



# **EMERGENCY MEDICAL SERVICES EDUCATION**

## **Emergency Medical Technician 2012 Student Handbook**

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**EMERGENCY MEDICAL SERVICES EDUCATION**  
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## **CREIGHTON UNIVERSITY MISSION**

Creighton is a Catholic and Jesuit comprehensive university committed to excellence in its selected undergraduate, graduate and professional programs.

As Catholic, Creighton is dedicated to the pursuit of truth in all its forms and is guided by the living tradition of the Catholic Church.

As Jesuit, Creighton participates in the tradition of the Society of Jesus which provides an integrating vision of the world that arises out of a knowledge and love of Jesus Christ.

As comprehensive, Creighton's education embraces several colleges and professional schools and is directed to the intellectual, social, spiritual, physical and recreational aspects of students' lives and to the promotion of justice.

Creighton exists for students and learning. Members of the Creighton community are challenged to reflect on transcendent values, including their relationship with God, in an atmosphere of freedom of inquiry, belief and religious worship. Service to others, the importance of family life, the inalienable worth of each individual and appreciation of ethnic and cultural diversity are core values of Creighton.

Creighton faculty members conduct research to enhance teaching, to contribute to the betterment of society, and to discover knowledge. Faculty and staff stimulate critical and creative thinking and provide ethical perspectives for dealing with an increasingly complex world.

## **CREIGHTON UNIVERSITY EMS EDUCATION MISSION**

The mission of the Creighton University Emergency Medical Services Education program is to provide high quality EMS education which will empower individuals to become compassionate, respectful, skilled and knowledgeable care providers who value education as a lifelong process.

## **PHILOSOPHY**

Creighton University EMS Education is dedicated to providing comprehensive high quality education. The Program supports every student's growth and development toward the goal of becoming a competent entry-level provider. The Program has the highest regard for critical thinking and a broad knowledge base, as well as proficiency in performing psychomotor skills quickly, precisely and accurately. Along with a sound depth of knowledge and proficiency in performing skills, each student is challenged to develop into a caring professional with excellent communication skills and a respect for all patients and colleagues.

Becoming a competent and caring clinical care provider is an internalized process that is gradual but measurable, and is affected by individual motivation and attitudes. The Program is designed to lead each student through a planned sequence that guides the student toward success through constant constructive feedback. Every Instructor strives to provide an excellent role-model that reinforces self-motivation and reflections.

Emergency Medical Services is a dynamic field and the role of the EMS Provider is both unique and challenging. Becoming a competent EMS provider requires a full-time commitment on the part of every student and a dedication to life-long learning. It is the goal of the EMS Program to have every student become an asset to their communities and competent emergency medical professionals who care for all patients with compassion and respect, as well as with proficiency and knowledge.

## **HISTORICAL OVERVIEW**

Creighton University was formed in 1878 and has been educating emergency medical services providers since 1976. Creighton University offers a full range of educational options for EMS professionals, including a Bachelor of Science in Emergency Medical Services (BSEMS). Creighton's EMS Education program is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions.

## **NONDISCRIMINATION STATEMENT**

Creighton University admits qualified students and hires qualified employees without regard to race, color, age, national or ethnic origin, non-job-related disability, sex, marital status, or religion. All programs and activities are administered without unlawful discrimination.

# ENTRANCE REQUIREMENTS

The following lists the Creighton University EMS EMT Course entrance requirements:

1. A copy of a government issue form of identity will be required
2. Copy of high school diploma, college diploma, GED certificate, and official transcripts
3. Copy of current CPR for Healthcare Providers recognition or equivalent
4. Documentation of current immunization status as described in "Health Policy"
5. Tuition payment or completion of tuition payment contract
6. Essay-"Why I want to take this course"

## COURSE DESCRIPTION

The course will be organized to provide the student with knowledge of the acute, critical changes in physiology, psychological, and clinical symptoms as they pertain to the prehospital emergency care of the neonate, infant, child, adolescent, adult, and geriatric patient. Students shall have an opportunity to acquire clinical experience and practice skills related to the emergency medical care of these patients. In addition, students will understand the ethical and legal responsibilities that they assume as students and which they are being prepared to assume as graduates.

The course is designed to provide the knowledge and skills that will result in the professional growth of the provider. Two (2) components of the EMT Course will include: didactic instruction, and supervised field and clinical internship in a clinical setting and a basic life support unit approved by the program. Each component is defined as follows:

- Didactic – lectures, discussions, demonstrations, and laboratory skills practice in the classroom presented by experienced and competent medical professionals.
- Clinical Practicum – learning experiences which provide an opportunity for inquiry, experimentation, and collaboration as well as practice of a variety of behaviors, skills, and extension of attitudes and feelings. Supervised clinicals will be performed in the Emergency Department.
- Field Internship – a period of supervised experience on an emergency response unit that must be approved by the Creighton University EMS Education Program and be licensed/recognized to provide basic life support by the appropriate jurisdictional authority. Students must be under the direct supervision of an approved preceptor at all times.

