



PARAMEDIC STUDENT HANDBOOK

2025-2026

Ridgewater College is a member of the Minnesota State Colleges and Universities System.

Ridgewater College is an affirmative action, equal opportunity employer and educator. This information is available in alternative format to individuals with disabilities upon request. This document is available in alternative formats to individuals with disabilities by request. Please contact the Director of Disability Services, at (320) 222-6070.

The provisions of this handbook do not constitute a contract between the student and the University/College. The Paramedic Student Handbook is subject to modification at any time. Students are required to refer to online version at all times.

Revised August, 2025

Dear Student:

Welcome to the Ridgewater Community College Paramedic Program. Upon the successful completion of this program you will be awarded an Associate of Applied Science degree or a Paramedic Diploma. The staff and administration of this institution wish you every success and welcome your input at all times. Student feedback is an important means of assessing the program strengths and weaknesses.

This handbook is designed to supplement the Ridgewater Student Handbook. You should refer to that publication for any policies not addressed here. Procedures and policies specific to the Paramedic AAS / Diploma program are outlined in the following pages. Please read them thoroughly and retain this copy for your future reference.

This program will allow you to learn, experience, observe, and grow on both academic and personal levels. Those who actively engage themselves in this program will find it more fulfilling than those who do not. You will be challenged to integrate pathophysiological and patient assessment findings, then rapidly and properly treat and transport patients who are critically ill or injured.

On behalf of the Ridgewater Community College and the Paramedic Department, we wish you the best of luck in the coming years as you enter the exciting and ever-changing field of paramedicine. If you have problems, difficulties, or concerns please feel free to discuss them with any staff member.

Professionally,

Cody Aston BS, NRP
Program Director
Paramedic Program

Introduction

This handbook has been prepared for use by students enrolled in the Ridgewater College Paramedic Program. It addresses the general information, policies and standards necessary to maintain an effective and efficient paramedic education program. The information within this handbook is in effect for all students enrolled in the paramedic program during the 2025-2026 academic year. Students are responsible for being knowledgeable of all program policies, procedures and regulations published in this handbook, college policies published on the website, and requirements of course syllabi. Program Website:
<https://ridgewater.edu/academics/areas-of-study/peace-officer-legal-emergency-services/paramedic-program/>

The *Ridgewater College Student Handbook* addresses the policies for all students at the College, including paramedic students. Paramedic students must refer to the *Ridgewater College Student Handbook* for information and requirements that are not specific to the Paramedic Program. The student handbook may be found on the Ridgewater College website at:
<https://www.ridgewater.edu/about/student-rights-responsibilities/>

This handbook may be amended or changed by the Program at any time by notice to the students via announcement in class, posting on D2L website, e-mail, or in-class handouts.

Accreditation

The Ridgewater Paramedic Program is accredited by the [Commission on Accreditation of Allied Health Education Programs \(CAAHEP\)](#) upon the recommendation of the [Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions \(CoAEMSP\)](#).

[Commission on Accreditation of Allied Health Education Programs \(CAAHEP\)](#)

25400 US Highway 19 N., Suite 158
Clearwater, FL 33763
727-210-2350

[Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions \(CoAEMSP\)](#)

8301 Lakeview Parkway, Suite 111-312
Rowlett, TX 75088
214-703-8445

This program is conducted according to the 2021 National Emergency Medical Services Education Standards for EMT-Paramedic programs developed by the National Highway Traffic Safety Administration, and by approval of the Minnesota Emergency Medical Services Regulatory Board

Ridgewater College is accredited by the North Central Association of Colleges and Schools, Higher Learning Commission, 30 North LaSalle Street, Ste 2400, Chicago, IL, 60602-2504, (312) 263-0456.

Ridgewater College is approved by the Minnesota Emergency Medical Services Regulatory Board (EMSRB) to teach EMS courses.

Mission and Objectives

The mission of the Ridgewater College Paramedic Program is: *“To prepare competent entry-level Emergency Medical Technician-Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with or without exit points at the Advanced Emergency Medical Technician and / or Emergency Medical Technician, and / or Emergency Medical Responder levels.”* Ridgewater’s paramedic program offer’s excellent education for prehospital care clinicians, educators, and leaders. The goals of the Paramedic program are to:

- Prepare field clinicians for a successful career in the field of Emergency Medical Services (EMS);
- Promote innovation, research and development of the Emergency Medical Services field;
- Develop future leaders of the EMS field;
- Promote professionalism and innovation in the delivery of Paramedic education;
- Continually assess and improve the scope, depth, and quality of its program offerings;
- Offer Paramedic education that will encourage and facilitate academic degree completion by current field clinicians, educators, and leaders.

Paramedic

Description

The paramedic is a health professional whose primary focus is to respond to, assess, and triage emergent, urgent, and non-urgent requests for medical care, apply basic and advanced knowledge and skills necessary to determine patient physiologic, psychological, and psychosocial needs, administer medications, interpret and use diagnostic findings to implement treatment, provide complex patient care, and facilitate referrals and/or access to a higher level of care when the needs of the patient exceed the capability level of the paramedic. A paramedic often serves as a patient care team member in a hospital or other health care setting to the full extent of the paramedic’s education, certification, licensure, and credentialing. Paramedics may work in community settings where they take on additional responsibilities monitoring and evaluating the needs of at-risk patients, as well as intervening to mitigate conditions that could lead to poor outcomes. Paramedics help educate patients and the public in the prevention and/or management of medical, health, psychological, and safety issues.

Paramedics:

- Function as part of a comprehensive EMS response, community, health, or public safety system with advanced clinical protocols and medical oversight.
- Perform interventions with the basic and advanced equipment typically found on an ambulance, including diagnostic equipment approved by an agency medical director.
- May provide specialized interfacility care during transport.
- Are an important link in the continuum of health care.

Other Attributes

Paramedics commonly facilitate medical decisions at emergency scenes and during transport. Paramedics work in a variety of specialty care settings including ground and air ambulances, and in occupational, hospital, and community settings. Academic preparation enables paramedics to use a wide range of pharmacology, airway, and monitoring devices as well as use critical thinking skills to make complex judgments such as the need for transport from a field site, alternate destination decisions, the level of personnel appropriate for transporting a patient, and similar judgments. Due to the complexity of the paramedic scope of practice and the required integration of knowledge and skills, many training programs are moving towards advanced training at the Associate degree or higher level.

Education Requirements

Successful completion of a nationally accredited paramedic program that meets all other State requirements.

Primary Role

Provide advanced care in a variety of settings; interpretive and diagnostic capabilities; determine destination needs within the health care system; specialty transport.

Type of Education

Academic setting:

Diploma, certificate, associate or bachelors/baccalaureate degree awarded for successful completion.

Critical Thinking

Within a set of protocol-driven, clearly defined principles that:

- Engages in complex risk versus benefit analysis
Participates in making decisions about patient care, transport destinations, the need
- for additional patient care resources, and similar judgments

Level of Supervision

Paramedics operate with collaborative and accessible medical oversight, recognizing the need for autonomous decision-making. Frequently provides supervision and coordination of lower level personnel

(NHTSA, 2021)

Occupational Risk

Paramedics encounter professional risks to the safety throughout their careers. Professional paramedics are likely to experience and exposure to transportation related fatalities, communicable disease, infection, personal injury such as sprains, strains, tears, over-exertion, back injuries, physiological trauma and distress as well as violence related to patient care as a result of their occupation.

