) are prohibited in the school buildings.
- Tattoos may be uncovered while in the classroom if the tattoos are tasteful and not offensive in nature.
- Nose, ear, and tongue piercings are allowed in the classroom setting: no facial chains, spikes, eyebrow, or lip piercings permitted.

## **Learning Resource Center (Computer Lab room 314)**

**The Learning Resource Center is not a student lounge.** It is to be a quiet, study area...not a place for socializing. *No food or drinks are allowed in the LRC.* There is a break room on the east hallway. It is the responsibility of each Student to keep the LRC neat and organized.

### Books and Nursing Journals

The books and journals in the LRC are to be used in the library or classroom. They are not to be taken from the CTC. Faculty will stamp books with the school's stamp and will organize the books by subject on the two freestanding bookcases in the LRC. Once a year faculty will remove and dispose of books that are older than 5 years and journals that are older than 3 years.

Students are encouraged to utilize the internet for current information on health care. Faculty will give directions as to which sites to use for specific assignments.

**EBSCOhost (CINAHL) is an electronic journal service that students can access at school or off campus.**

To access at the CTC: type 'search.ebscohost.com' in the web address

To access off campus: type 'search.ebscohost.com' in the web address

For ID: type "ctc63" For Password: type "healthcare"

### ***Library and Educational Resources at Local Health Care Facilities***

<b>Southeast Missouri Hospital</b> Hours: Mon-Thurs 7 a.m. - 8:30 p.m., Fri 7 a.m. - 4:30 p.m. Location: 2 <sup>nd</sup> floor of the building across from the hospital Websites utilized: A-Z health online through sehosp.org. Mayo clinic, St. Louis Children's Hospital Hardcopies of multiple journals, videos, & books	<b>St. Francis Medical Center</b> Hours: Mon - Fri 8 a.m. - 4 p.m. Location: 3 <sup>rd</sup> floor of Healing Arts building Intra-library loan through National Library of Medicine Hard copies of many different nursing journals
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The computers located in the LRC are for use by the health careers programs: Respiratory Therapy, Practical Nursing, EMT, Paramedic, Physical Therapy Assistant, CNA/CMT.

All students of the Career & Technology Center must sign a form regarding internet usage. The use of the computers and printer shall be for school assignments only. **Abuse of this privilege will result in disciplinary action.** DO NOT CHANGE SETTINGS ON THE COMPUTERS. DO NOT TURN OFF COMPUTERS.

If a computer is not working properly or you need assistance with the computers, please notify a practical nursing instructor or the program administrator. The technical support person in the CTC will be notified.

There are also 30 laptop computers that are available to the health career programs. These computers are usually used during class time. The instructors can reserve them for specific dates by notifying the Health Careers Administrative Assistant.

### Instructor Use of the LRC

When an instructor plans to use the entire LRC for a classroom activity, he/she will need to reserve the LRC for specific dates and times by contacting the Health Careers Administrative Assistant. She will notify the other programs.

### *Healthcare Services*

The student is personally responsible for his/her own health care services, health care insurance, etc.

By the start of school, students must have on file in the Program Administrator's office their "Immunization and Health History Record" Students will not be allowed to work in the clinical areas without the required immunizations. Students will not be allowed to attend class if their "Immunization and Health History Record" is not on file in the Program Administrator's office and hours missed will be counted as absences.

A student who has a negative titer for chickenpox and is then exposed to the disease, must report this immediately to the Program Director.

Students are encouraged to take the Hepatitis B vaccine series. Neither OSHA nor the cooperating health agencies require student nurses to receive this series of three injections. However, this is a potentially dangerous disease, and students attending this program are strongly encouraged to complete the immunization series.

It is the student's responsibility to report illness and seek medical attention when ill. Students with fever, infections of the eye, skin, and upper respiratory or gastrointestinal system will not be allowed to attend clinical rotations.

If a student experiences an illness or injury that could impact his/her ability to perform the student role, the student shall obtain a note from his/her physician stating that s/he can participate in activities in the classroom/clinical setting or describing any restrictions or limitations that must be followed. This statement will be kept on file in the Program Administrator's office.

For example, if a student becomes pregnant, she shall provide the Program Administrator with a statement from her doctor stating that she can participate in activities in the clinical setting and/or a description of any restrictions or limitations that must be followed.

### *Insurance*

Health insurance is not provided by the school. If the student desires health insurance, it will be at his/her own expense. It is highly recommended that students maintain personal health insurance.

