



2016

STUDENT HANDBOOK

EMS Licensure Courses

EMR
EMR Refresher
EMT
EMT Refresher
AEMT
AEMT Refresher
Paramedic Refresher

American Heart Association Courses

Heartsaver First Aid CPR AED (AHA)
Basic Life Support for Healthcare Providers (CPR)
Advanced Cardiac Life Support (ACLS)
Advanced Cardiac Life Support Provider Refresher Course
Pediatric Advanced Life Support (PALS)
Pediatric Advanced Life Support Refresher (PALS)

National Association of EMT Courses

Advanced Medical Life Support (AMLS)
Advanced Medical Life Support Refresher (AMLS)
Geriatric Emergency Medical Support (GEMS)
Geriatric Emergency Medical Support Refresher (GEMS)
Prehospital Trauma Life Support (PHTLS)
Prehospital Trauma Life Support (PHTLS) Refresher
Principle of Ethics & Personal Leadership (PEPL)
EMS Safety

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Alliance Center of Education for EMS

(ACE4EMS)

Mission

The Mission of the Alliance Center of Education for EMS is to provide EMS and Allied Health students in rural Louisiana with the cognitive, psychomotor, and affective skills necessary to provide the highest quality care to patients in the pre-hospital and hospital settings.

Vision

The vision of the Alliance Center of Education for EMS is to provide quality emergency care education with optimal outcomes that meet the evolving needs of the citizens and visitors of Louisiana while maintaining a safe and productive work environment and learning experience.

Purpose

The purpose of the ACE4EMS Curriculum is to prepare students to function as an EMS Practitioner. At the completion of the course, the student is prepared to sit for the National Certification Examination administered by the Bureau of EMS (BEMS). ACE4EMS is committed to the establishment and implementation of an educational environment that provides the necessary knowledge, skills and professional attitudes essential to support the pre-hospital needs of the community. The course of study assists the student in becoming aware of their abilities and scope of practice while fostering the ideas of compassionate, ethical, and professional emergency medical care.

Philosophy

It is the philosophy of this program that the responsibility for successful completion of the ACE4EMS curricula rests solely upon the student individually and as a group. The staff recognizes that the course content is complex and presented in a time intensive format. The instructors will make every effort to present the information in an understandable manner and will offer multiple explanations as necessary. However, the instructors will not retard the progress of the rest of the class because of a lack of progress by an individual. The result of this philosophy is that students who truly desire to succeed will put forth extra effort when encountering material that is difficult to master and, thus, succeed upon their personal effort and merit.

INTRODUCTION

The Alliance Center of Education for Emergency Medical Services (ACE4EMS) is the sole EMS Educational Program for the Louisiana Rural Ambulance Alliance.

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EMS EDUCATION POLICIES

ADMISSION REQUIREMENTS

1. Must have completed ACE4EMS admission application.
2. All students enrolling for the first time at ACE4EMS who are seeking a certificate of completion for licensure and have no previous college experience must take the COMPASS Placement, WorkKeys, ACT or SAT test to determine their writing, reading and math levels. Student must demonstrate a 10th grade level of writing and reading comprehension and 10th grade level of math proficiency.
3. Must be 18 years of age or older.
 - a. Meet physical and technical standards of the EMT profession

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

(http://icsw.nhtsa.gov/people/injury/ems/EMT-P/disk_1%5B1%5D/Intro-C.pdf)
 - b. High school students 17 years or older may apply for the class with a letter of academic good standing from their perspective school. They may sit for the NREMT exam but will not be eligible for National Registration or Louisiana licensure until their 18th birthday.
4. Must have earned a high school diploma or equivalent.
5. Documentation of:
 - a. Complete Louisiana Bureau of Emergency Medical Services (EMS) Student Application
 - b. Criminal background check
 - c. Drug screen (must be completed by a licensed facility which uses a certified laboratory)
 - d. Meet any additional requirements as outlined by ACE4EMS, NREMT, Louisiana Bureau of EMS or other regulating bodies

Prior to field internship;

 - e. Complete required immunizations and titers
 - f. Proof of health and student liability insurance
 - g. American Heart Association CPR Healthcare Provider Card
 - h. Meet physical and technical standards of the EMS Profession as outlined in Appendix B

5. Turn all required documentation by published deadline
6. The first 24 students to complete and submit all of the required documentations will be enrolled
7. Students should seek additional academic advisement as needed.

NON-DISCRIMINATION

No person shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any program or activity of ACE4EMS on the basis of age, race, religion, color, sex, creed, national origin, veteran's status, marital status, sexual orientation, gender identity, or disability. Any student who has a grievance related to discrimination may contact the ACE4EMS, Program Director, directly at (985) 974-9688.

MILITARY ACTIVE DUTY STUDENTS

Students who are in the military or military reserves will be excused from class for the purposes of reporting to duty. A copy of the orders must be presented to the Program Director as soon as possible. Plans to make up the course work that is missed will be addressed on an individual basis.

TRANSFER CREDIT

At this time ACE4EMS does not accept transfer credits from any other EMS Programs, Business, Technical, Professional, and/or Community colleges or educational institutions. Also, please be advised that our educational credits may not transfer to any other EMS Programs, Business, Technical, Professional, and/or Community colleges or educational institutions.

TUITION, FEES AND OTHER PROGRAM COSTS

1. Students will pay ACE4EMS tuition for all classes. This amount includes charged by ACE4EMS:
 - a. Tuition
 - b. Application fee (non-refundable)
2. Refund dates for tuition and fees are set by ACE4EMS and communicated to each student prior to the beginning of each class. The ACE4EMS Refund Policy can be found in Appendix C.

WITHDRAWAL AND DISMISSAL

Students may be dismissed or withdrawn from ACE4EMS EMS Education Program for failure to follow any of the following policies.

1. ACE4EMS Student Conduct Code (see page 11)
2. ACE4EMS Academic Integrity Policy (see page 14)

Dismissal from the course may occur if the student commits a violation as described in the ACE4EMS Student Handbook. Any student found guilty of academic dishonesty or misconduct will receive a penalty based on the severity of the violation. Penalties are based upon all circumstances surrounding the violation including, but not limited to, nature of the violation, number of times a student may have committed an offense, and discretion of the instructor.

3. Code of Ethics—Emergency Medical Technician (EMT)

Ethical behavior is a cornerstone of professionalism. The National Association of Emergency Medical Technicians has developed a Code of Ethics that gives guidelines by which to foster professional behaviors in the provision of emergency medical services. Students are expected to practice these behaviors and standards in all academic and clinical activities. The EMT Code of Ethics and EMT Oath can be found in Appendix A.

4. A student may be dismissed for a violation of the Code of Ethics, or any behavior which is dangerous to the patient, fellow students, staff or the integrity of the profession.

5. A student may be dismissed for violations of the Louisiana Bureau of EMS (BEMS) policies and procedures

Drops/Withdrawals

During the first week of classes, a student can drop the course. Any refunds of tuition will be given in accordance with the ACE4EMS Refund Policy which can be found in Appendix C.

PROGRAM COMPLETION REQUIREMENTS

To successfully complete the EMS course, the student must have an 80% (C) overall average, pass all of the required psychomotor skill exams, and demonstrate acceptable clinical application of learned material, based on the evaluations of the clinical preceptors.