American Disabilities Act

Ridgewater College complies with the American Disabilities Act in all of its programs, services and activities. It is Ridgewater College policy to provide, on a flexible and individualized basis, services to students who have disabilities. Reasonable accommodations can be provided after appropriate documentation has been received and reviewed by the office of Disability Services. Contact Disability Services on campus to discuss your accommodation needs. This publication is available in alternative formats upon request. Please allow adequate time for the college to respond to your request. If you need a reasonable accommodation for a certified disability, please contact Disabilities Services:

Hutchinson Campus

Elisabeth Mumford
elisabeth.mumford@ridgewater.edu
Phone: 320-234-8650
Room 116
2 Century Avenue SE
Hutchinson, MN 55350

Willmar Campus

Jay Morrison
Office A119
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Phone: 320-222-8040
2101 15th Avenue NW
Willmar, MN 56201

Disability Services

The Disability Services Office is staffed with counselors during normal business hours as posted on the Handbook refer to the latest edition of the Ridgewater College Handbook, which can be found at: <https://ridgewater.edu/wp-content/uploads/2024/08/2024-2025-Student-Handbook.pdf>

Non-Discrimination

Ridgewater College is committed to a policy of non-discrimination. Please refer to the Ridgewater College policy for the non-discrimination policy governing the program.

Admission Requirements

To be accepted into the Paramedic Program, you must be admitted to Ridgewater College. In addition to admission to the College, you must meet the following pre-requisites prior to beginning the core paramedic courses (courses with a number of EMSP prefix).

- Be a High School Graduate or have a GED (General Education Development).
- Be currently certified as an MN Emergency Medical Technician-Basic (or higher).
- Have current BLS AHA CPR certification.
- Successful completion of a background study by the Minnesota Department of Health prior to beginning the clinical component of the program.
- Completion of Accuplacer placement assessment.

Qualified applicants are admitted on an open-enrollment basis until classes are filled.

Readmission:

- This policy applies to any students who wish to return into the Paramedic Program after unsuccessful completion of a paramedic course, withdrawal from a paramedic course, or departure from the paramedic program for any reason.
- The following criteria must be met for readmission:
 1. Students may be required to supply documentation addressing why they departed, the individual extenuating circumstances that contributed to the program exit, and an individual learning plan for promoting success. This documentation will be placed in the student's paramedic program folder.
 2. Readmission is allowed on a space available basis as determined by the Paramedic Program Director. Space available for registering in each subsequent semester will be determined at the end of each semester.
 3. Students progressing without interruption will be placed in their courses prior to seating being made available for returning students.
 4. It is recommended that students re-enter within one year of the last day of the semester not successfully completed to promote their success. After two years the student will have to repeat the entire course of instruction.
 5. A student who fails due to ethical misconduct and/or unsafe behavior will be readmitted based on college/university policies related to conduct and due process.
 6. Students are not automatically allowed to retake paramedic coursework.
 7. All current program admission requirements must be met prior to readmission. This includes all CPR, health and immunization requirements, and background study requirements.

Background Studies / Students With Criminal Histories

The Minnesota Emergency Regulatory Board, which is responsible for certifying EMS personnel in Minnesota, has varied restrictions which may affect persons with a history of felony conviction. Certification requirements are the exclusive responsibility of the Minnesota Emergency Medical Services Regulatory Board, and students must satisfy those requirements independently of their satisfaction of any requirements for graduation from Ridgewater College. The Ridgewater College Paramedic Program does not assume responsibility for the denial of licensure/certification by the State or National Registry of EMTs. Prospective students are responsible and encouraged to contact the Board at (651) 201-2800 concerning questions regarding their eligibility for certification. Students wishing to practice in other states are encouraged to contract that state's licensing/certification authority to ensure they will meet that state's eligibility requirements. A listing of state EMS agencies is available through the National Registry of EMTs at <https://www.nremt.org/resources/state-ems-offices>

State law requires that any person who provides services that involve direct contact with patients and residents at a Minnesota licensed health care facility have a background study conducted by the Minnesota Department of Health. An individual who is disqualified from having direct patient contact as a result of the background study, whose disqualification is not set aside by the Commissioner of Health, will not be permitted to participate in any clinical course activities. Failure to participate in clinical placement required by the Ridgewater College Paramedic Program will result in ineligibility to qualify for a diploma / degree in paramedic and ineligibility to sit for certification/licensing exams.

Student Code of Conduct

Ridgewater College is committed to the creation and maintenance of an academic community which fosters the intellectual, personal, social and ethical development of its students. Respect for the rights of others and self-discipline are essential for the fulfillment of these goals. This Code of Conduct is designed to explain the rights and responsibilities inherent in membership in this community. Students of Ridgewater College are expected to conduct themselves as mature citizens both on and off campus. Students are expected to comply with all regulations established by the administration, faculty and students for the benefit of the total campus community. This matter is one of individual responsibility and consideration of the rights of others.

Program Expectations

Demonstrate Empathy:

- Show Compassion: Express genuine care and concern for patients, understanding their emotions and challenges during medical emergencies.
- Practice Active Listening: Listen attentively to patients and their families, acknowledging their concerns and providing reassurance.

Exhibit Professionalism:

- Maintain a Professional Demeanor: Demonstrate reliability, punctuality, accountability, and a respectful attitude in all interactions.
- Uphold Ethical Standards: Adhere to ethical guidelines and demonstrate integrity in patient care and decision-making.

Exhibit Self-Awareness:

- Recognize Personal Limitations: Acknowledge areas for improvement and seek help or additional training when needed.
- Practice Self-Care: Be aware of the importance of maintaining personal well-being to provide the best care for patients.

Demonstrate Respect for Diversity:

- Respect Cultural Differences: Show sensitivity and respect for patients from diverse backgrounds and cultures.
- Provide Inclusive Care: Tailor your approach to meet the unique needs of each patient, regardless of their background.

Show Commitment to Patient Safety:

- Prioritize Safety: Always prioritize patient safety and adhere to protocols and best practices in all aspects of care.

Be Vigilant:

- Remain alert and diligent in identifying potential risks and taking appropriate actions to prevent harm.

Develop Leadership Qualities:

- Take Initiative: Display initiative in learning and applying new skills and take on leadership roles when appropriate.
- Inspire Others: Encourage and motivate peers to strive for excellence and contribute positively to the team dynamic.

Cultivate a Positive Attitude:

- Be Open-Minded: Approach learning and feedback with a positive attitude, embracing new challenges and opportunities for growth.
- Stay Motivated: Exhibit enthusiasm and a proactive attitude toward mastering the skills and knowledge required for paramedic practice.

Foster Teamwork and Collaboration:

- Work Cooperatively: Engage actively in team activities and collaborate effectively with peers and instructors.
- Support Peers: Offer assistance and encouragement to classmates, contributing to a supportive learning environment.