Liability/Malpractice Insurance for student clinical rotations will be provided for the student. The cost of this insurance is included in the program fees.

### *Plan for Emergency Care*

Students are responsible for expenses related to personal health care emergencies that might arise in either the classroom or clinical setting. Students will provide the Program Administrator with the name and phone number of the individual to contact in case of a health care emergency.

Students must inform the program administrator and/or instructors of any medical conditions (such as diabetes, seizure disorder, asthma, etc.) or medications which could result in a change in level of consciousness and/or the ability to function. **Students who have a change in level of consciousness and/or are unable to function in a safe manner will not be allowed to stay in the classroom or clinical setting.**

If a health care emergency occurs in the classroom setting, the students emergency contact person will be notified and/or 911 will be called.

If a health care emergency occurs in the clinical setting, the student's emergency contact person shall be called and/or the individual will be taken to the emergency room.

Instructor and/or student will file an "Accident/Incident Report"; (these forms are available in the front office). Three copies will be made and will be distributed, one to the Assistant Director of the CTC, one to the student file and one to the student for his/her records.

### *Grades and Grading Systems*

Successful course completion/graduation from the Emergency Medical Services programs includes the successful completion of all clinical, internship and if applicable capstone field rotations as well as successful completion of the classroom/lab segments of the program. A minimal passing grade on classroom test/exams/quizzes is 75% overall course passing grade is also 75%.

Grades are calculated points earned by the student divided by total points possible.

***Student must have a minimum of an 75% in order to continue in the EMS program.***

<b>Letter Grade</b>	<b>Percent</b>	<b>Definition</b>
A	93 - 100	Excellent, minimal supervision required.
B	84 - 92	Functions above the minimal level of competence.
C	75 - 83	Minimal acceptable level to ensure adequate knowledge, skills necessary for safe, competent nursing care.
NMMS	0 - 75	Not meeting minimum standards. The student has not demonstrated minimal competencies to insure adequate knowledge, skills necessary for competent and safe nursing care.

In the process of any given course, should the paramedic student's overall course grade fall below 75% (minimal acceptable level), the student will be notified and placed on academic and/or clinical probation. Paramedic students failing any section or Tier (classroom or clinical/internship) are subject to dismissal from the EMS. Program. Minimal passing overall grade for any EMS program will be "C" (75%) or greater in all portions of the program. Overall course grade, module exam, and clinical grade.

EMT students with a grade lower than 75% will not have attained the minimal acceptable level and will not successfully have completed the program.

Psychomotor assessments will be graded as outlined on each assessment sheet and minimum passing score of 75% or as labeled on the skill sheet itself. Any critical criteria that is not met will result in a failure of the psychomotor assessment and the student will be directed back to continue practicing the skill until they can successfully completed that skill.

### ***Psychomotor Assessments***

Passing assessments helps to show the student's competency and understanding of that specific subject matter. Since the knowledge learned in each unit of instruction is a building block for the next unit of instruction, it is essential that the student's knowledge in that unit of study be adequate. Skills assessments utilizing the National Registry of Emergency Medical Technician skills testing sheets will be utilized for all psychomotor assessments and minimal passing scores will be as identified for each individual psychomotor assessment. The assessment sheets will be provided to each student and each skill demonstrated during labs/classroom periods. Students will be given time to practice skills in groups under the supervision of the instructor and can request to be evaluated on the skill by the instructor at any time. Failure to successfully complete any skill will result in remediation of the student by the instructor and additional assessment of the skill later will be allowed.

## ***Cognitive Assessments***

To show competency for a test or final exam, the student must make at least 75%. If a student scores less than 75% on any test/final examination, he/she will be allowed to take a second examination over the subject matter. This will not be the same test and must be completed within 1 week of the original exam/test. If the retest is not completed the students original score will be placed in the gradebook

No retesting will be done for quizzes or take-home assignments of less than 80%.

Note: All retests must be completed prior to final exams. The instructors will set a date and time for these to be completed.

The student is expected to arrive in the classroom prior to the start of class to prepare for exams/test. This includes putting up personal items and using the restroom. If the student is not present or prepared for the test at the start time of the test, the instructor will begin the test without the student. Students who are late will not be allowed to come into the classroom once the exam/test has begun. The student will then need to make alternate arrangements with the instructor to take the exam/test. The classroom door may be locked once examinations/test have begun. Students will be advised of the time limits on any exam/test prior to the start of the test. Typically, students will be allowed one minute per question. Students once completing any exam/test will raise their hand to be dismissed from the classroom. Once the exam is over students will be advised as to the time to return to the classroom.