The course design is based on the United States Department of Transportation, National Highway Traffic Safety Administration (US DOT NHTSA), "National Emergency Medical Services Education Standards". Successful completion of this course meets eligibility requirements for testing and certification procedures as established by the Nebraska Department of Health and Human Services. Additionally, successful completion meets eligibility requirements for testing and registration procedures established by the National Registry of EMT's.

## FUNCTIONAL JOB ANALYSIS – PHYSICAL DEMANDS

Functioning as an EMT in the field requires physical stamina and the ability to walk on rough terrain and unstable or icy surfaces and involves the ability to climb steps and ladders while carrying at least 125 pounds of dead weight. EMT's must make use of all their senses (sight, touch, hearing, smell and taste) and have use of their extremities with good dexterity and strength while in inclement weather and in highly stressful circumstances. Students who are incapable of meeting these primary work requirements may not be able to function in the field of EMS as care providers.

## REQUIRED STUDENT TEXTS

Textbooks utilized as part of the program are available for purchase at the Creighton University Bookstore:

*Emergency Care and Transport of the Sick and Injured, AAOS, (ISBN 978-1-4496-3054-6)*

## TUITION

Several billing and payment options are available, depending on whether or not a student is seeking academic credits or desires to pay on a regular payment plan. Also, students transferring to the program from another institution or those being readmitted to the program from a prior class may only be required to make a partial payment. These payment schedules are determined on a case-by-case basis by the EMS Program Director and Office Manager. The Policy on Readmission to the EMT Class and Guidelines for Payments are shown in the *Appendix (page 24)*.

Credit-seeking students will be billed and receive statements from the University. Tuition rates and any other applicable fees will be based upon current tuition rates in effect at the time of registration. All other applicable University policies relating to tuition will apply, including but not limited to refunds and financial aid.

Students seeking a certificate of completion without seeking academic credits will make arrangements to pay their tuition directly to Creighton University EMS Education. Tuition is due in full no later than the first day of class unless other payment options have been arranged. Payment options include monthly, quarterly, and per semester plans. Students choosing a payment plan option for remuneration of tuition will be required to complete a tuition contract detailing their payment obligations.

Two other situations that may arise warranting unique evaluation of tuition payment are those students receiving military benefits or those whose service provider agency is paying tuition. Both options may present with unique circumstances and will require regular advance communication and agreement with the Office Manager and EMS Program Director. It is important to note that the student remains financially responsible for their tuition regardless of outside benefits.

All financial obligations to the University regardless of status (certificate or credit), must be fulfilled in order to receive the course certificate of completion, which serves as the eligibility requirement to sit for the National Registry examination.

Non-credit students leaving the program in good standing, e.g., for personal reasons or due to academic performance and not for misconduct reasons, will receive a pro rata refund following the Readmission Policy payment schedule shown in *Appendix (page 24)*. Refunds for credit-seeking students will be handled utilizing the University's policy on Withdrawals and Refunds (see the Creighton University *Bulletin*).

## CHANGE OF PERSONAL INFORMATION

Creighton University, EMS Education must maintain current personal information on all students to effectively communicate and coordinate the day-to-day aspects of the course. We must receive written notification within five (5) days of any change in the following information:

- Name
- Address
- Email Address
- Telephone number
- CPR for Healthcare Providers\*

\* NOTE: Students must maintain current CPR for Healthcare Providers throughout the entire EMT education program. It is the student's responsibility to ensure this is done. Failure to maintain current status of your CPR will result in immediate removal from all clinical and field sites until such time documentation of currency is provided to the program.

## CONDUCT

Creighton University, EMS Education expects its students to conduct themselves in a professional manner at all times. This implies thoughtful consideration of University, clinical site, and field site property; as well as all staff, other emergency personnel, bystanders, and patients.

Patient confidentiality must be respected at all times. Nothing seen or heard in any patient care area is to be discussed in any context other than an educational manner with other health care professionals directly involved with the patient, or in the classroom with program staff present. **Any** breach of patient confidentiality is grounds for immediate dismissal from the program.

The following are some examples of conduct that are prohibited and may be subject to disciplinary action up to and including review for immediate dismissal from the program:

1. Academic dishonesty (see p. 10)
2. Any suspicion of alcohol intoxication or illegal drugs and narcotics, or the use, sale, dispensing, or possession of alcoholic beverages and/or illegal drugs on University or clinical/field site property.
3. The use of profanity or abusive language, including inappropriate radio communication.
4. The possession of firearms on University or clinical/field site property.
5. Fighting or assault of a fellow student, employee, patient, or customer of the University or any of its affiliates.
6. Theft, destruction, defacement, or misuse of University or clinical/field site property or any employee's property.
7. Failure to wear required personal protective equipment (PPE), e.g., gloves or goggles, or failure to abide by safety rules.
8. Engaging in any form of harassment.
9. Any other behavior that interferes with the operation of the program.