Academic Integrity

Academic integrity, one of the most important values in higher education, requires that each student's work represents his/her own personal efforts and that the student acknowledges the intellectual contributions of others. Students are expected to honor the requirements of this policy. Please see the academic Integrity policy for standards and procedures

Consequences of academic dishonesty (e.g. cheating, plagiarism, falsification of clinical documentation) can be severe. Please refer to Ridgewater College Handbook for the college policy on academic dishonesty. In addition to the actions of the College, regulatory agencies may take action against certified emergency medical technicians for fraud in procuring or attempting to procure a certification, or other acts of dishonesty. **Students caught cheating on exams, quizzes, or falsifying clinical paperwork will be immediately removed from the class. Ridgewater Paramedic Program has a zero tolerance policy with cheating/academic dishonesty.**

Credit for Prior Learning/Course Waivers/Advanced Placement

Ridgewater College acknowledges and adheres to the definitions and processes described in MnSCU Policy 3.35 –“Credit for Prior Learning”

<https://www.minnstate.edu/board/policy/335.html> Ridgewater College recognizes that not all EMT courses are offered for credit; students can complete the "**Credit for Prior Learning**" form found on the Ridgewater web page under student forms <https://ridgewater.edu/student-services-activities/student-records-registration/student-forms/> to receive the required credits for their EMT course as part of their degree plan.

Course waivers are offered only for BIOL1080 Human Biology; to receive a waiver the course or courses objectives/outcomes must meet 75% of BIOL1080 course objectives.

Ridgewater College **DOES NOT** offer advanced placement for paramedic (EMSP) courses. Due to the variability in course level learning and program level learning objectives between paramedic programs

Student Complaints and Grievances

Ridgewater College acknowledges and adheres to the definitions and processes described in MnSCU Board Policy 3.8 -Student Complaints and Grievances and MnSCU Procedure 3.8.1 -Student Complaints and Grievances. These documents address a student's right to seek a remedy for a dispute or disagreement through a designated complaint or grievance procedure. Ridgewater College encourages students to use available informal means to have decisions reconsidered before filing a complaint or grievance. No retaliation of any kind shall be taken against a student for participation in a complaint or grievance. Complaints and grievance procedures are protected under data privacy rights.

Contact the Dean of Allied Health with informal complaint and grievances.

Mary Leyk

Mary.Leyk@ridgewater.edu

Phone: 320-222-5210

Student Services

- Financial Aid
 - The Financial Aid Office is staffed during normal business throughout the year.
<https://www.ridgewater.edu/admission-aid/paying-for-college/financial-aid-links/>
- Counseling Services
 - College students face a variety of challenges, from anxiety and low self-confidence to relationship and academic problems. Professional counselors at the Ridgewater counseling center can help students identify, understand, and develop skills to resolve their personal concerns. Counseling services are free for Ridgewater students.
<https://www.ridgewater.edu/student-services-activities/student-health-counseling/personal-counseling/>
- Admissions
 - The Admissions Office is staffed with counselors during normal business hours as posted on the Ridgewater College official academic year calendar.
<https://www.ridgewater.edu/admission-aid/>
- Library
 - The library is available at both campuses and online through the college website.
<https://www.ridgewater.edu/library/library-services/library-computer-lab/>

Critical Incidents:

As an EMS provider, you often encounter events that would overwhelm the average person. You and your peers have built up strong emotional defenses to these events. A critical incident is an event that has the emotional power to overcome your coping abilities. Some typical (but, of course, this list is NOT comprehensive) critical incidents are:

1. Line of duty death.
2. Serious injury to emergency services worker.
3. Mass Casualty Incident
4. Suicide of emergency services worker.
5. Traumatic death of children.
6. Serious injuries to children.
7. Victims that are known to emergency services workers.

If you are involved in a critical incident, you may be invited to a Critical Incident Stress Debriefing (CISD). Your mentor will contact you if there is a debriefing scheduled. In addition, the requesting agency will advise Ridgewater College program staff, who may also notify you. A CISD is usually held 24 to 72 hours after a critical incident. It is facilitated by a mental health professional and peer counselors from the Metro-Region CISM team. A CISD is not a performance critique. Instead, it serves to walk providers through the incident, concentrating on their thoughts and feelings during and after the incident. Time is also spent discussing any stress reactions that may be occurring, and assuring providers that such reactions are NORMAL. Providers are also taught some methods of managing these stress reactions.

Attendance at Critical Incident Stress Debriefings is strongly suggested but not mandatory for any Ridgewater College paramedic students who have been involved in a critical incident.

Any student who is demonstrating a significant symptom of stress may be dismissed from field clinical by their mentor or advisor, until they are cleared by a mental health professional. This dismissal is not a dismissal for the program, rather a “break” from clinicals for the good of the student, and will not count against the student in any way.

Return of Issued Property, Outstanding Fees/Fines

Students who have not returned any program-owned or issued property, or have outstanding fees or fines will not receive endorsements to sit for certification or licensing exams.

Communications

You are responsible for communication provided to you through your **Ridgewater College e-mail account**, classroom announcements, and direct verbal communication by faculty/staff, regular mail, and by in-class handouts. As part of this program, you will be required to check your college email at least weekly for last minute changes that may occur.

Paramedic Program Academic Requirements

Criteria for Successful Completion

Students must successfully complete all courses in the curriculum to receive a diploma / degree. Requirements for each course are outlined in the respective course syllabi.

To be eligible to sit for EMT-Paramedic certification examinations and complete the paramedic program, the student must demonstrate competency to function as an entry-level EMT-Paramedic based on:

- Successful completion of all EMSP prefixed courses with a grade of “C” or above.
 - Successful completion of program unit summative examinations.
 - Successful completion of program advisory committee approved Student Minimum Competency Matrix (paramedic skill portfolio).
 - Successful completion of Summative Affective Evaluation
 - Completion of the Resource Assessment Matrix Survey
 - Endorsements from the program director and program medical director or associate medical director.
- Note: Each state has different certification or licensure, including requirements regarding disabilities and criminal conviction history. Please check with the state in which you wish to practice to ensure that you meet their criteria.

Retention Policy

- Faculty are able to remove a student from the classroom or lab for failure to follow the standards of this handbook, the Ridgewater College policies, or failure to demonstrate appropriate professional behavior at any point in a course.
- Faculty are able to remove a student from the clinical setting for unsafe performance, or failure to demonstrate appropriate professional behavior at any point.
- **The Paramedic Program Director and the Program Medical Director reserve the right to exit a student for unsafe performance, failure to follow the standards of this handbook, the Ridgewater College policies, or failure to demonstrate appropriate professional behavior at any point in the program.**
- Student that fail or withdraw from an EMSP course will be able to retake the course one time with a subsequent cohort on a space available basis. It is the student’s responsibility to work with their advisor to drop from courses not already started or withdraw from courses that they cannot complete.
- All students who are exited from the program and wish to re-enter may apply according to the readmission policy in effect at the time of the next course cycle.

Withdrawal

Students finding it necessary to leave the program prior to the end of a course or semester must arrange for official withdrawal and/or drop as appropriate with the instructor and submit such withdrawal or drop to the Registration office; otherwise a failure (F) will be recorded for each of the courses for that semester. Please refer to the college handbook for details.

Students may withdraw from an EMSP course on the first day of the course without any financial obligations or impact on their GPA (see Ridgewater College Drop/ Add Policy).