### ***During the testing session:***

- If a student has a question, they raise their hand, and the instructor will come to them.
- All students will refrain from talking or distracting others during the exam/test.
- No talking between students is permitted.
- Students are encouraged to check their answers prior to submitting examinations/test.

Once completed computerized test results are returned to the student upon submitting the test/exam. Any written test or exams will be returned to the student within three days of completion or the next class period. Students are not allowed to take pictures of test questions or make notes about any test or exam. Calculators may be used while testing however scientific calculators or cell phone calculators are not allowed.

### ***Meals***

Students are responsible for their own meals. In the hospital clinical rotations, students can purchase meals in the employee cafeteria, or you may bring your own meal to the site. Your mealtime is limited to 30 minutes, and you are not allowed to leave hospitals for meals. During field internships, students should be prepared and bring their own meals as well. Mealtimes vary significantly and the rules for leaving to get meals are different for each ambulance district. You may not be able to go to restaurants to eat and the services are not obligated to provide meals for any students.

During classroom days, students will be allowed to eat in the classroom when allowed by the instructor. If students do not clean, up after themselves this privilege will be suspended, and you will not be allowed to eat in the classroom. If this privilege is suspended, you will be allowed to eat in the student breakroom on your classroom breaks. Mealtimes are at the discretion of the instructor on classroom days. Each student is expected to clean up after him/herself. Sack lunches may be stored in the classroom refrigerator. A microwave is available for all to use.

### **CGCTC EMS Program COVID/Pandemic Interruption Policy**

- Governmental Executive Orders, public health authorities, and Sponsor/Institution requirements have affected the normal operation of colleges and other postsecondary education programs. Programs are prohibited from conducting in-person classroom, laboratory, and other instruction.
- Notice is posted by Sponsor/Institution regarding the campus closure with a contact number.
- Phones from impacted closed campus (es) have been forwarded to a central phone number as appropriate.
- Program Director will remain in contact with the Program Medical Director regarding the temporary changes.
- Programs have transitioned to online instruction for didactic education.
- Classroom didactic instruction has been moved to a Zoom or similar platform with continued use of the LMS.
- Skills, scenario, and simulation practice are deferred until the existing orders/restrictions have been lifted and students are able to return to the classroom.
- Some clinical and capstone field internship sites have suspended Paramedic student rotations until further notice. Students have been notified. Faculty are reviewing student data entries on patient contacts, skills completed, and required competencies.
- Clinical Coordinator may continue to perform clinical site visits if the hospital permits this activity.
- Capstone Field Internship Coordinators will conduct field visits with the student and preceptor virtually.
- Cohorts that have begun in the past few weeks have been paused until residential education can be resumed.

Weekly webinar sessions will be held by the faculty with students halted in the clinical and field internship rotations to present and discuss case studies. The sessions can include a quiz structure to test for knowledge.

### Course progression:

- Administration continues to work with the campus to determine how far into the online delivery of the curriculum/program the course can progress before there is a need to pause the course until labs are once again available.
- Two units (topic blocks) can typically be completed without labs, but then the course must be paused until labs are available.
- This above applies whether the course is in the early stages or near the end.
- The grading policy will be modified due to the lack of ability to conduct labs that are intended to reinforce the classroom content:
  - a. Failure of an exam the second time **will not result in dismissal** at that time.
  - b. The student will be provided a **third**, and final, testing opportunity **once labs resume** and the individual has completed all the relevant lab components.
  - c. Once the labs are complete, the program director will schedule the third attempt. Scheduling will not be at the discretion of the student.

Students will be notified via phone and email if the course is paused, and a *Student Education Interruption* form completed and signed by each student.

### *Deferred internships*

- Students will be permitted to request a *deferral* of their capstone field internship but must submit that request in writing and the reasons for the request and should include specific concerns such as an underlying condition (i.e., asthma) that would make them more susceptible to infection. The conversation with the student should include the nature of EMS work and the routine exposure to infectious diseases.
- A counseling form must be completed in each of these situations. Where shelter-in place is in effect, the Program Director will have a phone conversation and send the counseling form for student signature by DocuSign.
- This is a different situation than the Program pausing the student. When a student is requesting to defer the internship a counseling form is required.