All behavior as described above will be investigated for action up to and including immediate and permanent dismissal from the program.

## **SOCIAL MEDIA POLICY**

Social media are internet-based tools for sharing and discussing information. Examples of social media include:

- Multimedia and social networking sites, such as Twitter, Facebook, YouTube, LinkedIn, and MySpace
- Blogs, wikis, message boards, microblogs and other community-based sites or collaboration tools
- Social commerce postings, like product or experience reviews
- Any other site where information, like text, images, video, sound or other files can be uploaded or posted

Both in professional and educational roles, students need to follow the same behavioral standards online as they would in real life. The same laws, professional expectations, and guidelines for interacting utilizing these communication platforms apply as in any other situation. Any and all patient information obtained during patient care experiences is completely confidential without exception. Organizational information you may see or hear during your clinical and field shifts is also considered confidential and should not be shared via social media. Educational activities at Creighton University EMS are the sole property of the University and staff involved. No unauthorized recording (photographs, drawings, voice, or visual representations) is permitted without express permission to do so.

Students are fully responsible and liable for anything posted to social media sites, including any comments in such postings which may be deemed to be defamatory, profane, obscene, proprietary, libelous or otherwise illegal. Sharing of any information considered confidential may result in immediate dismissal from the program.

When participating in social media, the following best practices are recommended:

- **Think twice before posting:** Privacy does not exist in the world of social media. Consider what could happen if a post becomes widely known and how that may reflect both on the poster and the university. Search engines can turn up posts years after they are created, and comments can be forwarded or copied. If you would not say it at a conference or to a member of the media, consider whether you should post it online. If you are unsure about posting something or responding to a comment, seek input from program staff.
- **Strive for accuracy:** Get the facts straight before posting them on social media. Review content for grammatical and spelling errors.
- **Be respectful:** Understand that content contributed to a social media site could encourage comments or discussion of opposing ideas. Responses should be considered carefully in light of how they would reflect on the poster and/or the university.
- **Remember your audience:** Be aware that a presence in the social media world is or easily can be made available to the public at large. This includes prospective students, current students, current employers and colleagues, future employers, and others. Consider this before publishing to ensure the post will not alienate, harm, or provoke any of these groups.
- **Personal sites:** Identify your views as your own. If you identify yourself it should be clear that the views expressed are not necessarily those of anyone else.

## **POLICY ON ACADEMIC HONESTY**

In keeping with its mission, the University seeks to prepare its students to be knowledgeable, forthright, and honest. It expects and requires academic honesty from all members of the University community. Academic honesty includes adherence to guidelines established by the University, its Colleges and Schools and their faculties, its libraries, and the computer center. Any instances of academic dishonesty or other forms of dishonesty are grounds for immediate dismissal from the program.

“Academic or academic-related misconduct” includes, but is not limited to, unauthorized collaboration or use of external information during examinations; plagiarizing or representing another’s ideas as one’s own; furnishing false academic information to the University; falsely obtaining, distributing, using or receiving test materials; falsifying academic records; falsifying clinical reports or otherwise endangering the well-being of patients involved in the teaching process; misusing academic resources; defacing or tampering with library materials; obtaining or gaining unauthorized access to examinations or academic research material; soliciting or offering unauthorized academic information materials; improperly altering or inducing another to improperly alter any academic record; or engaging in any conduct which is intended or reasonably likely to confer upon one’s self or another an unfair advantage or unfair benefit regarding an academic matter.

Further information regarding academic or academic-related misconduct, and disciplinary procedures and sanctions regarding such misconduct, may be obtained by consulting the current edition of the Creighton University Handbook for Students. However, students are advised that expulsion from the University is one of the sanctions which may be imposed for academic-related misconduct.

## **CERTIFIED BACKGROUND INVESTIGATIONS**

To assure the safety and well-being of patients, students, faculty and staff in the clinical and academic environments, and to attest to clinical agencies the students' eligibility to participate in clinical activities, students will be required to complete a certified background investigation at the students expense. At the time of provisional admission, all students will be provided with an instructional sheet on completed the background investigation.

Background investigations will be conducted as a condition of enrollment for admitted students to participate in clinical EMS courses. Enrollment in clinical courses and placement in clinical agencies are contingent upon successful completion of the background investigation. Furthermore, serious results of this investigation may affect eligibility for licensure examination and licensure to practice as a paramedic.

Confidentiality – The handling of all records and subject information will be strictly confidential and revealed only to those required to have access. Any breach of confidentiality will be considered serious and appropriate disciplinary action will be taken.

The investigation will include but may not be limited to, a combination of the following required screenings for every state and county of residence:

- County Criminal Record Search
- Alias Name Search
- Found Wants and Warrants
- Found Protection Orders
- Residential History Search
- Social Security Number Search
- Abuse Registry
- Sex Offender Registry
- Office of the Inspector General (OIG) Cumulative Sanction Report
- General Services Administration (GSA) Excluded Parties Listing System

**Outcome of the Background Investigation** (Note: The outside vendor conducting the background investigation is not responsible for eligibility decisions.)