Certificate Requirements

Candidates who are eligible to receive certificates must:

1. Complete all required coursework, as defined in the ACE4EMS EMS Education Program guidelines.
2. Receive a cumulative grade point average (GPA) of 2.00 or better.
3. Fulfill all financial obligations to ACE4EMS.

NATIONAL REGISTRY OF EMERGENCY MEDICAL TECHNICIAN EXAMINATION

Upon successful completion of the course, the student is eligible to apply to the NREMT to take the computer-based testing and practical skill examinations. The examination is designed to test the knowledge, skills and abilities essential to the safe and effective practice of an EMS Practitioner at the entry level. Upon successful completion of both components of this examination, the student will apply to the Louisiana Bureau of EMS for state licensure. NOTE: A student must be nationally registered AND state licensed before he/she may practice in the State of Louisiana. The student is responsible for all cost associated with NREMT examinations and all licensing costs.

ACADEMIC INTEGRITY POLICY

ACE4EMS EMS Education Programs expects high standards of academic integrity from both its students and faculty. Academic integrity is a critical component for equitable learning and the effective evaluation of academic performance; thus, faculty and students share equal responsibility in creating and maintaining an atmosphere of honesty and integrity.

Students are expected to adhere to the academic rules and regulations set by the ACE4EMS, and understand that personally completing assigned work is essential to learning. Permitting others to prepare one's work, using published or unpublished summaries as a substitute for studying required materials, or giving unauthorized assistance in the preparation of work to be submitted for class are all directly contrary to the honest process of learning.

Faculty, too, are responsible for encouraging an atmosphere of academic honesty by being certain that students are aware of its value. Furthermore, faculty should make clear to students the regulations defining academic honesty and the penalties for violating those regulations.

Both students and faculty should realize that dishonest practices make it difficult for honest students to be evaluated and graded fairly. Their own interests and their integrity as individuals suffer if they permit dishonesty in others. Permitting dishonesty is not open to personal choice: anyone who is unwilling to act upon offenses is an accessory with the offender in damaging the integrity of the entire ACE4EMS.

Categories and Definitions of Academic Integrity Offenses

Academic dishonesty includes, but is not limited to, the violations listed below, and encompasses any attempt to commit such acts. The following definitions are not limited by the accompanying examples given: each term applies to all acts that fit within the bounds of its definitions.

Cheating

Cheating is a fraudulent act of deception by a student to misrepresent his/her mastery of information on an academic exercise.

Premeditated cheating

Premeditated cheating arises from advanced planning, contemplation, or deliberation, such as:

- Pre-arranged collaboration during a test with another person to give or receive information without authority.
- Using specially prepared materials during a test without authority to do so, such as pocket notes, formula lists, etc.

Acts of Opportunity

Cheating can also be unpremeditated acts of opportunity, such as:

- Copying from another student's test paper.
- Using prohibited materials (e.g., course textbook, notebook, cellphone/PDA, etc.) during a test.

Plagiarism

Plagiarism is the unacknowledged inclusion of someone else's words, ideas, or data (hereafter referred to as external material) within one's own work submitted for credit. When a student submits work for credit that includes external material, the source of the external material must be acknowledged through specific, complete, and accurate citations/footnotes, as appropriate and, in the case of verbatim statements, quotation marks.

It is a common misconception that only external material that is presented verbatim must be acknowledged. External material must be acknowledged whether presented verbatim or paraphrased ...simply rearranging words does not change the fact that the information/ideas originally came from someone else!

Similarly, the source of the material, the medium it is presented in, and its publication/copyright status are all irrelevant. Failure to identify any external material, published or unpublished, copyrighted or non-copyrighted, constitutes plagiarism.

Collusion

Generally, collusion involves some form of collaboration with another offender, and encompasses several different actions:

- Unauthorized collaboration with another person in preparing academic assignments offered for credit, such as working together as a team on a project assigned to each student individually.
- Facilitating, supporting, conspiring with, or collaborating with another person to commit a violation of any of the Program's academic integrity rules and/or standards. Even though the collaborating student may have only assisted and did not take part in the principal act, he or she is still liable for the offense of collusion.
- Ignoring academic integrity violations by others. Students who are aware that others in a course are cheating or otherwise acting dishonestly have the responsibility to bring the matter to the attention of the instructor, a faculty member, or other appropriate ACE4EMS official. If a student fails to do so, he or she becomes an accessory after the fact and commits collusion by failing to act.
- Providing false information (or omitting known relevant information) in any inquiry, formal or informal, regarding academic integrity violations.

Fabrication/Falsification

Fabrication/Falsification is the intentional use of invented information, or the falsification of research or its findings, all with the intent to deceive. Various examples of falsification/fabrication include:

- Citing information not taken from the source indicated.
- Listing sources (in a bibliography, etc.) that were not used in the academic exercise.
- Inventing data or source information for research or other academic exercises.
- Inventing previous experience/accomplishments on an application for a degree program, internship, etc.

Misrepresentation

Generally, misrepresentation involves the misuse of identities and/or the inappropriate attribution of credit for work, experiences, and achievements. The acts misrepresentation encompasses include:

- Falsely assuming the identity of another, or allowing another to assume one's own identity, through any means, for the purposes of deception in an academic exercise (completing an assignment, taking a test, etc.).
- Falsely or inappropriately assuming ownership, authorship, and/or credit for work, experiences, and/or accomplishments that actually belong to another.
- Submitting any work in fulfillment of academic requirements as one's own, when in actuality said work was prepared totally or in part by another.
- Submitting substantially the same work previously used for credit in another course without explicit permission to do so.

Academic Interference

Academic integrity is more than simply being honorable in performing one's own work - it also means respecting the work of others. Academic interference encompasses any activity undertaken with the express purpose of

- hindering or obstructing another student's academic work, or
- obtaining an unfair academic advantage over another student's academic work.

Unauthorized Access to Academic Materials, Records, or Systems

Students are required to respect the properties of ACE4EMS, ACE4EMS Education Program records, and academic materials, as well as those of its faculty and staff. The following acts constitute unauthorized access:

- Obtaining an unauthorized copy of all or part of an examination, through whatever means (theft, bribery, deception, hacking, etc.)
- Unauthorized dissemination of all or part of an examination, through whatever means (selling, freely distributing, etc.)
- Gaining entry and/or access to a building, office, or electronic system for the purpose of obtaining an unauthorized copy of an examination or changing academic records.
- Making unauthorized changes and/or alterations to a grade book, exam, transcript, or other official academic records of ACE4EMS EMS Education Program which- relate to academic performance and/or grades.

CODE OF ETHICS

Ethical behavior is a cornerstone of professionalism. The National Association of Emergency Medical Technicians has developed a Code of Ethics that gives guidelines by which to foster professional behaviors in the provision of emergency medical services. Students are expected to practice these behaviors and

standards in all academic and clinical activities. The EMT Code of Ethics and EMT Oath can be found Appendix A.

A student may be dismissed for a violation of the Code of Ethics, or any behavior which is dangerous to the patient, fellow students, staff or the integrity of the profession.

A student may be dismissed for violations of the Louisiana Bureau of EMS (BEMS) policies and procedures.

ATTENDANCE POLICIES

Class Attendance

Students are expected to regularly attend classes and be punctual. Absenteeism includes tardiness and early departure from class. Students must adhere to the attendance policies set by each instructor. Failure to attend classes jeopardizes scholastic standing, can disrupt the ability to receive financial aid, and/or may result in being dropped from class for excessive absences.

