



SWEDISHAMERICAN HOSPITAL EMS SYSTEM
 EMT PROGRAM CATALOG
 2018

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OFFICE HOURS

Office Hours.....	8:00 am to 4:30 pm (Mon-Fri)
Instructor Hours.....	8:00 am to 10:00 pm (or as posted)



SWEDISHAMERICAN HOSPITAL
 EMS SYSTEM
 EMS OFFICE
 4120 CHARLES STREET
 ROCKFORD, IL 61108
WWW.SWEDISHAMERICAN.ORG

Our Primary Goal:

To prepare competent entry-level Emergency Medical Technicians in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains

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INTRODUCTION

ABOUT THE CATALOG

This catalog has been prepared to assist prospective students and others with the opportunity to become familiar with Swedish American Hospital and Swedish American EMS System.

Information includes the Health System's mission statement and objectives of the EMS System; academic and personal opportunities available for student; and, the EMS System's policies, procedures, requirements and regulations.

ACCURACY OF INFORMATION

The information in this catalog is subject to change and information included in this catalog is not intended to and does not constitute a contract.

A copy of the catalog can be viewed online at www.swedishamerican.org. SwedishAmerican Hospital EMS System reserves the right to make changes as necessary to the information contained in this catalog.

STUDENT'S RESPONSIBILITY

It is the responsibility of the student to be aware of the information in this catalog. The student is also responsible for keeping informed as additions and corrections are announced throughout the program term.

NON-DISCRIMINATION STATEMENT

SwedishAmerican Hospital EMS System, a Division of UW Health, admits students to qualified individuals without regard to race, creed, religion, sex, color, handicap, or national origin. All applications will be accorded equal consideration for admission as compared with all other applications.

It is the policy of SwedishAmerican Hospital EMS System, with respect to student admission, to fully comply with all applicable existing federal, state, and local governmental regulations requiring nondiscrimination so far as including, but not limited to, Executive Order 11245, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Americans with Disabilities Act.

Inquiries concerning compliance with any of the foregoing may be directed to the Human Resources Office, Swedish American Hospital, 1401 East State Street, Rockford, Illinois 61104, Telephone 779-696-4650; or to the Director, Office of Civil Rights, Department of Health, Education and Welfare, Washington, DC 20201.

HISTORY

SwedishAmerican Hospital was founded in 1911 and has continued to operate and expand in the same neighborhood as the original building. Currently, SwedishAmerican Hospital is a 397-bed



acute care hospital that operates a Level II Trauma Center. The hospital is accredited through Joint Commission (Central Office – One Renaissance Blvd, Oak Brook Terrace, IL 60181 – Phone 630-792-5000). The most current accreditation was completed in 2014. The Emergency Department treats approximately 75,000 patients a year, identifying us as one of the busiest Emergency Departments outside the City of Chicago. Also, the institution serves as a regional referral center for many services including a Joint Commission accredited Stroke Center, Chest Pain Center as designated by the Society of Cardiovascular Patient Care, invasive cardiology and behavioral health services.

The following is a historical summary of SwedishAmerican's participation in EMS.

- From 1978-1987 the three Rockford hospitals established an equal partnership to fund and coordinate the new Northern Illinois Paramedic Program.
- From 1987-1992 SwedishAmerican became an equal partner in the establishment and maintenance of Rock River Region EMS System.
- From 1992-1999 SwedishAmerican rejoined OSF Northern Illinois EMS, in a Shared Services Agreement, as an equal partner, in funding and coordinating that System.
- From 2002 to present SwedishAmerican has served Region I EMS as an Illinois Department of Public Health designated Resource Hospital.

Since designation as a Resource Hospital by Illinois Department of Public Health:

- 27 primary educational courses have been coordinated and taught by SwedishAmerican employees.
- Over 5,000 continuing education hours are taught by SwedishAmerican annually.
- SwedishAmerican has provided substantial clinical venues for both students and practicing EMT's of all levels from all of the Rockford based EMS systems.
- SwedishAmerican EMS serves as Resource Hospital for 28 fire/ambulance /rescue services in Region I.
- Developed an annual training schedule to include primary and continuing education at all levels including CPR, ACLS, PALS and PHTLS.
- Developed an annual Skills Validation Review.
- Created progress reports that can be produced as requested for all personnel participating in primary education classes.
- Introduced pre-hospital 12 –Lead EKG's to the Rockford community and provided extensive training to personnel.
- Made both EMS Coordinator, Richard Robinson and EMS Medical Director, Dr. John Underwood, available for meetings, education and ride time as requested



- Moved into a centrally located facility that meets all required needs for training and meetings as well as being readily accessible access for Fire Department apparatus.