If the background investigation results indicate adverse information:

1. The Paramedic Program Director will notify the provisionally admitted student within seven (7) business days in writing.

2. Within seven (7) days of the date of written notice:
  - a. The student will provide a written explanation of the adverse information for EMS faculty and staff review.
  - b. The student may contest the results of the investigation. The student must directly notify the vendor, *Certified Background*, to contest the results of the adverse information. Detailed contact information will be provided.
  - c. Failure to complete any part of this process in the described time frame will automatically result in dismissal from all clinical courses and possibly from the EMS Program.
  - d. Until a final decision is made, the individual will not be allowed to participate in clinical practicum courses.
3. A determination will be made regarding the student's eligibility for clinical course participation by the EMS Program faculty and staff within fourteen (14) days from the receipt of the student's written explanation the investigation.
4. Consideration will be given to:
  - Number of convictions;
  - Nature, seriousness and date(s) of occurrence of the violation(s);
  - Rehabilitation;
  - Relevance of the crime committed relative to paramedic profession standards;
  - State or federal requirements relative to emergency medical services;
  - All known information regarding the student, including the written explanation;
  - Any other evidence demonstrating an ability to perform clinical and academic expectations competently and free from posing a threat to the health and safety of others.
5. Following deliberation, the Paramedic Program Director will notify the student of the outcome in writing.

**NOTE:** Any identified misrepresentation, falsification, or material omission of information from the application discovered during the acceptance process and deliberation of clinical course eligibility may result in exclusion of the student from continued program participation or immediate dismissal.

Creighton University EMS Education reserves the right to modify, amend, or terminate this policy at any time.

## **ATTENDANCE**

Success in the EMT Course will, in large part, be based on your commitment to attend and actively participate in all didactic, clinical, and internship sessions. Attendance throughout all phases of the program is considered mandatory and is the responsibility of the student to ensure they are present. Punctuality is also important to the entire educational process. Classes and other sessions will begin promptly at the specified time.

For unavoidable anticipated absences:

- Classroom – Students are required to contact the Creighton EMS Office at (402) 280-1280 prior to class start time. Failure to notify program faculty/staff prior to class time will constitute an unexcused absence. Students are held

accountable for all material presented during absences and assignments must be completed and submitted on time. In the event of an unexcused absence on the day of a quiz, the student will not be allowed to complete the quiz and will receive a score of zero for the quiz.

- Clinical/Field Internship – In the event of an absence from a scheduled clinical rotation or field internship, the student should contact the Charge Nurse or designated representative for that clinical/intern area 15 minutes before the shift. In addition, the Clinical Coordinator must also be notified of the absence prior to the scheduled start time of the clinical rotation. It is the student's responsibility to reschedule the clinical rotation with the Clinical Coordinator. Failure to contact the clinical site and the Clinical Coordinator will constitute an unexcused absence. Exchanging clinical schedules with another student without approval of the Clinical Coordinator is not permitted under any circumstances.

An unexcused absence is defined as an absence from a class session without prior approval of the Program Director that is not due to an unforeseen illness or injury. Failure to notify program faculty or staff of an absence prior to the occurrence is also considered an unexcused absence. Faculty may request written verification of illnesses or injuries or other reasons for granting excused absences. After two (2) unexcused absences in any given semester, students will be required to meet with the faculty as a group to discuss their attendance record and course performance. Unresolved patterns of absenteeism will be referred to the Program Director for action that may include dismissal from the program.

Tardiness will be addressed with students on an individual basis. On quiz days, students arriving late will only be given the amount of time remaining to complete the quiz as those students arriving on time. Students who are not in attendance for a quiz or who are 10 or more minutes late on the day of a quiz must take the quiz after class is dismissed and will not receive a score higher than 80%. After receiving three (3) recorded tardy appearances in any given semester, students will be required to meet with their academic advisor for counseling and possible probation or referral to the Program Director for other possible disciplinary action, including dismissal from the program.

## **CLASS CANCELLATIONS**

### **WEATHER Cancellations:**

If it is necessary to cancel class for adverse weather or any other reason, the following procedure shall be followed.

If the weather reports indicate hazardous weather conditions on class days, please call the Creighton University Weather Line at (402) 280-5800 for information pertaining to University closings. Most decisions relating to cancellation relating to weather will be posted by 06:30 a.m.

Should severe weather conditions develop on a day you are scheduled for clinical or field internship during which the University does not have classes scheduled, you must make a judgment as to your ability to attend the scheduled session. If you must cancel the session, you must immediately contact the Clinical/Field Coordinator and Charge Nurse or other representative as appropriate. It is then your responsibility to make arrangements to reschedule the missed session with the Clinical/Field Coordinator as soon as possible.