Faculty members set class policies regarding makeup exams, excused/unexcused absences, and how these factors affect grades; these policies are located on the instructor's course syllabus. Students are responsible for consulting with instructors regarding their absences and for completing any missed class work. Excused absences can only be granted by an instructor. Examples of excused absences include, but are not limited to, student illness, religious holidays, ACE4EMS-sponsored activities, jury duty, or military obligations. Unavoidable circumstances should be discussed directly with the instructor. Students with frequent absences should meet with their instructor to discuss options regarding classwork and grades, or they should consider voluntarily withdrawing from the course.

In addition to the above, the Bureau of EMS requires that all state approved participants must be present for 90% of the didactic portion of the program. This is inclusive of excused absences as well as unexcused absences. Therefore, all absences will be documented by the course coordinator or instructor.

Clinical/Field Internship Attendance

1. The student is required by BEMS to attend 100% of the scheduled clinical experiences.
2. Clinical absence may compromise a student's ability to meet clinical objectives and lead to an unsatisfactory clinical evaluation. Missed clinical time may be scheduled at the discretion of the instructor.
3. In the event of an unavoidable clinical absence or delay, the student must:
 - a. Call the clinical instructor before clinical arrival time.
 - b. Provide appropriate documentation of the unavoidable situation.
 - c. If the student has health problems, or is taking medications for health problems during clinical, he I she must inform the clinical instructor with appropriate documentation
4. Unavoidable clinical absences include situations which require a physician's note, funeral notice, court summons or similar documentation.

TESTING AND GRADING POLICIES

Didactic Evaluation

1. Students must pass all courses with a grade of "C" or better.
2. Methods of evaluation for grade calculation will be explained in each course syllabus.
3. Quizzes may be given at any time during the course without prior notice.
4. All courses will have a comprehensive final examination.
5. Make-up exams will ONLY be given in the event of an excused absence. The excuse must be documented with a physician's note, funeral notice, or court summons. The make-up exam may be in different format than the original, such as essay, short answer, or a combination.
6. The following grading scale will be utilized for all EMT courses:
 - a. Didactic Evaluation Grading Scale:
94 – 100 -----A
85 – 93 -----B
80 – 84 -----C
70 – 79 -----D
Below 69-----F
 - b. Clinical / Field Practical Skills Grading Scale:
Pass/Fail

Lab Evaluation

Skills sheet from the National Registry's EMT Psychomotor Competency Portfolio Manual are used to evaluate students. Once the set number of skills for each skill have been completed, the skills sheets will be averaged to obtain a grade. This grade will be reflected under the quiz section of the student's grade.

Clinical/Field Evaluation

1. Each EMT course has a theoretical/didactic component, a clinical/field internship component, and an affective component. Students must receive a grade of "C" or better on the theoretical/didactic component and a satisfactory grade in the clinical/field internship and affective components to pass the course.
2. A failure in the theoretical/didactic, clinical/field internship, affective components will result in failure of the course.
3. Clinical evaluation tools will be used for the clinical component of each course.

Guidelines for Written Work

1. All written work is expected to be neat in appearance.
2. Plagiarism is a form of cheating that involves presenting as one's own the ideas or work of another. Students who plagiarize will be subject disciplinary action that may include suspension or expulsion.
3. A list of citations/references needs to be included in written works when necessary.

FACULTY/STUDENT COMMUNICATION

Communication to Students of Changes in Policy

1. Policies pertaining to students enrolled in EMS Education are found in the ACE4EMS Student Handbook.
2. All policies are published and updated as necessary and changes communicated to students by verbal announcement, written announcement on ACE4EMS website, and other accepted means. ACE4EMS policies are subject to change without prior notice.

Instructor Conferences

1. Faculty may initiate conferences with students at any time. Instances when a conference may be called include but are not limited to:
 - a. Failure of student to attain a C or better at midterm.
 - b. Specific occurrences associated with clinical/field internship when student progress is unsatisfactory or care is unsafe.
 - c. Anytime students' behavior violates the ACE4EMS Student Code of Conduct, the EMT Code of Ethics, or EMS Education policies and procedures.
2. The student may request a conference during regular office hours, or by appointment.

STUDENT CODE OF CONDUCT

ACE4EMS Education Programs are a community of individuals engaged in the task of learning and the advancement of knowledge. Acceptance of admission to the EMS Education Programs carries with it an obligation to the welfare of the community.

Freedom to learn can be preserved only through respect for the rights of others, for the free expression of ideas and for the law. All individuals enrolled in the EMS education program are expected to speak and act with scrupulous respect for the human dignity of others, both within the classroom and outside it, as well as at social and recreation activities.

ACE4EMS will not tolerate any form of harassment, intimidation, or bullying, including, but not limited to sexual, racial, religious, age, or other forms of discrimination. Nor will acts of hazing against individuals or groups solely because they express differed points of view.

ACE4EMS encourages the free exchange of ideas and opinions, but insists that the free expression of views must be made with respect for human dignity and freedom of others. By accepting admission to ACE4EMS Education Programs, a student accepts the responsibility to conform to all regulations that the Program has established. Any student who fails to meet this responsibility shall be subject to disciplinary sanction, including, but not limited to, suspension or expulsion.

Expectation of Students

Students are expected to:

1. Be respectful of the rights of others.

2. Comply with the verbal and written directions of the Program faculty
3. Respect and comply with all the laws and rights of good citizenship.
4. Respect the freedom to teach and the freedom to learn.
5. Personal telephone and mail service are not available to students. Students should never use ACE4EMS's address as a home or mailing address.
6. Students who have an emergency that involves critical illness or the death of a family member should call ACE4EMS's main phone line, (985) 513-3593.
7. All electronic devices should be turned off and placed under the desk, along with any books before and during classes.

Student's Rights

Students enrolled in ACE4EMS Education Program have the following rights;

1. The right to be heard in matters that affect their rights and responsibilities.
2. The right to expect a quality education.
3. The right to develop their potential to the best of their ability.
4. The right to examine and discuss issues of importance, legally support popular/unpopular causes in an orderly manner, and recommend improvements in policies, regulations, and procedures affecting the welfare of students. It is critical that students understand they do not have the right to disrupt Program operations or interfere with the rights of others.
5. The right to a fair hearing and appeal when disciplinary action is applied to them as an individual or a member of a group.
6. The right to confidentiality with regard to their student academic records, as subject to existing law. Official records kept at ACE4EMS do not indicate political affiliations, activities, or beliefs and are not available to unauthorized persons within or outside of East Baton Rouge Parish without the express written, legal consent of the student involved.
7. The right to due process when accused of any violation(s) of the regulations of the ACE4EMS Student Code of Conduct. For violations resulting in suspension/expulsion, students have the right to:
 - a) a notice, in writing, of any charges.
 - b) admit to the alleged violation, waive an appeal, and accept the Program's action(s).
 - c) admit to the alleged violation and request an appeal.
 - d) deny that the alleged violation occurred and request an appeal.
 - e) a fair hearing before an impartial committee.
 - f) appear in person, or not appear at an appeal with the assurance that failure to do so is not an admission of guilt.
 - g) select an advisor who will attend the appeal along with the student.

- h) call witnesses and present evidence.
- i) receive a list of witnesses who are to testify against the accused student.
- j) confront and cross-examine witnesses and/or accusers.
- k) request a copy of any records or tape recordings used during the course of an appeal if the offense involves possible suspension/expulsion.