Lab Sessions

Due to the potential for harm and injury, the use, application, and operation of any EMS equipment used in the program will not be allowed without the direct supervision of the course instructor or other instructor assigned for this purpose.

- Students are expected to behave in a manner consistent with that of a paramedic in a patient care setting during all lab sessions.
- Students must document all lab skills and scenarios completed Platinum Planner lab skills tracking function before leaving the lab session.

Academic Standards

To receive a passing grade in a classroom/lab course, a student must:

- Achieve A 75% passing score on Platinum Planner unit and summative exams is required.
- Follow the attendance policy per course syllabus.
- Successfully complete all SMC laboratory skills.
- Complete any other assignments or course requirements stated in the syllabus.
- Have an average of 3.75 (of 5) or better on Affective – Professional Behavior Evaluations. A grade below 75% in Professional Behavior will result in a Failure and the student will be exited from the program. Professional Behavior is rated from classroom, labs, and clinicals.

To receive a passing grade in a clinical or field course, a student must:

- Satisfactorily complete all clinical objectives and clock-hour requirements.
- Have an average of 3.75 (of 5) or better on Affective – Professional Behavior Evaluations.

Incomplete Courses

Students that receive an incomplete grade will have until the end of the next semester or agreed upon date of completion to complete the established syllabus requirements to pass the course. If the requirements have not been satisfied by the end of the semester the student will receive a F or NP for the course. Students that have received an incomplete grade as a result of incomplete clinical hours, SMC, or course work must complete a summative examination prior to completion of the course. The program director reserves the right to determine the examination in order to complete the course.

Transfer of Credits

Transfer Agreements are formal agreements between two or more colleges and universities to accept credits in transfer toward a specific academic program. Articulation Agreements are generally for specialized professional or technical programs offered at colleges (e.g., Associate of Science (AS), Associate of Fine Arts (AFA), Associate of Applied Science (AAS), diplomas, certificates) that can be applied to a specific program/major at the receiving university. For further information go to; http://www.mntransfer.org/students/plan/s_agreements.php

Grading and Expectations

Grading Formula:

See individual class syllabus for grading criteria for each EMSP course.

Expectations:

- Paramedic students are expected to conduct themselves in class as EMS professionals. Timeliness and attendance are major components of professionalism. Absences, tardiness and other attendance issues will have a negative impact on the student's grade.
- Students who will be late to class or absent are expected to:
 - Contact the instructor prior to class, or as soon as possible in cases of last minute emergencies.
 - In case of a laboratory session, the student must contact the instructor to make up the missed session. Failure to make up a missed laboratory session will result in an incomplete or failing grade for the course. If the scheduling of a make-up session incurs additional cost to the Program, the student will be required to reimburse that cost.
- Students are responsible for all material covered during missed sessions.
- Inclement Weather: Students must exercise judgment when determining whether or not they should travel during inclement weather. If the class is cancelled students are excused from class, clinical, lab. If students choose not to attend due to inclement weather when the school has not officially been closed, started late, or excused early, it is considered an unexcused absence, but is left to the discretion of the faculty member or the program director on a case-by-case basis in terms of make-up work and application of any attendance consequences. Students will be notified of class cancellation through their Ridgewater College e-mail account or the Class Cancellation website:<https://ridgewater.edu/student-services-activities/class-cancellations/>

Uniforms

Each student will need to purchase the following uniforms and equipment and have them ready by the time determined by Program Director.

- One (1) each PROGRAM APPROVED navy blue or black EMS pants and program yellow and black polo with college patches
- Ridgewater Community College I.D. badge
- Stethoscope
- High Vis Jacket with college patches
- Pen light
- Black belt
- Black uniform style boots or shoes
- Watch with sweep hand or digital, capable of counting seconds
- Trauma sheers
- OSHA approved eye/face protection

The student's Ridgewater College or ID cards must be worn on the outermost garment above the belt with the picture, name and title portions visible at all times during clinical or field rotations, except when the student is dressed in sterile gown. Students may not alter the badges or cover any part of it. Costs of replacements of lost ID badges are the responsibility of the student.

Students are required to wear their uniforms to all clinical rotations and specified lab class dates. Uniforms must be kept clean, with shoes polished and in good shape.

Other appearance and uniform policies:

- Hair must be worn back from the face. Hair longer than shoulder length must be worn pulled back and secured with a plain fastener; no side tendrils.
- No cologne, perfume, or strong smelling odors.
- Facial hair must be clean shaven to permit use of an N-95 mask or equivalent. See CDC guidelines for acceptable facial styles.
- Fingernails must not extend beyond the fingertips and must be clean. Clear nail polish is allowed. No acrylic nails will be allowed during lab sessions or clinical rotations.
- Only one pair of studs may be worn, each being no larger than the size a pencil eraser. No other stud or hoop earrings may be worn with the uniform. No necklaces or bracelets are acceptable during clinical. Rings are limited to one band type. Nose, cheek, tongue, lip or other oral/facial jewelry, of any kind, **will be evaluated by program director.**
- No radios, mobile telephones, voice/tone pagers or other portable communications devices may be worn during clinical rotations. During field rotations mobile telephones may be used during "down-time" at the preceptor's discretion.
- No agency-identifying clothing (e.g. "Anytown Fire Dept. EMS" shirts) may be worn during clinical rotations.
- The student is responsible for purchasing and maintaining the appropriate clothing for clinical rotations. Contact the program director for clothing that must be purchased through uniform vendor.
- Students arriving for classes, labs or rotations and/or found to be in violation of this code will be asked to leave the session and will be marked as absent for that session and will negatively affect the student's professional behavior grade.
- NO CELL PHONE USE during lab or clinicals.

- Smoking is **not** allowed on campus or at clinical sites. Smokers need to be particularly careful about odor of breath and clothes so that smoking odors are not noticeable to patients, residents, visitors or co-workers

Technology Requirement

This program uses technology both in the classroom and while on clinical rotations extensively. All students must purchase a tablet-type device / touchscreen laptop capable of connecting with the Internet upon starting the Paramedic Program. Chromebooks will not be permitted during testing and are not recommended during lab. Computer requirements can be found under INFORMATION TECHNOLOGY on the Ridgewater site : <https://ridgewater.edu/academics/areas-of-study/information-technology/technology-requirements/>

Laptop recommendations specifications can be found on the Ridgewater site by following the link. <https://ridgewater.edu/wp-content/uploads/2023/08/General-PC-Recommendations.pdf>

National Incident Management System (NIMS)

In an effort to have students achieve greater success, NIMS courses (or documentation thereof) must be completed in the following timeline:

NIMS 700, 800, 100, 200- To be completed during the first semester.

These courses can be completed earlier, but the student will need to forward copies of course completions to program director. These courses are free and can be found at:

<https://training.fema.gov/nims>

Drug / Alcohol Use

Use, possession, manufacturing, or distribution of marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by law.