Due to the broad geographical area from where students may be traveling to class, even if classes are being held, individual circumstances may prevent your attendance at class. Absences/tardies related to weather conditions will be evaluated on a case-by-case basis and do not necessarily constitute an absence/tardy.

### **Other Reasons for Cancellations:**

Should the Program Director find it necessary to cancel class as scheduled for other unforeseen situations, you will be contacted by the EMS Office at the phone number of record that you provide to us. Multiple numbers and pagers will not be allowed.

## **CLASSROOMS and FACILITIES**

**Tobacco Products:** Creighton University is dedicated to the prevention and treatment of disease and the promotion of good health. In keeping with that mission, we adhere to a tobacco free environment in all areas of EMS Education facilities. There will be no tobacco use in or on any Creighton facility or property, owned or leased, at any time.

**Food/Beverages:** Drinking (non-alcoholic beverages) and eating in the classroom is allowed so long as doing so does not interfere with a classroom environment conducive to learning. Students are responsible for maintaining the classroom environment by cleaning up after themselves. During most practical sessions, food and/or drink is not appropriate. In the event the classroom is not being kept clean relating to food/drink, program faculty/staff reserve the right to prohibit it at any time and without prior notice. There is a designated student lounge area with a refrigerator for your lunches as well as microwave access. Be sure to label your food.

**Parking:** Free parking is provided to students in the lot adjacent to the EMS classrooms. Several spots are reserved for other business patrons and should not be utilized by EMS students. Use of restricted parking areas may result in your vehicle being towed at your expense. When parking during your field internship, please consult the department representative for designated parking areas. Creighton University is not responsible for any theft or damage involving vehicles parked on the premises.

**Cell telephones, digital pagers, PDA's and other electronic devices:** Cell phone use as well as other electronic devices, including text messaging, are disruptive and inconsiderate and **will not** be tolerated during any time in class. Usage of any electronic devices during an examination, including the use of a cell phone, is grounds for dismissal from the program. During non-testing situations, medical information resources may be consulted.

**Talking:** When an instructor or other student has the floor during class, students shall be respectful and will not engage in any conversation.

**Dress Code:** Students in the program will be required to dress appropriately during the classroom portions of the course. Casual dress is acceptable as long as the student is clean and well-groomed. If, in the opinion of faculty/staff, you arrive to class with inappropriate attire (offensive T-shirts, revealing shorts/skirts/tops, etc.) you will be asked to leave and return to class appropriately dressed.

**Restricted Areas:** Administrative offices, faculty lounges, the reception area, file room, copy room, as well as other areas are restricted and off limits to students unless accompanied by a faculty/staff member. We request that you show respect for the work areas of all staff. A computer lab is available for students; however, the computers are to be utilized for EMS education purposes only. Food and drink are also prohibited from the computer lab and you need to be respectful of the work being conducted by your fellow students in the computer lab. Phones accessible to students are to be used for local calls only.

## HEALTH POLICY

All EMT students must be in optimum health. Prior to beginning any patient contact, students are required to show written documentation of immunizations record(s) that includes:

1. Documented Varicella immunization or documentation of Varicella titer.
2. Current tetanus within past ten (10) years
3. MMR immunization or titer (if born after 1956 must show evidence of having received two MMRs)
4. Hepatitis B vaccine/titer/or must sign waiver refusing immunization series
5. Polio
6. PPD/TB test within one year of the first day of class or chest x-ray one-view for known positive history PPD

Arrangements and completion of the above requirements are the sole responsibility of the student.

The program reserves the right to request a physician's written notice approving the student's return to the classroom and patient care areas as deemed necessary. Creighton University, EMS Education reserves the right to withdraw the student from classroom participation and patient care areas as necessary.

## INCIDENT REPORTING

The purpose of the incident report is to report any unusual events or variances including, but not limited to, injury, illness, or unusual occurrence. The student must complete the incident report as soon as practical to do so and will submit to the Course Instructor immediately. Should a written report not be possible, contact the Course Instructor or their designee *via* telephone. A need for medical evaluation will be

determined by the student, Course Instructor or designee, and other personnel as necessary on an individual basis.

Examples of variances include:

- Any mishap with a provider vehicle, such as a collision, regardless of damage to vehicle.
- Any deviation from program policy or medical SOP.
- Any malfunctioning equipment.
- All errors involving patient care regardless of patient injury.
- Any injury sustained by the student while in the clinical setting or field.
- Any known or suspected exposure to a bloodborne or other communicable disease.
- Any loss or theft of personal property.
- Any situation in which the student feels they were mistreated.
- Any other incident the student feels is significant enough to be reported.

If a student is injured while in the clinical setting or field, he/she must report the incident to their preceptor or charge person immediately. If medical care is needed, the preceptor or charge person will assist the student to the nearest Emergency Department and the Field/Clinical Coordinator or designee shall be notified immediately.