Prohibited Conduct

It is the basic and fundamental responsibility of the ACE4EMS Education Program to maintain order using defined policies and procedures. The filing of an Application for Admission is regarded as an applicant's intention to abide by the standards and regulations set forth by ACE4EMS Education Program. A student forfeits the right to remain enrolled if he/she fails to abide by these rules. The activities listed below are some examples of behavior that is unacceptable and not in keeping with the educational aims, mission, and philosophy of ACE4EMS Education Program; thus, such behavior will subject a student to disciplinary action. This list is not meant to be comprehensive: additional rules or regulations can be enacted during the year.

Prohibited Behaviors

1. Plagiarism, cheating, academic dishonesty, or other forms of dishonesty in Program-related affairs.
2. Forgery, alteration, destruction, or misuse of Program documents, forms, records, or other Program property.
3. Firearms, explosives, fireworks, or weapons of any kind are strictly prohibited on or near the properties of ACE4EMS.
4. The manufacture, distribution, sale, possession, or use of alcoholic beverages, marijuana, controlled substances, or dangerous drugs, as well as being under the influence of narcotics or drugs (except as required for verifiable medical reasons permitted by law and use poses no danger to the students or employees of ACE4EMS) while on the properties of ACE4EMS.
5. Any form of verbal or physical abuse of any member or visitor to the properties of ACE4EMS, or conduct which threatens or endangers the health or safety of any such person.
6. Disorderly, lewd, indecent, or obscene conduct, expressions, or acts which interfere with or adversely affect the normal functioning of ACE4EMS, or which injures or endangers the welfare of any student, employee or visitor of ACE4EMS.
7. Any extreme, unusual, distracting, or disturbing appearance which disrupts the learning environment.
8. Unauthorized possession or use of keys to ACE4EMS facilities, including buildings, offices, desks, files, or equipment.
9. Behavior that constitutes vandalism, misuse, or destruction to the properties of ACE4EMS.
10. Assembling on the properties of ACE4EMS for the purpose of rioting or instigating disorderly, disruptive conduct that interferes with the educational processes of ACE4EMS Education Program.
11. Gambling while on campus.

12. Violation of ACE4EMS policies and regulations as stipulated in this and other official publications, or as promulgated and announced by authorized personnel.
13. Unauthorized entry into or damage to any ACE4EMS facility or property.
14. Unauthorized use of computer account(s), computer data files and/or computer facilities.
15. Submitting false, forged, or fraudulent documents, forms, reports, transcripts, records, certificates, tests, identification, legal, and/or written statements; making false statements to Program faculty; and/or misrepresenting eligibility, qualification status, achievement, and/or standing to or within the Program.
16. Falsification, alteration, fabrication, or misuse of Program forms, documents, records, identification cards, or documents that are submitted to the Program for official/unofficial purposes.
17. Defrauding, deceiving, coercing, or misleading an instructor into assigning other than an honest grade.
18. Participation in hazing, bullying, acts which are degrading or injurious, or acts in which another is held against his or her will. Hazing refers to an act that endangers the mental or physical health or safety of a student, or acts to be considered as any abusive rights for the purpose of initiation, admission into, affiliation with, or as a condition of membership to the Program. Bullying is defined as the use of force or coercion to abuse or intimidate others.
19. The unauthorized use of the properties or services of ACE4EMS.
20. Obstruction, disruption, or unauthorized interruption of teaching, research, administration, disciplinary procedures, or other Program activities.
21. The viewing or public display of pornography on ACE4EMS property.
22. Sexual harassment, defined as unwelcomed sexual encouragement, requests for sexual favors, and/or other verbal/physical conduct of sexual temperament when:
 - a. submission to such conduct is made, whether explicitly or implicitly, a term or condition of employment or academic evaluation;
 - b. submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic evaluations affecting an individual; and/or
 - c. such conduct has the purpose or effect of substantially interfering with one's work or academic performance, or of creating an intimidating, hostile, or offensive working/learning environment.
23. Stalking, which is defined as repeatedly contacting another person without a legitimate purpose when:
 - a. the contacting person knows or should know that the contact is unwanted by the other person.
 - b. it is reasonable for the other person in that situation to have been alarmed or coerced by the contact. (As used in this subsection, "contacting" includes, but is not limited to, coming into the visual or physical presence of the other person, following another person, and

sending written communication of any form to the other person, either by themselves or through a third party.)

24. Any verbal or physical conduct by an individual based on another individual's age, ability, national origin, race, marital status, religion, sex, or sexual orientation that interferes with or prevents the person from conducting his or her customary or usual affairs, puts the person in reasonable fear of his or her safety, or causes the person to suffer actual physical injury.
25. Conduct less than a physical attack or interference with a person, such as hazing or threatening action, which is intended to subject another person to offensive physical contact, physical injury, or property damage, such as making threatening phone calls, sending or posting (electronically or otherwise) threatening letters, or the vandalism or misappropriation of a person's property.
26. Sexual assault, which includes, but is not limited to:
 - a. Rape
 - b. Sexual misconduct
 - c. Unwanted sexual contact of any kind or threat of such contact. Sexual contact shall be considered unwelcomed or without consent if no clear consent is freely given; if such contact is inflicted through force, threat of force, or coercion; or if inflicted upon a person who is unconscious or otherwise lacks the physical or mental capacity to consent. If sexual contact is inflicted on someone who is intoxicated or impaired in the exercise of their judgment by alcohol or drugs, it will be considered without consent.
27. The use of tobacco products is prohibited on any of ACE4EMS properties except where designated use is permitted.
28. Public indecency, defined as exposing one's genitals while in a public place or a place visible from a public place on ACE4EMS properties.
29. Violation, or alleged violation, of any federal or state law, city or local ordinance, or ACE4EMS security when such violation interferes with or is detrimental to the mission of ACE4EMS or ACE4EMS Education Programs, or interferes with other students' legitimate educational activities and interests.
30. Any unlawful distribution of copyrighted material, including peer-to-peer file sharing.

FORMAL PROCEDURE FOR GRIEVANCES

All formal procedures shall be initiated in writing and presented to the Program Director within five class days of the event that cause the grievance. Each formal statement must contain the following:

1. Student complete name, address, phone number and email address;
2. A statement of the facts;
3. The specific policy or policies violated or a general statement that is in contention (where applicable); and
4. The names of all parties to be present as witnesses or representatives of the aggrieved party

All grievances thus formally initiated must bear the signature of the aggrieved party; no evidence shall be introduced other than evidence relevant to the facts and issues formally presented and contained in the written application for formal hearing.