Use, possession, manufacturing, or distribution of alcoholic beverages (except as expressly permitted by College or MN State Colleges and Universities regulations), public intoxication, or violation of MN State Colleges and Universities Board Policy 5.18 and System 5.18.1 on Alcoholic Beverages and Controlled Substances on Campus. Alcoholic beverages may not, in any circumstance, be used by, possessed by or distributed to any person under twenty-one (21) years of age. (from Student Handbook)

“College location” means in any college building or any college premises; in any college-owned vehicle or in any other college-approved vehicle used to transport students to and from college or college activities; or on any off-college property at any college-sponsored or college-approved activity, event or function, such as a work assignment or field trip, where students are under the jurisdiction of the college.

In addition, for the safety of students, faculty, staff and patients, students may not consume alcohol within 8 hours of a laboratory session, clinical or field rotation.

Violations of this policy are grounds for immediate exiting from the program.

Participation in clinical and field rotations while under the influence of drugs or alcohol may also result in criminal liability and result in loss of licensure.

Weapons Policy

Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on college premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others. (from Student Handbook)

Violations of this policy by students or employees will be subject to discipline, up to and including expulsion or termination.

Etiquette, Conduct and Miscellaneous

1. Come prepared to each class. That means read the chapters prior to class.
2. You are encouraged to ask questions of instructors and all guest lecturers. Disputes will be handled in a professional manner utilizing the existing grievance process.
3. Respect your fellow students, as well as the faculty and staff.
4. Be on time to all class sessions.
5. Silence all pagers and mobile telephones, except for emergencies, telephones may be used during breaks only (this includes texting).
6. It is suggested that students do not attempt to be both “on-call” for EMS or fire agencies and in class at the same time.
7. When working in groups, please respect the input of all of the group’s participants.
8. When asking or answering questions during class or labs, you will stand up to address the instructor.
9. Quizzes: Assigned quizzes must be completed by due date.
10. Exams: Exam dates are noted on the course schedule (subject to change by announcement). Since the material in the EMS courses build on previously learned materials, all exams are cumulative of all information in the program (e.g. may include questions relating to material from a pre-requisite course).
11. Children and guests are not allowed in class unless permission is given in advance by the instructor. Many course sessions contain information that may be inappropriate for children (e.g. crime scene awareness, anatomy and physiology, abuse and assault lectures).
12. Form of address: All instructors, patients, guest lecturers and program staff will be addressed as professionals showing respect.
13. Attitude: A professional and cheerful attitude will be maintained at all times. A poor attitude will have a negative effect on a student’s professional behavior grade.
14. Office hours will be virtual (online) and by appointment.
15. Any behavior viewed by the Program Director or staff as hostile, threatening, aggressive, and/or violent will cause the student to be removed from the class and student *may* be referred to the Ridgewater Student Conduct Officer.

Netiquette (Appropriate On-Line Etiquette)

In any written communication, whether on-line or hard copy, it is always appropriate to present it in a collegiate and appropriate manner. There is a tendency for on-line course work to be thought of as more casual, with not as much importance placed on spelling and grammar, but that is not to be the case. Your written work is a representation of yourself, reflecting your value system and attitudes.

Here are some common rules required in on-line work which we would like you to follow in any e-mail communications as well as assignments submitted:

- Fill in the “Subject” line of e-mail messages clearly indicating your purpose for writing.

- Do not write your message using all capital letters.
- Do not use offensive, derogatory, or vulgar language and no profanity/swear words.
- Use proper sentence structure and grammar. Capitalize appropriately in e-mail messages.
- Use abbreviations and emoticons sparingly.
- Express yourself in plain language, as clearly as possible.
- Proofread or ask someone else to proofread for you. Use spell check before submitting, but remember that spell check alone is not enough; words will be allowed through that may not be the words you intended to use.
- Identify yourself at the end of the message.

Professional Behavior

Professional behavior is an integral part of EMS education. After graduation, students may be placed in positions of responsibility for the life and welfare of other human beings. Therefore, every paramedic student is expected to demonstrate competence and patterns of behavior which are consistent with professional responsibilities and which are deserving of the public's trust. In the professional judgment of the faculty, any behavior deemed inconsistent with professional responsibilities and/or unsafe behavior will have a severely negative effect upon the student's professional behavior evaluation and will result in a failing grade in the applicable course.

Evaluations of professional behavior are made throughout the program, and students **must** achieve acceptable ratings to pass each course in the paramedic program sequence (please refer to the syllabus for each course for specific grading criteria).

The evaluation standard is that of a competent entry-level paramedic in a professional setting. The evaluation areas include integrity, self-motivation, empathy, appearance and personal hygiene, self-confidence, communication, time-management, teamwork and diplomacy, respect, patient advocacy, and careful delivery of service. Please refer to the professional behavior evaluation form for further details.

Some examples of behaviors that demonstrate a lack of competency in professional behavior include, *but are not limited to*:

- A pattern of neglect of clinical responsibilities or failure to in the best interest of patients and the public in any practice setting (lack of evidence of preparedness to take care of patient for any scheduled clinical experience).
- Violation of confidentiality, privacy, or security standards of any clinical facility or field rotation agency, or the Health Insurance Portability and Accountability Act (HIPAA).
- Knowingly producing false evidence or false statements, making charges in bad faith against any other person, or making false statements about one's own behavior related to academic or clinical matters.
- Failing to report incidents involving patients.
- Failing to report observed unethical or proscribed behavior.
- Taking food, medications, patient belongings or materials from clinical settings without approval or authorization.
- Failure to question a medical order in **an appropriate** manner when in doubt.
- Inability to work cooperatively and professionally with students, preceptors, faculty, staff, patients or others.

- Failure to accept feedback in an appropriate manner, failure to recognize need for improvement in ones performance.
- Failure to follow policies or instructions from preceptors, faculty or staff.

Media Policy

To ensure compliance with Federal and State privacy laws and to ensure accuracy, students must comply with all privacy and data practices laws and regulations and may therefore **not** discuss any information about patients or incidents/calls with representatives of the media or other individuals outside of Paramedic Program. Discussions of clinical or field experiences may also require the approval of clinical or field rotation affiliates. Do not post about your clinical experiences on any social media. All requests from the media should be referred to the Dean Of Allied Health.

Clinical Policies

Participation in Clinical or Field Rotations

Students may only participate in clinical or field rotations while enrolled in the program, after having fulfilled the medical and immunization requirements and clinical site requirements described below. For each clinical or field rotation, the student must be:

1. With an approved host agency or clinical facility.
2. Under the supervision of an approved preceptor.
3. On a pre-scheduled and approved rotation.
4. Ability to connect and document student information into Platinum Planner

Medical Requirements / Functional Job Analysis

Due to the dangerous nature of emergency medical care, the program has established medical requirements for participation in the program, including immunization and physical exam requirements. In addition, the demands of an EMS educational program require certain agility and cognitive abilities described below. Students must acknowledge and sign that they are physically capable or performing the requirements of the program and performing as a paramedic.