The following information must be included in the incident report:

- Date and time of incident.
- Location of incident, and names of individuals present at the incident.
- A detailed description of what happened.
- The faculty/staff review of the incident.
- Any recommendations needed or action taken, if any.

Should the program recommend medical evaluation and/or treatment, we will require a physician's release for the student to report back in any capacity.

The incident report will be placed in the student's file.

Related Forms: (see appendix)

- Incident Report Form

## **INJURY OR ILLNESS**

If a student sustains an injury during training classes, clinical practicum, or field internship, the student will be encouraged to seek a physician evaluation and appropriate care. In some circumstances, the program may require the student to seek medical evaluation. An incident report must be completed regarding the circumstances of the injury/illness. The Course Instructor must be notified immediately of any and all illnesses or injuries sustained as part of official program course work.

Creighton University, its employees or representatives, as well as clinical and field sites with which you will be completing your field internship/clinical practicum are not liable for any illness, injury, and/or disability incurred by the student while completing requirements in an official capacity on behalf of the training program. Any and all

medical expenses/claims incurred must be submitted to your private insurance, and are the sole responsibility of the student.

The program reserves the right to request a physician's written notice approving the student's return to the classroom and patient care areas as deemed necessary. Creighton University reserves the right to withdraw the student from classroom participation and patient care areas as necessary.

## **MISCONDUCT AND POOR ACADEMIC OR CLINICAL PERFORMANCE**

Issues related to student misconduct and poor academic or clinical performance are addressed in individual counseling sessions with Instructors, Academic Advisors, the Course Instructor, and the EMS Program Director. All counseling sessions with students will be documented and signed by both the Instructor or Advisor and the student. Expected or prescribed changes in behavior or performance will be clearly and explicitly documented on the counseling record, as well as possible consequences for failure to change relevant behaviors or failure to improve performance.

Students may be dismissed from the course immediately for serious infractions such as academic dishonesty or abuse of a fellow student or patient. Minor infractions and poor academic performance will generally be handled incrementally with counseling and recommendations for improvement.

## **EXAMS, QUIZZES and GRADING**

The EMT Program is comprised of a series of courses comprised of didactic (classroom sessions) and associated labs. The course will contain several quizzes, a final written examination and a final practical examination. A minimum score of 80% is the standard for a passing grade.

### **Quizzes**

Quizzes will be objective in nature and may assume a variety of forms (multiple choice, matching, fill-in-the-blank, essay, and true/false questions). Excused absences occurring on a quiz day requires the student to complete the quiz no later than the end of the next scheduled class session. In the event of an unexcused absence on the day of a quiz, the student will not be allowed to complete the quiz and will receive a score of zero. If a student has a scheduled absence and is going to miss a scheduled quiz, the Program Coordinator must be notified and an appointment must be made to take the quiz within five (5) business days of the scheduled quiz date with no exceptions

## Unit Scoring:

Calculation of the grade for the course will take into consideration the quiz average, final exam score, and practical skills exam score. The weighting for each of the areas is as follows:

Quiz Average	50%
Final Practical Exam Score	10%
Final Written Exam Score	<u>40%</u>
<b>Total</b>	<b>100%</b>

## Comprehensive Final Exam:

The final exam must be taken on the scheduled date with exceptions to be granted only by the Course Instructor. Students will be required to achieve a minimum score of 80% on the written comprehensive final exam for successful completion of the program. The final exam will consist of multiple choice questions. There will be one retake attempt allowed if an 80% is not initially achieved. If a student retakes the final exam, their maximum passing score will be 80%.

A final practical examination is given and each component must be passed with a minimum passing score of 80%. An individual station score of less than 80% is not passing as well as performing or omitting any of the identified critical criteria. If a student must retake any of the final practical exams, the maximum score for that practical station is 80%.

## Grade Reporting:

The following serves as the criteria used by the EMS Education Program for assigning letter grades.

A	= 93-100%
B+	= 90-92%
B	= 84-89%
C+	= 80-83%
C	= 75-79%
D	= 70-74%
F	= 69% or lower

## Academic Probation:

Students may be placed on probation for performing below the acceptable standard in academic and practical testing or for disciplinary related matters. Below acceptable standard is defined as less than 80% and/or a lack of adequate progression in clinical/field areas. Decisions relating to academic probation will be made by the Primary Instructor in consultation with the Program Director and Medical Director. Exact terms relating to the academic probation will be communicated in writing and entered into student files at the time of conferring probationary status.