Definitions:

1. "Accused" means any student accused of violating the Student Code of Conduct.
2. "Administrative Agreement" refers to a mutually, agreed upon resolution to a complaint or violation as a result of a meeting.
3. "Bullying" is defined as the use of force or coercion to abuse or intimidate others.
4. "Program" means ACE4EMS EMS Education Program
5. "ACE4EMS premises" means all land, buildings, facilities and other property in the possession of or owned, used or controlled by ACE4EMS.
6. "Complaint" is the informal, often unwritten, stage of an allegation of mistreatment.
7. "Complaining Party" means any person who submits a charge which alleges that a student violated the Student Code of Conduct.
8. "Designee" refers to the person identified by the Program Director to be responsible for the overall administration of student services in their absence.
9. "Program Director" or "Director" refers to that person identified by ACE4EMS administration for student services to be responsible for the overall administration of the Program's student conduct system (which includes the development of policies, procedures, and education and training programs)
10. "Expulsion" indicates permanent separation from the Program. A student who has been expelled is prohibited from participating in any Program activity or program.
11. "Faculty Member" means any person hired by ACE4EMS to conduct classroom or teaching activity or who is otherwise considered by the Program to be a member of the faculty.
12. "Grievance" a written complaint filed by a student with the Program Director specifically alleging an abridgment of his/her rights as a student.
13. "Hazing" refers to an act that endangers the mental or physical health or safety of a student, or acts to be considered as any abusive rights for the purpose of initiation, admission into, affiliation with, or as a condition of membership in a group/organization.
14. "Hearing Officer" means a Program staff member who is authorized to determine the appropriate resolution of an alleged violation of the Student Code of Conduct, and/or to impose sanctions or affect other remedies as appropriate.
15. "Peer Review Committee" are students and/or employees of ACE4EMS selected by the Program Director hearings when it has been determined that a violation of the Student Code of Conduct has occurred. Members of the Peer review committee shall act in a fair .and impartial manner.

16. "Policy" is defined as the written regulations of the Program as found in, but not limited to the Student Code of Conduct.
17. "Stalking" defined as repeatedly contacting another person without a legitimate purpose when
 - a. The contacting person knows or should know that the contact is unwanted by the other person.
 - b. It is reasonable for the other person in that situation to have been alarmed or coerced by the contact (As used in this subsection, "contacting" includes, but is not limited to, coming into the visual or physical presence of the other person, following another person, and sending written communication of any form to the other person, either by themselves or through a third party).
18. "Student" means any person admitted, registered enrolled or attending any part of the Program.
19. "Support Person" means any person who accompanies an Accused student, a Complainant, or a victim to a hearing for the purpose of providing support and guidance.
20. "Suspension" indicates separation from the Program for a designated period of time after which the student shall be eligible to apply for readmission.
21. "Threatening behavior" means any written or oral statement, communication, conduct or gesture directed toward any employee and/or student of ACE4EMS, which causes a reasonable apprehension of physical harm to self, others or property.

HEALTH POLICIES

Health, Physical Examination and Immunizations/Titers

1. Health history, physical examination, immunizations, and titers must be completed by personal physician or a healthcare provider. The drug screen must be completed at a licensed facility which uses a certified laboratory. All costs to obtain the aforementioned items will be incurred by student.
2. All completed health and medical records must be submitted to the EMS Department office by the student.
3. Proof of TB testing is required, as a part of the physical examination prior to start of class.

Proof of immunization status is required as a part of the physical examination before entry into clinical/field internship courses. Required Immunizations/titers include:

- a. Measles, Mumps & Rubella (MMR);
- b. Tetanus & Diphtheria (Td);
- c. Hepatitis B;
- d. Varicella;
- e. HIV status and results of a RPR are also required; and
- f. TB testing is required yearly.

Change of Health Status

ACE4EMS Education Program requires the student to submit a "Change of Health Status" form (see Appendix E) if severe illness, surgery, hospitalization or pregnancy occurs after entry into clinical courses.

Health Insurance

1. All students in EMS Education are responsible for health care costs sustained while enrolled in EMS education courses.
2. ACE4EMS requires that all students carry personal health insurance coverage. Students must present proof of health insurance coverage prior to entry into the clinical/field internship courses.

SUBSTANCE ABUSE AND DRUG TESTING POLICY

1. The faculty of ACE4EMS Education Programs aims for safe, quality patient care to be delivered by students. Students are expected to demonstrate critical thinking, interpersonal communication, caring patient care interventions, and professional behaviors when interacting with individuals, families, groups of clients and other Healthcare providers.
2. In accordance with ACE4EMS Education Program's responsibility to maintain order through reasonable policies and procedures, the manufacturing, distribution, sales, possession, or use of substances that may impair the student's ability to perform safely and effectively on the campus, clinical laboratory, clinical/field internship settings, and or any institutionally approved events off campus is strictly prohibited.
3. A urine drug test is required as part of the admissions process. Any student that tests positive for any illegal substances will not be allowed to enroll in the program.
4. ACE4EMS Education Program follows the laws and regulations of the State of Louisiana, including those of the Louisiana State Bureau of EMS and the Emergency Medical Services Certification Commission, related to chemically dependent students including the self-reported use of psychoactive substances.
5. Any suspicious behaviors of Program students that lead the faculty to believe that he/she is under the influence of drugs or alcohol will be directed to undergo a drug and/or alcohol testing. Failure to comply promptly with this request may result in automatic dismissal from the EMS Education Program. The EMS Education Program's student will be responsible for all laboratory and transportation costs. Students who test positive for drugs and/or alcohol may be subject to suspension or dismissal from ACE4EMS Education program.

STUDENT RESOURCES

In compliance with the cooperative agreement with ACE4EMS and the Louisiana Rural Ambulance Alliance, the following resources are available to ACE4EMS Education Program students.

Computer Use

1. ACE4EMS offers several open Computer Labs that are available to assist students by providing computer access and technical support during class hours. This includes assistance with homework, research, class projects, and other instructional assignments and the computer labs provide printing access for students. Computers are to be utilized only for ACE4EMS educational purposes.
2. There are currently 12 computers available for student use at varying times and locations.

SAFETY

It is the expectation of the Louisiana Rural Ambulance Alliance that ACE4EMS provide for safe working/learning conditions for its employees and students.

Student Injury or Exposure Occurring at a Clinical/Field Site

The following procedures should be followed in the event of an exposure at a clinical/field site

1. The student, following the clinical agency's policies and procedures, is to report to the agency's emergency room for treatment, initial testing, and care immediately after the incident. The results will be disseminated to the student according to the clinical agency's policy.
2. The cost of any emergency medical care or treatment shall be the responsibility of the student receiving the care or treatment.
3. Although it is highly recommended to seek immediate treatment, the student does have the right to refuse treatment.
4. An ACE4EMS incident report is to be completed by the student and given to the course faculty. Incident documentation should include:
 - a. names of all persons affected;
 - b. names of witnesses;
 - c. where and when the incident occurred;
 - d. the events surrounding the incident;
 - e. whether an injury occurred as a direct result of the incident; and
 - f. immediate and long-term corrective response.
5. A confidential copy of the incident report will be sent to the Program Director who may require additional information and/or forms.
6. The cost of any medical follow-up care or treatment of the responsibility of the student.
7. In the event that a student administers care to a patient who later in their hospitalization, tests positive for communicable disease, it will be the student's responsibility to undergo testing and follow-up as may be recommended by the clinical agency. The cost of medical care or treatment shall be the responsibility of the individual receiving the care or treatment.

Student Injury or Exposure Occurring in the Lab

1. The student should seek appropriate immediate/emergent assistance. The course faculty should be notified as soon as possible.

2. The cost of any emergency medical care or treatment shall be the responsibility of the student receiving the care or treatment.
3. Although it is highly recommended to seek immediate treatment, the student does have the right to refuse treatment.
4. One ACE4EMS incident report is to be completed by student and given to the faculty. Incident documentation should include:
 - a. names of all persons affected;
 - b. names of witnesses;
 - c. where and when the incident occurred;
 - d. the events surrounding the incident;
 - e. whether an injury occurred as a direct result of the incident; and
 - f. immediate and long-term corrective response.
5. A confidential copy of the incident report will be sent to the Program Director who may require additional information and/or forms.
6. The cost of any medical follow-up care or treatment of the responsibility of the student.