Once normal operations are permitted to resume, the Program Director will revise the Program schedule to accommodate all skills, scenario, and simulation practice and testing.

Students will be required to complete all course hours, skills, patient contacts, and competencies to satisfy graduation requirements.

Any student wishing to withdraw from the program will follow the normal procedure.

Candidate interviews may be scheduled via an electronic platform and decisions to proceed are made by program director. The Entrance Exam will be scheduled once restrictions are lifted.



Staff may work remotely with permission from Program Administration and following the sponsor/institution guidelines.

**Summary**

Students are expected to be well prepared for all didactic, laboratory, and clinical sessions. The student is always held to the standards of the emergency medical services profession as a whole. Emergency Medical Technician or Paramedic student and must adhere to the policies of the clinical/internship sites and the CCGCTC EMS program and be prepared to learn. The attitude

**Student Records**

Student records and transcripts will be maintained in the front office. Student grades will be maintained on Infant Campus. Students can access their grades at any time during the program and are encouraged to do so. If a student notes a discrepancy, they should contact their instructor immediately. Cape Girardeau Career and Technology Center-Emergency Medical Services Programs

**TUITION AND FEES  
2022/2023 School Year**

**Paramedic Program**

Tuition	\$4,500.00
PALS Book	\$50.00
ACLS Book	\$42.00
NRP Book 8th Edition	\$75.00
SPNVPMF: CAROLINE EMERG CARE IN STREETS 9E FLIPPED CLASSROOM  INTRO TO BASIC CARDIAC DYSRHYTHMIAS 5E  PHARMACOLOGY FOR THE PREHOSPITAL PROFESSIONAL 2E  PAC: PHTLS 9E: PREHOSP TRAUMA LIFE SUPPORT W/NAV EBOOK  SPNVPMF: CAROLINE EMERG CARE IN STREETS 9E FLIPPED CLASSROOM	\$792.00
Platinum Scheduler/Testing	186.00
Liability Insurance	\$66.00
12 lead Trainer	\$120.00
Lab Fees	\$300.00

ACLS Course Fee	\$175.00
PALS Course Fee	\$175.00
NRP Course Fee	\$120.00
PHTLS Course Fee	\$65.00
A&P course Fees	\$250.00
Uniforms Shirts X 2 @ \$45	\$90.00
Job Shirt	\$50.00
Safety Vest	\$35.00
Student PPE & Bag	\$200.00
Background check (for Missouri only) **	\$66.00
<b>TOTAL</b>	<b>\$7097.00</b>

Financial aid is available for paramedic education. Financial Aid Officer, in order to determine eligibility. (573.334.0826, ext. 6515)

Background check cost will be variable based upon the state and number of states being checked.

### **Emergency Medical Technician**

Tuition	\$800.00
Emergency Care and Trans of Sick and Inj. Flipped Classroom W/Premier Access,	\$417.00
Platinum Scheduler/Testing	\$64.00
Liability Insurance	\$66.00

CPR Training	\$50.00
Uniform Shirt 1	\$45.00
Safety Vest	\$35.00
Background check (for Missouri only) **	\$66.00
Lab Fees	\$100.00
Student PPE & Bag	\$100.00
<b>TOTAL</b>	<b>\$1743.00</b>

Job Shirts are optional for the EMT program. If the student would like to order, the additional cost will have to be paid up front before ordering. Cost for the Job Shirt is \$50.00, and no orders will be taken after the original uniform order date for the class. Other additional expenses may be incurred during the program such as uniform pants, belts, footwear, pen/flashlights, stethoscopes, watch with a second hand, hat and other items the student may need to function in healthcare. Program cost also do not include National Registry of Emergency Medical Technician testing fees.

Background check cost will be variable based upon the state and number of states being checked.

### ***Refund Policy***

It is intended that a fair and equitable pro rata refund be made to those students who find it necessary to withdraw or fail to maintain pre-determined requirements and minimum performance standards as stipulated in each program.

The following refund policy has been structured to both support a reasonable and cost-effective tuition base and at the same time render a fair and equitable refund to the student.

#### **Deposit**

- Students are required to make a deposit when registering for classes. If a student withdraws before classes begin, a full refund will be issued minus any expenses incurred by the CTC on the behalf of the student (example: the cost of the required background check if already performed).

**Tuition** ● Refunds to a student’s account will be granted to students leaving a Career.

Preparation program with up to 40% of the days remaining in the term. After 60% of the term has elapsed, no tuition refunds will be made.