## APPEALS

Students have the right to appeal all decisions made by program staff and instructors. The steps in the appeal process:

1. The student confers with the staff or Instructor(s) involved and presents concerns, requests and the rationale that forms the basis for the appeal. If the staff or instructor denies the student's direct appeal, the student may appeal to the Program Director. *(Step 2)*
2. The student presents the appeal in writing to the Program Director. The Program Director will respond to the appeal within three (3) business days, notifying all parties in writing of his decision. Should the student's appeal be denied, the student has the right to appeal the decision to the EMS Program Director and Program Medical Director *(next step)*. Should the student have an appeal involving the EMS Program Director, the student is to first confer with the Program Director, and if the concerns are not resolved then submit an appeal to the Program Medical Director. *(Step 3)*
3. The student is to submit appeals to the EMS Program Director and EMS Medical Director in writing through the Program Director who will forward the appeal within the same day. The EMS Program Director and/or EMS Medical Director will respond to the appeal in writing to all concerned parties within five (5) business days. If the appeal is denied, the student has the right to appeal the decision to the Dean of University College. *(Step 4)*
4. The student is to submit the appeal in writing to the Dean of University College through the Program Director. The Dean will respond to the written appeal within five (5) business days. The decision of the Dean is final.

## LIABILITY INSURANCE

Creighton University carries liability insurance on EMS students while in the field/clinical settings. This insurance is only for students who are performing within their educational scope as students. If employed in emergency services, this insurance is not applicable. At such time you successfully complete clinical/field requirements, coverage will terminate.

## LIMITS OF PREHOSPITAL PRACTICE

Students may work at their current level of certification/licensure (volunteer or paid) during the time they are enrolled in a more advanced level education program. It is important that you recognize that you are functioning under your current certification and the service provider's medical director and are in no way authorized to perform skills under the auspices of Creighton University EMS. A conflict can arise as students learn and are exposed to more advanced procedures outside their current scope of practice. Performance of skills for which you are not currently credentialed to perform under your certification is practicing without a license/certification and is illegal. Doing so exposes you and your service provider to legal action and is grounds for review for dismissal from the program. You are only allowed to perform skills that you have

learned in class with a designated preceptor and at a Creighton University sanctioned clinical/field site. Violations of an EMT's legal scope of practice must be reported to the Program Director for review.

## **PRACTICAL SKILL LABS AND PRACTICAL EXAMS**

Throughout the course, practical skill stations will be set up to teach students the necessary psychomotor skills as well as prepare them for practical testing associated with each unit. Exam testing is posted on the course syllabus and will be graded utilizing objective criteria.

Practical unit exam re-test(s) will take place on the same day that the student failed the station, providing the student has not failed more than two (2) stations. Students failing more than two (2) stations must re-test at another time with arrangements to be made by course faculty/staff. A student who fails a re-test station will be evaluated by program staff and EMS Medical Director on a one-on-one basis for continuation in the program. Failing practical unit exams or lab sessions will result in suspension of the student's patient care privileges until competence has been demonstrated.

The EMT student will be expected to satisfactorily complete a final comprehensive practical exam at the conclusion of the training program as set by the standards for performance by the National Department of Transportation. If a student should fail 2 stations or less on the final practical exam, he/she will be allowed to re-test that day. A student who fails more than 2 stations must make arrangements to schedule the exam retake with program staff and complete the exam within five business days of the original final practical exam.

Students must recognize the amount of effort and detail that is involved in a practical skills exam process. As such it is imperative that students attend as scheduled practical exam sessions. Students who fail to complete practical exams as scheduled will incur additional expense for the coordination of another practical skills exam.

## **COURSE COMPLETION**

To satisfactorily complete the course the student must fulfill the following requirements in their entirety:

1. Achieve 80% overall course average.
2. Achieve an 80% score or higher on the comprehensive final exam.
3. Successfully complete all practical exams, including the final practical exam. Passing consists of receiving 80% of possible points for that station and no critical errors.
4. Successfully complete all clinical rotations and field internship requirements with demonstrated competencies (at least 10 patient contacts).

5. Complete all other course assignments including evaluations from preceptors.
6. Fulfill all financial obligations to the University and return any borrowed material or other material belonging to Creighton University.
7. Obtain the approval and recommendation for course completion from the Program Clinical Coordinator and Program Director.
8. Obtain final approvals of the EMS Program Director and Medical Director.

All program requirements must be satisfactorily met no later than 3 months after the date of the last class. Extensions beyond this date will not be approved except in the extreme circumstances that are beyond the control of the student and the program (e.g., students called to active military duty, life-threatening illnesses or injuries that require extended hospitalizations and recovery). All extension requests shall be made in writing to the Program Director prior to the date upon which all program requirements are to be satisfactorily completed. Determination of extension requests and the exact terms of the extension will be made in writing within 3 business days.

## **NATIONAL REGISTRATION & NEBRASKA LICENSURE**

Following completion of an approved education program, candidates may sit for the National Registry Exam. The State of Nebraska does not provide another alternative for initial testing. Some states may conduct independent licensing and testing procedures and you may qualify to complete their examination processes. Students who elect to complete an examination process other than the National Registry Exam shall be responsible for making their own arrangements.

Candidates must be at least 18 years of age to test. Application for testing also includes completion of a felony statement and statement indicating your right to practice without restriction from all jurisdictions. Current CPR for the healthcare provider and a completed application for exam must also be completed. A copy of your certificate of completion must accompany your application.