Students party-to or observing, patient exposure to infectious materials or injury, must report immediately to faculty. Students observing other students or healthcare providers behaving unprofessionally or engaging in unsafe activities, must report immediately to faculty.

CLINICAL/FIELD INTERNSHIP POLICIES

Clinical Practicum/Field Practicum Guidelines

1. Clinical/field internship experience, under the supervision of the EMS Education faculty, is provided through formal agreements between the Program and local area healthcare agencies. The formal agreements are binding to the students and faculty. ACE4EMS faculty will advise students of each local area healthcare agency's policies. In some circumstances, students may have to individually enter into agreements with these local area healthcare agencies and/or attend an informational seminar/orientation provided by the local area healthcare agencies. These policies/agreements may require students to provide more information than what is necessary for admission to ACE4EMS.
2. Failure to adhere to clinical agency rules/regulations may forfeit the student's privileges in the agency and affect the student's clinical evaluation.
3. All clinical practicum and field practicum experiences must be scheduled through the Clinical Coordinator.
4. All students must be acting in the role as a student during all clinical practicum and field practicum experiences. Time spent as a scheduled paid or volunteer EMS responder or employed in a hospital or clinic cannot be counted as clinical practicum or field practicum time. All students are required to wear the approved uniform during their clinical practicum and field practicum.
5. Transportation to and from any clinical assignment is the responsibility of the student.

Clinical Practicum/Field Practicum Dishonesty

Students will follow the policy and procedures of each clinical agency. Disciplinary action for clinical dishonesty includes the reduction of a grade in the course and possible dismissal from the EMS Education Program.

Unsatisfactory Clinical/Field Internship Practice

Unsatisfactory clinical practice is defined as any act, practice or omission which may directly, indirectly or potentially cause physiological and/or emotional harm to a client or others in the clinical setting. Unsatisfactory clinical practice also includes unprofessional behavior and non-adherence to policy and procedure, including EMS Education Program Skill Competency Standards. Depending on the severity of the actual or potential harm, a onetime occurrence may be sufficient to deem a student unsatisfactory.

Documentation will occur on the Unsatisfactory Clinical Practice form located in Appendix C. Documentation of three Unsatisfactory Clinical Practices during a course, or the student commits a severe one-time occurrence, is grounds for immediate removal of the student from the clinical component of the course, will result in a grade of "F".

Readmission is not guaranteed.

Examples of Unsatisfactory Practice Include, but Are Not Limited to:

1. Inability to meet or maintain appropriate behaviors:
 - a. Failure to incorporate caring behaviors in patient care, i.e. meeting basic needs in a timely manner, demonstrating compassion.
 - b. Inappropriate behavior such as abusive language, threats, assault & battery, theft, disruptive talking, chemical impairment and insubordination.
 - c. Demonstration of unstable mental, physical or emotional behavior(s) that may affect the safety of the student or others.
2. Failure to maintain the required level of competency:
 - a. Not following the six rights of medication Administration.
 - b. Inadequate preparation for clinical assignment.
 - c. Demonstrating incompetence on the clinical unit.
 - d. Failure to maintain patient confidentiality.
 - e. Attempting activities without proper orientation, theoretical preparation, or proper assistance or supervision.
 - f. Failure to notify appropriate health care team members of changes in clients' status.
3. Failure to meet course requirements and objectives, school policies and values:
4. Visiting the patients for whom the student has provided care during non- clinical hours.
5. Falsifying patient data and records.
6. Loitering in the medical center/clinical service areas.
7. Not following the dress code.
8. Unexcused absence.
9. Three (3) occasions of tardiness.
10. Inability to meet or maintain Core Competency Standards.

Procedural Guidelines for Unsatisfactory Clinical/Field Internship Practice

When an unsatisfactory behavior in the clinical/field internship setting is identified, the faculty and student will adhere to the following procedures:

1. Any student who is unprepared to render safe care to assigned clients, as determined by the instructor, will be required to leave the clinical/field internship area. The dismissal will constitute an unexcused absence. The instructor will inform the student and course coordinator of the reason for the dismissal.
2. The student will be counseled by the clinical/field internship instructor regarding the unsatisfactory clinical behavior. The instructor will document the behavior on the appropriate area of the clinical/field internship evaluation tool. The student will be notified in writing of the decision concerning the clinical behavior warranting an Unsatisfactory Clinical/Field Internship Practice Form within 3 working days. The instructor will discuss the requirements that must be met to return to clinical/field internship.
3. When 3 unsatisfactory clinical/field internship practices have been documented, or the student commits a severe one-time occurrence, the student will be counseled by the clinical/field internship instructor, course coordinator, and Program Director. At this time, the student will be informed in writing that his/her course grade is "F" and that further clinical/field internship practice in the course is suspended. The student may continue class attendance, pending results of the appeal process, if utilized or applicable.

Clinical/Field Internship Safety

If accidental exposure to blood or body fluid or other potentially infectious material occurs while participating in a scheduled clinical experience the instructor must be notified immediately and subsequently notify the ACE4EMS Program Director.

The following procedure will be implemented:

1. The student, following the clinical/field internship agency's policies and procedures, is to report to the agency's emergency room for treatment, initial testing, and care immediately after the incident. The results will be disseminated to the student according to the clinical/field internship agency's policy.
2. The cost of any emergency medical care or treatment shall be the responsibility of the student receiving the care or treatment.
3. Although it is highly recommended to seek immediate treatment, the student does have the right to refuse treatment.
4. Incident reports are to be filled out to meet both the agency's and the ACE4EMS's requirements.
5. An incidence report is provided to the ACE4EMS Program Director.
6. The EMS Education faculty will send a copy of the report to the ACE4EMS ACE4EMS Program Director while maintaining confidentiality of the report. The ACE4EMS ACE4EMS Program Director may also require additional information and/or forms.
7. The ACE4EMS ACE4EMS Program Director will contact the student as soon as possible following receipt of the incident report.
8. The cost of any medical follow-up care or treatment shall be the responsibility of the student.

9. In the event that a student administers care to a client who later in their hospitalization, tests positive for communicable disease, it will be the student's responsibility to undergo testing and follow-up as may be recommended by the clinical agency.

NOTE: The cost of medical care or treatment shall be the responsibility of the individual receiving the care or treatment.

Professional Liability Insurance

Proof of professional liability insurance is mandatory for all new and continuing students enrolled in clinical/field internship courses. Liability insurance is a form of malpractice insurance. Failure to provide proof of insurance before entering into the clinical/field internship will result in a student not being able to progress in the curriculum.

Health Insurance Portability and Accountability Act of 1996

Students will abide by the Health Insurance Portability and Accountability Act of 1996 Public Law 104-191 (HIPPA) which protects the privacy and identification of clients in a health care organization. Students must hold in confidence all information concerning patients, including conversations and records, whether discussed in a field/internship setting or the classroom.

Confidentiality of Student Records

ACE4EMS makes every effort to maintain student confidentiality. ACE4EMS will abide by all applicable federal and state laws and regulations regarding the privacy of students' educational records.

Upon request, students have the right to inspect and review their educational records. In addition, students may designate third parties that may have access to or disclosure of their educational records. ACE4EMS may charge a fee for a copy of a student's educational records.

Students have the right to challenge the contents of their records and to amend any records that the student believes to be inaccurate or misleading.