- Upgraded the EMS Library in order to accommodate all needs requested.

- Provided support and training for the Continuous Chest Compression CPR project including education by Dr. John Underwood and Dr. Robert Harner who brought this program to northern Illinois. This program showed a dramatic improvement in survival for citizens that suffered a cardiac arrest.

- Purchased the product I-Stan, which is the state of the art tool for patient training scenarios. This educational

tool was used for the first time with classes beginning Fall 2009 after extensive staff training.

- National Accreditation of the paramedic program through the Commission on Accreditation for Allied Health Education Programs Committees on Accreditation of Educational Programs for the EMS Professions (4101 W. Green Oaks Blvd, Ste 305-599, Arlington, TX 76016 – phone 817-330-0080)
- Accreditation of all EMS Continuing Education through the Continuing Education Coordinating Board for Emergency Medical Services. CECBEMS -12200 Ford Road – Suite 478 - Dallas, Texas 75234 – Phone: 972.247-4442
- Developed education for Critical Care Medic in January, 2014.

MISSION STATEMENT

Through excellence in healthcare, and compassionate service, we care for our community.

OUR VISION

To set the standard of excellence in quality, service, and outcomes.

OUR VALUES

Integrity:

"We are honest and ethical in all we say and do."

Compassion:

"We embrace the whole person and respond to emotional, ethical and spiritual concerns as well as physical needs."

Accountability:

"We hold ourselves accountable for our actions."

Respect:

"We treat every individual as a person of worth, dignity and value."

Excellence:

"We strive to be the best at what we do and a model for others to emulate."

PATIENT CONFIDENTIALITY

SwedishAmerican Hospital's philosophy is that all patients have the right to confidential care and deserves to have all medical and social information, whether written, spoken, or computer generated held in strict confidence. SwedishAmerican Hospital believes that no reason or situation justifies communicating patient information, whether medical or social, unless it is communicated to you on a need-to-know basis in order to perform your duties as a student. Confidentiality applies from the moment the first information is gathered in preparation for care and continues indefinitely.

All SwedishAmerican Hospital EMS System students are exposed to or engage in the collection, handling, documentation, or distribution of patient information. Therefore, all students are responsible for maintaining the confidentiality of patient information. Violations of patient confidentiality may result in immediate termination from the program. If you are unsure about any issue related to patient confidentiality please discuss it immediately with your Lead Instructor/Program Director. If you observe other students violating patient confidentiality it is your responsibility to report this information to your Lead Instructor/Program Director immediately.

ACCREDITATION

SwedishAmerican Hospital is accredited by the Joint Commission. Joint Commission standards address the hospital's performance in specific areas, and specify requirements to ensure that patient care is provided in a safe manner and in a secure environment. The Joint Commission develops its standards in consultation with health care experts, providers and researchers, as well as measurement experts, purchasers and consumers.

In addition, the Paramedic Program at SwedishAmerican Hospital EMS Program is accredited through the Commission on Accreditation of Allied Health Education programs (CAAHEP). CAAHEP is located at 25400 US Highway 19 North, Suite 158, Clearwater, FL 33763. Phone 1-727-210-2350.



SWEDISHAMERICAN **A DIVISION OF UW HEALTH**

SwedishAmerican Health System and UW Health in Madison announced in early 2011 a new affiliation agreement, with the goal of providing access to highly sophisticated sub-specialty health care for local patients and the opportunity to create more specialized services in Rockford in the future. With this agreement, the two organizations are working on regional strategies such as expanding cancer services in Rockford, enhancing the delivery of care, advancing medical research, growing regional telemedicine infrastructures, and achieving seamless patient transfers and referrals between the two health systems.

SWEDISHAMERICAN MEDICAL FOUNDATION

Established in 1981, the SwedishAmerican Foundation raises, invests and distributes funds for the benefit of SwedishAmerican Health System and its mission to take care of the Rockford community. This includes SwedishAmerican Hospital, its clinics and the neighborhood surrounding the hospital. We also support local community healthcare organizations that further the mission of SwedishAmerican.

Highland Community College

Highland Community College is a two-year co-educational public community college located at 2998 West Pearl City Road in Freeport, Illinois. Highland has been serving the northwestern Illinois area since 1966.