## **HARASSMENT POLICY and PROCEDURES**

In accord with its history, mission, and credo, all students are to be treated with respect and dignity.

Any form of harassment is a violation of human dignity. The University strongly condemns all forms of harassment. Whether verbal or physical, harassment violates the rights of others and creates an intimidating, hostile and offensive environment and will not be tolerated. Any student who feels harassed in any way and by any person associated with CUEMSE is encouraged to report the facts for immediate investigation and appropriate action.

***Definition of Sexual Harassment:***

Sexual harassment can fall into one or both of two categories: “quid pro quo” (one thing in exchange of another) harassment and “hostile environment” harassment. Any harassment or other unequal treatment of a student, or group of students, that would not occur but for the sex of the student(s), if sufficiently patterned or pervasive, may be prohibited sexual harassment.

***Definition of Harassment:***

Harassment, other than sexual harassment, is discriminatory treatment on the basis of race, color, sex, religion, sexual orientation, national origin, age, handicap or disability, marital status, citizenship, maternity or lactation status, status as a veteran or resulting from engaging in protected activity under the anti-discrimination laws. Examples of harassment include, but are not limited to, intimidation and humiliation as expressed by communications, threats, acts of violence, hatred, abuse of authority, or ill-will that assault an individual’s self-worth. Harassment of a non-sexual nature can include slurs, comments, rumors, jokes, innuendoes, cartoons, pranks, and other verbal or physical conduct, frequent, derogatory remarks, and any other conduct or behavior deemed inappropriate by Creighton University.

***Procedure:***

Individuals who are being harassed or who believe that an intimidating or hostile environment is being created by some form of harassment should immediately report their concerns and observations to one or more of the following (the student may select the individual from the list below; the ordering of the list is incidental):

First (unless this individual is involved in the harassing conduct or is connected in any way to the harassing behaviors): Program Director

Second (unless this individual is involved in the harassing conduct or is connected in any way to the harassing behaviors): EMS Program Director

Third (at the discretion of the student): Mary Beth Bestenlehner, Assistant Dean, University College, 280-2730

Fourth (at the discretion of the student): Dr. Tanya Winegard, Associate Vice President for Student Life, Brandeis 111, 280-2775

## **Appendices**

Performance Improvement Conference Form  
Readmission Policy and Payment Plan Guidelines

**Creighton**  
UNIVERSITY  
**Emergency Medical Services Education**  
*Performance Improvement Conference*

**Student's Name:**

**Class/#:**

**Date:**

**Reason for Conference:**

1. *I have made the following observation regarding this student's conduct/performance:*
  
  
  
  
  
  
  
  
  
  
2. *I have informed this student of the following expectations for him/her in the future:*
  
  
  
  
  
  
  
  
  
  
3. *The student has been informed of the following consequences if the above expectations are not met:*

**Student Comments:**

**I have read and received a copy of the above statements and fully understand it.**

Student Signature	Date
Instructor/Advisor Signature	Date
Medical Director/Program Director Signature	Date

## **Readmission Policy and Payment Plan Guidelines**

Students who leave a program in good standing due to personal family or medical crises or because of a military assignment overseas or other reasons unrelated to their performance in the program may be considered for admission to a later EMT program with special considerations for fees and attendance.

Readmission to the program will only be granted in extraordinary circumstances to students who have been dismissed from the program due to patterns of conduct that were unprofessional, confrontational, disruptive to other students, or otherwise problematic for the program, or when performances on written or practical examinations indicated a lack of aptitude to become a competent entry-level provider. For students who are interested in being readmitted to the program after being dismissed, evidence of counseling, demonstrable maturation and good citizenship, remedial education, or other appropriate indicators of suitability for readmission will generally be required prior to the student's being considered for readmission.

*The readmission of students who voluntarily withdrew from the program in good standing due to personal family or medical crises or because of military assignment overseas:*

1. For those students who have not requested nor received a refund from the previous year in anticipation of returning to the program:
  - a. A \$50.00 fee will be assessed
  - b. All additional costs for assessment, counseling, remediation and administrative activities will be covered by the program and their previous tuition payment.
2. Students will be required to pass all final written and practical examinations and quizzes for the entire course.
  - a. Examinations and quizzes may be administered separately from the full regular class due to space limitations
  - b. Examinations and quizzes may be scheduled at the convenience of the program and the student
  - c. The retesting policy for examinations, quizzes, and practical tests will be the same as for regularly admitted students

*The readmission of students who were dismissed from the program due to poor academic or clinical performance, or for misconduct or other behavioral reasons:*

1. Guidelines for considering readmission
  - a. Space availability, *i.e.*, maximum classroom capacity
  - b. Availability of Clinical Units
  - c. Prior recommendations from the program at the time of dismissal
  - d. Overall prior academic and clinical performance, and
  - e. Utilization of time, counseling, and learning opportunities during the time off from the program