Harassment Policy (Or Discriminatory Behavior):

ACE4EMS is committed to providing a learning environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, or any other legally protected characteristics will not be tolerated and may result in disciplinary action or dismissal.

If you experience or witness sexual or other unlawful harassment or behavior, report it immediately to the instructor or any other member of the staff. You can raise concerns and make reports without fear of reprisal or retaliation.

DRESS CODE

1. Students are required to conform to the uniform regulations specified by EMS Education Program Director of ACE4EMS.
2. There are two uniform regulations for EMS Education at ACE4EMS.
3. Full uniform in a clinical/field internship setting includes:

- a. ACE4EMS Polo
 - b. Pant (BDU Style)
 - c. Closed toed shoes with rubber soles
 - d. ACE4EMS name tag
4. Classroom uniform includes: ACE4EMS Education polo shirt (tucked in).
5. Personal hygiene is expected to be maintained by each student. This includes:
- a. clean uniform, clean shoes and shoelaces
 - b. males must have neatly groomed hair (hair not extending below the shoulder level)
 - c. females with long hair (below shoulder) must be pulled back and up and held by a neutral color ponytail holder
 - d. males must be cleanly shaven; females should have minimal facial cosmetics
 - e. short, clean, and unpolished natural nails (not to extend beyond the fingertips); no artificial nails allowed at any time
 - f. no use of perfumes, colognes, after-shave lotions and other body scents; use of fragrance-free deodorants and oral hygiene is required.
 - g. jewelry for women limited to a watch with second hand, wedding and/or engagement ring, one pair of small stud type earrings
 - h. jewelry for men limited to a watch with second hand and wedding band no other jewelry is allowed to be worn in the clinical setting
 - j. no visible body piercings allowed (including tongue piercing)
7. Eating is prohibited in the skills lab and client/field internship care areas of the clinical settings.
8. Chewing gum is not allowed when in clinical/field internship setting.
9. The following equipment must be carried by students in all clinical settings:
- a. Student identification
 - b. Stethoscope
 - c. Bandage scissors
 - d. Goggles
 - e. Pen with black/black ink
 - f. Penlight
 - g. Drug cards (AEMT)
 - h. Watch with second hand
 - i. Certification cards (AEMT)
 - j. Safety vest (ambulance)
 - k. Clinical forms

ELECTRONIC POLICY

Introduction

In our efforts to provide an environment that fosters and supports learning and the exchange of ideas, the ACE4EMS finds that the proliferation of personal electronics in our instructional arenas makes it necessary to address the acceptable use of these devices during class sessions and examinations. Using an electronic device for activities unrelated to the learning experience coordinated by the course coordinator distracts the student using the device, his/her neighbors, and

the instructor. Additionally, this usage is viewed as disrespectful of all others (students and instructor) engaged in the teaching/learning process. The quality of the learning experience suffers when these discourteous distractions occur.

Scope

The ACE4EMS views the use of personal electronics as affecting everyone involved with a learning experience. Therefore, the use of these devices is dictated by the ACE4EMS acceptable technology use policies and is and is not solely an individual's choice. These policies apply to but are not limited to: cell phones, blackberries, pagers, tablet PCs, mobile presenters, wireless tablets, beepers, MP3 players, texting calculators, camera phones, digital cameras or laptops.

Policies

1. All extraneous devices, including cell phones, blackberries, pagers, tablet PCs, mobile presenters, wireless tablets, digital recorders, beepers, MP3 players, texting calculators, camera phones, digital cameras or laptops, are not to be used during class unless the instructor authorizes their usage for a class-related purpose.
 - a. In particular, cell phones are to be turned off and are not to be used during a class. At which time cell phones/camera phones are to be stored in a case, book bag, knapsack, or purse, and may not be placed on the table, desktop or individual's lap.
 - b. If the instructor gives permission for the use of a personal computer and or digital recorder for note-taking that is the sole purpose to which these devices should be put.
2. The use of any electronic devices during examinations, other than those sanctioned by the instructor in charge of the testing, is strictly prohibited.
3. Cell phones/camera phones are to be turned off and not used during any testing or examination period. During the testing session cell phones/camera phones are to be stored in a case, book bag, knapsack, or purse, and may not be placed on the table, desktop, or individual's lap.
4. Students may access the internet during class sessions for only instructor authorized, class-related purposes.
5. Students with disabilities or exceptional needs, who require electronic devices for their day-to-day functioning in the academic setting, are to coordinate the use of electronics during class sessions with their course instructor.
6. Students with documented disabilities or exceptional needs, who require electronic devices to complete tests, mid-term examinations and final examinations, are to inform the class instructor in writing at the beginning of the course. In the event an instructor is not present and an examination is monitored by an authorized proctor, the student requiring assistive technologies is to inform the proctor about any technology needs prior to the beginning of the testing.

Procedures and Reactions:

Students enrolled in an ACE4EMS courses are expected to comply with the acceptable use policies for personal electronic devices. Individuals using these technologies without instructor approval and appropriate authorization are subject to disciplinary actions.

Use of Electronic Devices in the Classroom:

1. Students using any electronic device in class for an activity not related to the learning experience, or without instructor authorizations will receive a verbal warning for the first offense. This warning will be documented in writing in the student's academic file.
2. If a second offense occurs, the student will be expelled from the class session and will receive no credit for any activities or assignments scheduled for that day. He/she will receive a written warning. A copy of the second warning will be placed in the student's academic file.
3. A third offense results in the removal of the student from the course.

Unauthorized use of the internet in the classroom:

1. The use of the internet during an ACE4EMS class for personal communication, private exploration, or any other purpose outside of the instructional activities prescribed by the instructor for that instructional session will result in a verbal warning and/or loss of credit for that specific class period.

Use of Electronic Devices during a Test or Examination:

1. Anyone using any electronic device other than those authorized and approved by the course instructor during an examination or test will be considered to have committed an act of academic dishonesty. The student will be expelled from the testing session and receive a grade of 0. Retesting will not be permitted. The student may also face institutional penalties for academic dishonesty, as outlined in the Student Handbook.

Emergency Contact:

ACE4EMS realizes that there are times when students face personal emergencies and may need venues to receive pertinent information while they are attending class. In the event an individual faces an urgent situation he/she should follow these steps:

1. Inform those who may be trying to contact you as to your daily class schedule. Coordinate times outside of your scheduled classes during which you will place and receive telephone calls.
2. Students, enrolled in classes meeting between 8:00 am and 5:00 pm Monday through Friday, who anticipate that an emergency might arise may provide the ACE4EMS telephone number **(985-513-3593)** as the contact point. An ACE4EMS staff member can receive the call and unobtrusively inform the instructor of the need for you to leave a class so you may respond to your personal situation without disturbing the learning of others.

Appendix A

Code of Ethics -- EMERGENCY MEDICAL TECHNICIAN

Professional status as an Emergency Medical Technician and Emergency Medical Technician-Paramedic is maintained and enriched by the willingness of the individual practitioner to accept and fulfill obligations to society, other medical professionals, and the profession of Emergency Medical Technician. As an Emergency Medical Technician-Paramedic, I solemnly pledge myself to the following code of professional ethics:

A fundamental responsibility of the Emergency Medical Technician is to conserve life, to alleviate suffering, to promote health, to do no harm, and to encourage the quality and equal availability of emergency medical care.

The Emergency Medical Technician provides services based on human need, with respect for human dignity, unrestricted by consideration of nationality, race creed, color, or status.