#### **Books and Fees**

- Where possible, refunds will be made to a student’s account for books and fees.

#### **Tuition Refund Determination**

- During the first 60% of a payment period, refunds of tuition will be made to a student’s account based simply on the percentage of days completed for that

payment period. For example, a student's account will receive a 90% refund of tuition for a payment period in which the student exited from the program after only 10% of the payment period. After 60% of the term has passed, the student will be responsible for all applicable tuition and fees.

- Those students receiving federal and/or state financial assistance should understand that non-completion of a program could result in having received unearned financial aid funds. As a result, the student will be
- held directly responsible for the repayment of those funds. Unearned funds will be calculated using the pro-rata refund guidelines and policies as set forth by the U.S. Department of Education.
  
- Refund processing takes up to six (6) weeks. Refunds due shall be applied in the following order:
  1. Direct Student Loan (Title IV)
  2. Pell Grant (Title IV)
  3. A+
  4. Workforce Investment Act (WIA) or another agency
  5. Access Missouri Grant
  6. Private Scholarships
  7. Personal Funds

### ***Financial Assistance***

#### Financial Officers

Jeanna Lohman 573.334.0826, extension 6510 [lohmanj@capetigers.com](mailto:lohmanj@capetigers.com)

Lesley Essex 573.334.0826, extension 6515 [essexl@capetigers.com](mailto:essexl@capetigers.com)

A variety of scholarships, grants, and loans are available to practical nursing students. These include Pell Grant, Federal Student Loans, Access Missouri Grant, WIA, Vocational Rehabilitation, A+, and Veteran Benefits. Students who have been awarded a Federal Pell Grant or Federal Student Loan will have those funds applied to their accounts in two equal disbursements (one in each payment period). All sources of financial aid will be credited to the students' accounts for payment of tuition and fees for the payment period. A refund of excess funds during that payment period will be given to the student as soon as possible (the financial aid office will notify students). Each disbursement will take place no sooner than thirty (30) attendance days after the payment period begins. Those qualifying for Title IV Financial Assistance will be informed of the amount of their eligibility.

### ***Obligation for Payment***

Registration constitutes a financial contract between students and the school. Students are ultimately responsible for payment of amounts owed to the school, including instances where anticipated financial aid becomes unavailable. If students do not make payments of amounts

owed to the school when they become due, the school has the right to cancel students' registration; to withhold their grades, transcripts, diplomas, certificates, and to refuse admittance to final exams.

***Administration and EMS Faculty***

Johnathan Crowley	<a href="mailto:crowleyj@capetigers.com">crowleyj@capetigers.com</a>	573-334-0825 ext. 6556
Emily Lanpher	<a href="mailto:lanphere@capetigers.com">lanphere@capetigers.com</a>	573-334-0826 ext. 6511
Ron Kiplinger	<a href="mailto:wilcoxb@capetigers.com">wilcoxb@capetigers.com</a>	573-334-0826 ext. 6711
Charity Huff	<a href="mailto:huffc@capetigers.com">huffc@capetigers.com</a>	573-334-0826 ext. 6702

- EMS faculty and staff shall strive to return all phone messages or written correspondence (REMIND or emails) no later than 48 business hours after the messages have been sent to the instructor.
- Business hours are defined as Monday through Friday from 8am to 5pm CST, on days when the CTC is open and classes are in session. Closure dates can be found on the current Academic Calendar. If within 48 business hours you have not received a response to your message, please reach out again to ensure your message was received.
- All faculty can set a time of day that they will not answer any messages until normal working hours. For example, each evening after 7 pm or on Saturday and/or Sunday





# Paramedic Student Handbook

**August 2021**

I have received a copy of the student handbook for the Cape Girardeau Career and Technology Center Emergency Medical Services Programs. In signing this document, I am agreeing to read and understand all policies and will abide by those policies. I have also been advised of the grading policy of the Cape Girardeau Career and technology Centers EMS Program as outlined on page 20 of the Student Handbook.

Student Printed Name \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Home Phone Number \_\_\_\_\_ Alternate Phone Number \_\_\_\_\_

E-mail address \_\_\_\_\_

Emergency Contact/Relationship \_\_\_\_\_

Emergency Contact's Phone Number \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\*NOTE: Phone numbers are used to contact students in an emergency, to give important messages and information about other clinical associated issues.

1080 South Silver Springs Road, Cape Girardeau, MO. 63703

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[www.capectc.org](http://www.capectc.org)