Immunization Requirements:

Measles, Mumps and Rubella (MMR), unless born prior to January 1, 1957, or graduated from a Minnesota high school since 1997 (if so, enclose copy of documentation) (*in accordance with Minnesota Statutes, Section 135A.14*):

- Two MMR vaccinations or two measles vaccinations, one mumps and one rubella vaccination
OR
- Physician documented history of measles and mumps along with proof of rubella immunity
OR
- Positive titer results (enclose copy)

Varicella (Chickenpox) Immunity (*In accordance with CDC guidelines (MMWR Vol. 43, RR-13)*):

- Two Varicella vaccinations
OR
- Physician documented history of varicella disease
OR
- Positive titer results (enclose copy)

Tetanus and Diphtheria (*in accordance with Minnesota Statutes, Section 135A.14 and CDC guidelines (MMWR Vol. 43, RR-13)*):

- It is recommended that the student have booster within last five years. *Participation in the Paramedic program includes a significant risk of injury.*

Hepatitis B (*In accordance with CDC guidelines (MMWR Vol. 43, RR-13)*):

- Series of three immunizations or titer (enclose copy), student must obtain vaccinations
OR
- Complete declination form.

Required Tuberculosis Screening:

PPD Testing (In accordance with CDC guidelines (MMWR Vol. 43, RR-13)):

- Documentation of ONE of the following within the past 12 months:
- Two-step tuberculin skin test (TST)
- Students who have had a negative TST within the last 12 months need one additional TST, this will constitute the two-step TST.
- Students who have not had a TST in the past 12 months will need a full two-step TST (2 TB skin tests 1-3 weeks apart).
OR
- QuantiFERON (QFT) or T-Spot or any IGRA blood test
OR
- Single TST with record of previous baseline TB screening (two-step TST or QFT) and record of annual screening every year since the baseline screening.
OR
- If your Tuberculosis test is positive, you also need to provide signed documentation from a clinic of one subsequent negative chest x-ray AND negative annual symptom survey since your chest x-ray.
- The renewal date will be set for 1 year. Upon renewal, one of the following is required:
 - a-1 step test OR
 - b-QuantiFERON (QFT) or T-Spot or any IGRA blood test OR
 - c-if PREVIOUS positive results, submit completed TB Questionnaire.

COVID-19 Vaccination:

- Evidence of full vaccination will be uploaded to the student's Castle Branch account if required by the students desired clinical site prior attendance.

7-Panel Drug Screen with EtOH

Some clinical sites will require a drug UA analysis prior to being allowed at their site. This requirement changes yearly and as such is mentioned here that the student may be required to pass a 7-panel UA drug screen prior to attendance at sites. The clinical coordinator will give further updates as appropriate.

3rd Party Criminal Background Check

Some clinical site may require a 3rd party criminal background check prior to being allowed at their site. This requirement changes yearly and as such is mentioned here so the student may plan that a additional charge may be incurred prior to attendance at certain clinical sites. The clinical coordinator will provide further updates as they occur.

Physical Status Acknowledgement:

The student must acknowledge that they are capable, with or without reasonable accommodation, physical, cognitive, and behavioral abilities required for satisfactory completion of all aspects of the program curriculum and clinical agency requirements. Any applicant who has met the necessary academic prerequisites and can, with or without reasonable accommodation, meet and/or perform the EMS Program Technical Standards will be accepted for admission.

Prior to entrance individuals will be asked to verify that they can meet the following EMS Program Technical Standards with or without accommodation(s)..

Please carefully read the following EMS Program Technical Standards: Taken from D.O.T.

Establish Job Title: Emergency Medical Technician Paramedic

D. O. T. Title, Industry Designation and Code 079.374.010

SOC Code 3690 Emergency medical technicians

GOE 10.03.02 (medical services)

Functional Ability	Standard	Examples of Required Activities
Gross Motor Skills	Gross motor skills sufficient to provide the full range of safe and effective patient care activities.	Move within confined spaces such as treatment room or operating suite. Assist with turning and lifting patients. Administer CPR.
Fine Motor Skills	Fine motor skills sufficient to perform manual psychomotor skills	Pick up and grasp small objects with fingers such as insulin syringe, pills. Perform tracheotomy suctioning, insert urinary catheter.
Physical Endurance	Physical stamina sufficient to remain continuously on task for up to 12- hour clinical shift while standing, sitting, moving, lifting, and bending to perform patient care activities	Walk/stand for extended periods of time; turn, position, and transfer patients. Manually resuscitate patients in emergency situations.
Physical Strength	Physical strength sufficient to perform full range of required patient care activities	Push and pull 50 pounds. Lift/move heavy objects from 35– 50 pounds.
Mobility	Physical ability sufficient to move from room to room and maneuver in small spaces; full range of motion to twist/bend, stoop/squat, reach above shoulders and below waist and move quickly; manual and finger dexterity; and hand-eye coordination to perform EMS activities	Move around in work area and treatment areas. Position oneself in the environment to render care without obstructing the position of other team members or equipment
Hearing	Auditory ability sufficient for physical monitoring and assessment of patient health care needs.	Hear normal speaking level sounds. Hear auscultatory sounds. Hear auditory alarms (monitors, fire alarms, call bells). Hear cries for help.
Visual	Normal or corrected visual ability sufficient for accurate observation and performance of EMS care.	See objects up to 20 feet away. Visual acuity to read calibrations on 1 ml syringe. Assess skin color (cyanosis, pallor).
Tactile	Tactile ability sufficient for physical monitoring and assessment of health care needs.	Feel vibrations (pulses). Detect temperature changes. Palpate veins for cannulation.

	<p>Demonstrate the development of mature, sensitive and effective relationships with patients and their families, supervisors and co-workers.</p>	<p>health state and responses to treatment from patients or family members.</p> <p>Convey information to patients and others as necessary to teach, direct and counsel individuals in an accurate, effective and timely manner.</p> <p>Recognize and report critical patient information to other caregivers.</p>
<p>Conceptual/Spatial Abilities</p>	<p>Conceptual/spatial ability sufficient to comprehend three-dimensional and spatial relationships.</p>	<p>Comprehend spatial relationships in order to properly administer injections, start intravenous lines, assess wounds of varying depths, and recognize normal/abnormal anatomy.</p>
<p>Emotional/ Behavioral & Professional Attitudes and Interpersonal Skills</p>	<p>Demonstrate honesty, integrity and ethical behavior including adherence to the professional EMS code of conduct.</p> <p>Present professional appearance and demeanor, compassion, concern for others, interest for the welfare of others.</p> <p>Demonstrate emotional stability and appropriate behavior sufficient to assume responsibility/ accountability for actions.</p> <p>Emotional health required to utilize their intellectual abilities fully, exercise good judgment, complete all responsibilities attendant to the EMS diagnosis and care of patients promptly, and safely.</p> <p>Must be able to adapt to changing environments, to display flexibility, and to learn to function in the face of uncertainties inherent in the clinical problems of many patients.</p>	<p>Establish rapport with patients, instructors and colleagues.</p> <p>Respect and care for persons whose appearance, condition, beliefs and values may be in conflict with their own.</p> <p>Deliver EMS care regardless of patient's race, ethnicity, age, gender, religion, sexual orientation or diagnosis.</p> <p>Conduct themselves in a composed, respectful manner in all situations and with all persons.</p> <p>Work with teams and workgroups.</p> <p>Establish and maintain therapeutic boundaries.</p> <p>Demonstrate emotional skills to remain calm and maintain professional decorum in an emergency/stressful situation.</p> <p>Demonstrate prompt and safe completion of all patient care responsibilities.</p> <p>Adapt rapidly to changing environment/stress.</p> <p>Exhibit ethical behaviors and exercise good judgment.</p>

		Self-aware and able to determine when support or assistance is needed in order to properly and safely care for client.
Cognitive/ Quantitative Abilities	Reading comprehension skills and mathematical ability sufficient to understand written documents in English and solve problems involving measurement, calculation, reasoning, analysis and synthesis. Follow instructions and safety protocols.	Calculate appropriate medication dosage given specific patient parameters. Analyze and synthesize data and develop an appropriate plan of care. Collect data, prioritize needs and anticipate reactions. Transfer knowledge from one situation to another. Accurately process information on medication container, physicians' orders, and monitor and equipment calibrations, printed documents, flow sheets, graphic sheets, medication administration records, other medical records and policy and procedure manuals.
Clinical Reasoning	Ability to reason across time about a patient's changing condition and/or changes in the clinician's understanding.	Evaluate patient or instrument responses, synthesize data, draw sound conclusions.
Flexibility	Adapt to EMS Department course scheduling policy.	Available to work the hours of an assigned schedule which could include any shift and day of the week.