The Emergency Medical Technician does not use professional knowledge and skills in any enterprise detrimental to the public well-being.

The Emergency Medical Technician respects and holds in confidence all information of a confidential nature obtained in the course of professional work unless required by law to divulge such information.

The Emergency Medical Technician, as a citizen, understands and upholds the law and performs the duties of citizenship; as a professional, the Emergency Medical Technician has the never-ending responsibility to work with concerned citizens and other health care professionals in promoting a high standard of emergency medical care to all people.

The Emergency Medical Technician shall maintain professional competence and demonstrate concern for the competence of other members of the Emergency Medical Services health care team.

An Emergency Medical Technician assumes responsibility in defining and upholding standards of professional practice and education.

The Emergency Medical Technician assumes responsibility for individual professional actions and judgment, both in dependent and independent emergency functions, and knows and upholds the laws which affect the practice of the Emergency Medical Technician.

An Emergency Medical Technician has the responsibility to be aware of and participate in matters of legislation affecting the Emergency Medical Service System.

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

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

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

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

EMT Oath

Be it pledged as an Emergency Medical Technician, I will honor the physical and judicial laws of God and man. I will follow that regimen which, according to my ability and judgment, I consider for the benefit of patients and abstain from whatever is deleterious and mischievous, nor shall I suggest any such counsel. Into whatever homes I enter, I will go into them for the benefit of only the sick and injured, never revealing what I see or hear in the lives of men unless required by law.

I shall also share my medical knowledge with those who may benefit from what I have learned. I will serve unselfishly and continuously in order to help make a better world for all mankind.

While I continue to keep this oath unviolated, may it be granted to me to enjoy life, and the practice of the art, respected by all men, in all times. Should I trespass or violate this oath, may the reverse be my lot.

So help me God.

Appendix B

Functional Job Analysis

Job Description: Emergency Medical Technician –

Basic Career Requirements: Responds to emergency calls to provide efficient and immediate care to the critically ill and injured, and transports the patient to a medical facility. After receiving the call from the dispatcher, drives the ambulance to address or location given, using the most expeditious route, depending on traffic and weather conditions. Observes traffic ordinances and regulations concerning emergency vehicle operation. Upon arrival at the scene of crash or illness, parks the ambulance in a safe location to avoid additional injury. Prior to initiating patient care, the EMT-Basic will also "size-up" the scene to determine that the scene is safe, the mechanism of injury or nature of illness, total number of patients and to request additional help if necessary. In the absence of law enforcement, creates a safe traffic environment, such as the placement of road flares, removal of debris, and re-direction of traffic for the protection of the injured and those assisting in the care of injured patients. Determines the nature and extent of illness or injury and establishes priority for required emergency care. Based on assessment findings, renders emergency medical care to adult, infant and child, medical and trauma patients. Duties include but are not limited to, opening and maintaining an airway, ventilating patients, and cardiopulmonary resuscitation, including use of automated external defibrillators. Provide prehospital emergency medical care of simple and multiple system trauma such as controlling hemorrhage, treatment of shock (hypo-perfusion), bandaging wounds, and immobilization of painful, swollen, deformed extremities. Medical patients include: Assisting in childbirth, management of respiratory, cardiac, diabetic, allergic, behavioral, and environmental emergencies, and suspected poisonings. Searches for medical identification emblem as a clue in providing emergency care. Additional care is provided based upon assessment of the patient and obtaining historical information. These interventions include assisting patients with prescribed medications, including sublingual nitroglycerin, epinephrine auto-injectors and hand-held aerosol inhalers. The EMT-Basic will also be responsible for administration of oxygen, oral glucose and activated charcoal.

Reassures patients and bystanders by working in a confident, efficient manner. Avoids mishandling and undue haste while working expeditiously to accomplish the task. Where a patient must be extricated from entrapment, assesses the extent of injury and gives all possible emergency care and protection to the entrapped patient and uses the prescribed techniques and appliances for safely removing the patient. If needed, radios the dispatcher for additional help or special rescue and/or utility services. Provides simple rescue service if the ambulance has not been accompanied by a specialized unit. After extrication, provides additional care in triaging the injured in accordance with standard emergency procedures. Complies with regulations on the handling of the deceased, notifies authorities, and arranges for protection of property and evidence at scene. Lifts stretcher, placing in ambulance and seeing that the patient and stretcher are secured, continues emergency medical care. From the knowledge of the condition of the patient and the extent of injuries and the relative locations and staffing of emergency hospital facilities, determines the most appropriate facility to which the patient will be transported, unless otherwise directed by medical direction. Reports directly to the emergency department or communications center the nature and extent of injuries, the number being transported, and the destination to assure prompt medical care on arrival. Identifies assessment findings which may require communications with medical direction for advice and for notification that special professional services and assistance be immediately available upon arrival at the

medical facility. Constantly assesses patient en-route to emergency facility, administers additional care as indicated or directed by medical direction. Assists in lifting and carrying the patient out of the ambulance and into the receiving facility. Reports verbally and in writing their observation and emergency medical care of the patient at the emergency scene and in transit to the receiving facility staff for purposes of records and diagnostics. Upon request, provides assistance to the receiving facility staff. After each call, restocks and replaces used linens, blankets and other supplies, cleans all equipment following appropriate disinfecting procedures, makes careful check of all equipment so that the ambulance is ready for the next run. Maintains ambulance in efficient operating condition. Ensures that the ambulance is clean and washed and kept in a neat orderly condition. In accordance with local, state or federal regulations, decontaminates the interior of the vehicle after transport of patient with contagious infection or hazardous materials exposure. Determines that vehicle is in proper mechanical condition by checking items required by service management. Maintains familiarity with specialized equipment used by the service. Attends continuing education and refresher training programs as required by employers, medical direction, licensing or certifying agencies. Meets qualifications within the functional job analysis.

Appendix C

REFUND POLICY ON 100% OF TUITION PAID

If you need to request a refund or transfer to a different course once you have enrolled, your written request must be made in writing and received in our Main Office **a minimum of 10 days** before the start of the course.

If you are requesting a refund or a transfer to another course before the start of your course, please email your request to administrator@ace4ems.org or fax it to us at (985)369-4461.

Upon official withdrawal or resignation from the ACE4EMS course, refunds will be made as follows:

- Refunds are calculated on the tuition amount only
- If a student withdraws or resigns before the first day of class, a 100% refund of tuition will be made

TUITION REFUND SCHEDULE

All course excluding refresher courses

Up to the day prior to the 1 st day of the course	100%
First through fourteen (14) calendar days after course begins	50%
After fourteen (14) calendar days after the course begins	None

Should we ever have to cancel a course, we will issue you a full refund for the course fees you paid.

If you have any questions about our Refund & Transfer Policy feel free to contact us by e-mail at administrator@ace4ems.org or call our Main Office at (888)871-7090.

POST-REGISTRATION AUDIT

After the last day to register or add in each course, the Business Office will perform an audit of all tuition and fees assessed and collected and financial aid awarded. If it is discovered that a student has overpaid, a refund will be issued to the student. If it is discovered that a student has underpaid, the student or responsible party will be billed. All balances are due immediately.

If a student has reason to believe that ACE4EMS owes him/her a refund, the student should inform the Main Office. In the event a refund is warranted, ACE4EMS will issue that refund through the proper channels and in accordance with ACE4EMS policy.