Reasonable Accommodations

Applicants who disclose a disability are considered for admission if they are otherwise qualified so long as such accommodation does not significantly alter the essential requirements of the curriculum and the educational program as identified by the governing EMS body as listed above. When applicants or students disclose a disability, the provision of reasonable accommodations will be considered in an attempt to assist these individuals in meeting these required technical standards.

<https://www.ridgewater.edu/student-services-activities/academic-support-tutoring-disability/disability-services/>

Host Agencies

Clinical and prehospital agencies offer paramedic students the opportunity to learn patient care skills in a health care setting as a matter of professional courtesy. Preceptors do not receive compensation to work with paramedic students.

Sites may elect to stop offering this courtesy to an individual or group of students. Students are expected to conduct themselves as guests at clinical sites. If removed from a clinical site, this may negatively impact your ability to progress in the Paramedic Program.

Preceptors

The role of the clinical preceptor is extremely important to the development of a paramedic. At no other point in the program is there a closer integration of applying the classroom knowledge and basic laboratory training to actual patients in a controlled clinical setting. The preceptor will explain, demonstrate, and validate specific paramedic skills within the hospital and prehospital setting. Students will be evaluated using clinical area objectives in specific skills in accordance with evaluations. Using the standard program data collection via Platinum Planner, the preceptor will evaluate each student after each clinical assignment. Evaluation information may be from direct observation or supplied by other health professionals that have interacted with the EMT-P student.

A clinical or field preceptor MUST be in attendance while a student is performing care.

The primary responsibility for patient care remains with the preceptor, who may limit or refuse to allow the student to perform any skill or assessment at their discretion.

Professional Conduct

In addition to the general professional behavior requirements discussed above:

Students are expected to conduct themselves professionally at all times. Students should address all adult patients as “Mr.,” “Mrs.,” etc. First names and familiar names (e.g. “honey”) are inappropriate. When introducing yourself to patients and staff, you should say, “Hello, I am paramedic intern (name)”. Students may address staff in the way that the staff member introduced him- or herself. In front of patients, physicians should be referred to as “Dr. _____.”

Students will be held responsible for their interactions with staff and patients. Any unethical or inappropriate actions (including false documentation) will have negative consequences, up to and including dismissal from the program. Preceptors will be evaluating student professional behavior at every rotation.

Facilities Usage and Parking

Students should not expect to receive personal phone calls or messages at sites of EMS programs. Outgoing phone calls are to be made only on phones designated by host facilities and only with permission of the instructor.

Students are to park in areas designated by host facilities. Students park at their own risk. Ridgewater College, host agencies and clinical sites take no responsibility for fire, theft,

damage, or similar occurrences. Cars parked in areas other than those designated are subject to being towed at the owner's expense.

Medical Care / Emergencies During Shifts

All students must carry their own health insurance. No formal arrangements are in place by the College, host hospitals or other rotation sites for the provision of student health services. The student's primary care provider should provide routine health care for program participants. Emergency medical care for program participants will be provided by the closest appropriate medical facility. Any incident requiring emergency treatment must be documented and reported to the Paramedic Program Director immediately. Students are responsible for the cost of treatment of any accident, illness, or injury suffered in the course of this education program.

Should an emergency (illness, injury, or other condition preventing you from continuing the rotation) occur during a shift, immediately take appropriate action in consultation with your preceptor to ensure your safety and/or to resolve the situation. If necessary obtain medical care at the nearest emergency department. For needle-stick injuries, follow site policies to obtain initial care, and as soon as you can do so safely, contact the appropriate clinical coordinator or alternate. A written incident report should be completed as soon as possible thereafter, and submitted to the program director.

Students are responsible for the costs of medical care, and are advised to obtain medical insurance.

Incident Reports

An incident is any occurrence that is inconsistent with the routine operation of the agency, classroom, or routine care of a person.

The incident report is filled out when an event, as described above, involves a patient, visitor, employee, student, or instructor per the agency's policy and protocol. It is at the discretion of the facility manager to report the incident to the Ridgewater Paramedic Clinical Coordinator. Incident reports can be found on Platinum Planner.

Publication of Research from Clinical Experiences

Any article or paper written based on clinical experiences gained from participation in the Ridgewater College – Paramedic Program must be approved by the Paramedic Program Director, Paramedic Program Medical Director and designated representatives of the College and the clinical site involved prior to publication.

Patient Care Restrictions

During the Paramedic course work, the student will not be allowed to have participation in certain procedures. This list is not inclusive; specifically, the student may **NOT:**

- 1) Perform any advanced level skills without the presence of and direct supervision of a designated preceptor.
- 2) Administer any medication without prior instruction or without the presence of and direct supervision of a designated preceptor.
- 3) Administer insulin.

- 4) Administer heparin or other anticoagulants without preceptor's assistance in dose calculations and presence at time of drug administration.
- 5) Have any participation (other than observation) in the insertion of central venous catheters or CVP determination. (External jugular lines are not central lines).
- 6) Have any participation (other than observation) in the insertion and/or manipulation of the diagnostic procedures associated with a Swan-Ganz catheter or other type of invasive hemodynamic monitoring device.
- 7) Have any participation (other than observation) in the insertion or care of a transvenous pacemaker.
- 8) Administer any thrombolytics

NOTE: It is the student's responsibility to KNOW AND ABIDE BY ALL RESTRICTIONS. Failure to comply with restrictions will result in disciplinary actions, which could include termination of training.

Students Being Substituted for Staff

Although students will perform patient care functions and assist staff during clinical and field rotations, students **MUST NOT** be substituted for regularly scheduled staff. The unit or site must have adequate staffing fulfill their duties without the student. (e.g. a student cannot be assigned to an ambulance with only a preceptor or partner on board. There must be two staff members assigned to the ambulance besides the student). Any violation of this policy must be immediately reported to the clinical coordinator.

Students Performing Rotation at Agencies or Facilities Where They Are Employed or a Volunteer Member

Students **may not** utilize clinical or field experiences from agencies/facilities that the program does not have a clinical contract with. Or without prior authorization for the clinical coordinator.

Students may perform rotations at an agency or facility where they are an employee or volunteer member only if all of the following **additional** requirements are met:

- It is approved by the clinical coordinator **and** appropriate supervisory personnel at the proposed agency/facility;
- That the program has a contract with the facility, and the student's participation complies with that contract;
- They do not use work or scheduled volunteer hours towards course requirements;
- Their participation does not displace regular staff (see Students Being Substituted for Staff section above);
- In case of field rotations:
 - Before the completion of each phase (semester), the student must successfully complete (receive positive recommendation for phase completion) rotations as directed by the clinical coordinator at a primary paramedic program field site;
 - Students may **not** be precepted by their regularly assigned partner;
- Student must grant written permission (by program form and/or any employer/volunteer agency required documentation) for program personnel and employer/volunteer agency personnel to discuss, without restriction, all aspects of the student's participation in clinical or field rotations at the agency/facility; **AND**
- Any other conditions established by the program.

Since such rotations are provided as an exception, approval may be withdrawn at any time by the program of the host agency/facility. All credit earned at such rotations are subject to approval by the program.

Clinical Objectives

Clinical objectives have been developed and are stated in the clinical and field course syllabi. These objectives will be based on the skills afforded by each individual area and the 2021 National Education Standard Guidelines. They are generally sequenced so the skill is demonstrated or discussed in class prior to its requirement in clinical.

Documentation

The Paramedic student may document vitals, medications given or other pertinent data on actual patient charts only when it is observed and co-signed by the preceptor.

Students will complete a Student Patient Care Report (PCR) found in Platinum Planner.

Student PCRs shall contain **NO** patient identifying information, and shall **NOT** become a part of the patient's medical record.

Evaluations

Preceptors will document evaluation of students utilizing Ridgewater College Paramedic Program approved reporting process. Evaluations will be documented in Platinum Planner.

Communications

If a problem or concern arises during a clinical rotation that requires an immediate response, call or page the appropriate clinical coordinator or alternate.

Shift Scheduling

Students will sign up for shifts using the Platinum Planner scheduler software or as otherwise directed by the appropriate Ridgewater College clinical coordinator or program director. Students must be on a scheduled rotation and with an approved preceptor when performing advanced skills.

The clinical coordinator or preceptor may change the times of a scheduled rotation to accommodate unforeseen circumstances. In such a case, attempts will be made to notify the student as soon as possible.

Dropping Shifts, Inability to Attend Shift

Unless otherwise directed by the Ridgewater College Program Director or Clinical Coordinator, students may request to drop a shift up to 2 weeks in advance of that shift by requesting a drop using the FSDAP scheduler. In most cases, the shift will not be available to other students; therefore, excessive drops (more than two), will negatively affect your professional behavior grade. This is grounds for failure from the clinical class.

“No Call, No Shows” will result in a clinical failure and the student will be exited from the program.

Should a student be unable to make a shift and unable to request a drop 1 weeks in advance of the shift, the student must call the appropriate clinical coordinator as soon as possible.

In case of a last minute emergency (less than 24 hours before the scheduled clinical), the student must make three calls:

1. to the clinical or field site to notify them that they will not be there
2. notify the appropriate clinical coordinator
3. their clinical preceptor. The student will mark the shift as “absent” or “absent with permission” in Platinum Planner according to the clinical coordinator’s instruction.

Data Entry, Tracking and Verification

The primary responsibility for data entry, tracking and record maintenance is on the student. Failure to follow established guidelines and instructions may result in loss of credit for clinical experiences.

Students will provide preceptors with the appropriate evaluation forms with pertinent data completed (e.g. student name, preceptor name, # of procedures attempted / successful, etc), the preceptor will verify the information entered by the student, and then complete the evaluation sections using Platinum Planner tracking program. The preceptor will then “lock” the shift.

Students will enter data into the Platinum Planner tracking system **prior to leaving** each shift. This is the requirement of working paramedics so you being held to the same standards. Failure to complete the data entry within this time frame may result in **loss of credit for the rotation** and will negatively affect your professional behavior grade. If for any reason timely completion is not possible, students must contact the appropriate clinical coordinator BEFORE 72 hour deadline.

Falsification of documentation in Platinum Planner is grounds for immediate expulsion from the program as being academic dishonest.

Patient Confidentiality

During clinical rotations the students are exposed to privileged patient information. This information MUST remain strictly confidential and only be discussed with other healthcare professionals involved in the patient’s care. Students may discuss medical diagnoses and interventions done during clinical time, but no references may be made to specific patients.

No part of the patient’s chart may be copied or taken outside of the clinical area. The only exception is EKG rhythm strips that have no patient identifiers on them when approved your preceptor. These are to be used in class and for educational purposes only. The student PCR without patient identifiers is not considered part of the patient’s chart.

Students may discuss clinical experiences for educational purposes in class, or with preceptors and faculty, as long as no patient identifying information is included.

In addition, all provisions of applicable state and federal (e.g. HIPAA) laws must be followed.

Violations of this policy are grounds for immediate exiting from the program.

Clinical Termination Policy

Immediate Safety Concerns:

A preceptor or clinical coordinator may dismiss a student from an individual rotation to ensure the safety and health of staff, patients or the students. The student will then leave the rotation site, and report the incident to the Paramedic Program Director within 24 hours. The preceptor will report the incident to the appropriate clinical coordinator or alternate as soon as possible, and follow up with a written incident report. If possible, the preceptor should consult with a clinical coordinator prior to such suspension.

The Clinical Coordinator or Paramedic Program Director or Paramedic Program Medical Director may suspend a student's clinical privileges to ensure the safety or health of staff, patients, faculty or students. The Program Director will consult with Ridgewater College and officials as appropriate prior to such suspension.

Non-Immediate Concerns:

Any instructor, preceptor, clinical coordinator or student may refer an incident or concern about the continued clinical participation of any student to the Program Director.

Clinical Privileges Evaluation:

After appropriate investigation of the incident or concern the Paramedic Program Medical Director or Associate Medical Director, Paramedic Program Director, the Clinical Coordinators, and a representative of Ridgewater College shall meet to evaluate the situation and recommend a course of action. Options include, but are not limited to: additional training, clinical restrictions or increased supervision, clinical suspension, clinical termination/ course failure.

Although the above listed personnel will consult and seek to reach a solution, the Paramedic Program Medical Director is the ultimate decision-maker regarding clinical participation by students. This policy is necessary since students function under the Medical Director's license.

Clinical Etiquette

Health Conditions:

Students should exercise good judgment in determining their fitness and personal hygiene for patient contact. Odors should not be noticeable by others.

Anticipated Book Requirements and Costs:

Book Requirements and Estimated Costs:			
Title	ISBN	Author/Publisher	Estimated Cost
Sanders Paramedic Textbook 6th Edition Advantage Package	1284277518	JB Learning	\$0 Included with Fees
Pharmacology for the Prehospital Provider	1284041468	JB Learning	\$120
2025 Handbook of Emergency Cardiac Care	9781616697762	American Heart Association OPTIONAL	\$30
Total Estimated Book Cost			\$150

I have read and understand the policies in the Ridgewater Community College Paramedic Program Policy Book. I agree to abide by these policies and those in the Ridgewater Community College Handbook. I understand that failure to abide by these policies will result in my continued enrollment in the Paramedic course(s) being in question.

 Student Name (please print)

 Student Signature

 Date