SwedishAmerican EMS System and Highland Community College have been working together over the past several years to bring about several opportunities for EMS educational programs. The College currently offers EMT Courses and an Associate of Applied Arts option for those who already hold a current paramedic license.

ADMISSIONS ELIGIBILITY

All high school graduates may be eligible for admission to the SwedishAmerican Hospital EMS System EMT Program.

GENERAL

Applications for admission to the program may be submitted as early as June for classes that will begin in August/September and September for classes that begin in January/February. Students who are accepted into the program will complete a background check, and provide proof of or obtain a variety of immunizations.

ADMISSION PROCEDURES

SwedishAmerican Hospital EMS System typically holds EMT courses each Fall and Spring. Classes are held two days per week (6 pm to 10 pm). All potential students are required to complete an admission application prior to acceptance into the EMT program. Individuals who are not selected will be given a reason for denial and are welcome to set up an appointment with the Lead Instructor to discuss their status.

DOCUMENTATION

1. GED certificate or high school diploma. High school students may attend the class, but they may not become licensed without a GED certificate or high school diploma. See Lead Instructor for any questions.
2. Completed application for admission
3. Completed background check through approved SwedishAmerican Hospital utilizing Universal Background Screening. The screen process includes: OIG Sanctions, Social Security Address/Alias Trace, Motor Vehicle Report, Statewide Criminal Court Search, and USA Criminal and Offender Search. Students will meet with the Program Director and/or EMS Medical Director regarding any information that is returned that may be a potential barrier to course/clinical completion and/or licensure as an EMT. There are some barriers that will result in immediate dismissal from the course. If the student has a background check that has been completed within the last six months it can be submitted for review to the Lead Instructor/Program Director. Approval will be granted on a case-by-case basis and will depend on the elements included in the search. Any request to submit a background search from an outside source must be sent directly from the company that conducted the search to the Lead Instructor/Program Director.

4. Payment of tuition and fees according to the published schedule
5. Must be able to speak, read and write English well enough to understand the lectures, take written exams, take patient histories, write run reports and communicate on the radio.

IN-SYSTEM STUDENTS

All applications for admission will be considered. All are welcome to apply for admission without consideration of agency affiliation.

HEALTH REQUIREMENTS

The following physical demands are representative of those that must be met by an EMT or EMT student to successfully perform the essential functions of both the job requirements and required clinical/field experiences. (See Functional Job Analysis, National Standard Curriculum). While performing the duties of the EMT the student is regularly required to stand, walk, use hands and fingers, handle or feel objects, tools or controls; and talk or hear. The student frequently is required to sit, reach with hands and arms, stoop, kneel, crouch or crawl. The student must regularly lift and /or move more than 100 pounds. It is the responsibility of the student to notify the Lead Instructor in writing of any concerns regarding the physical, mental, or emotional health of the student that could impact the success in the program.

The student will obtain the following immunizations or lab evidence of immunity (titer) and provide proof to the Lead Instructor.

1. TB Test – Either blood draw or two step skin test
2. Immunizations –
 - a. Mumps, measles and rubella x 2 or positive titers
 - b. Tdap, which includes diphtheria, tetanus and pertussis
 - c. Varicella (Chicken Pox) x 2 or positive titers
 - d. Influenza
3. Hepatitis B – the vaccination series is strongly recommended but not required. If you choose not to have this you must sign a waiver.

AMERICANS WITH DISABILITIES ACT/SPECIAL ACCOMMODATION

Students with documented learning disabilities need to work through the appropriate office at Highland Community College (if the EMT class is held on the college campus) to set up any special accommodation that may be necessary for this class. This documentation also needs to be provided to the Lead Instructor.

Students not affiliated with Highland Community College need to work with the Lead Instructor to make appropriate accommodation. Documentation of the learning disability is required.

WAIT LIST

Potential students who are not selected for class may choose to have their name placed on a waiting list for EMT classes held at SwedishAmerican Hospital. Placement on a waiting list is at the discretion of the Program Director.

WITHDRAWAL

Students may voluntarily withdraw from the EMT program for personal reasons at any time. Refund issues are discussed below for voluntary withdrawal. Students may re-apply for future courses but those students will start at the beginning of the program and will not be given credit for any previous course work.

If the student is enrolled through Highland Community College there are additional steps that are required to withdraw from the class. Additionally, the Lead Instructor may withdraw the student for excessive absenteeism or any items listed below under “Dismissal”.

DISMISSAL

Any of the following may lead to immediate dismissal from class and forfeiture of tuition:

1. Use of alcohol or non-prescribed drugs on hospital grounds or at any system sponsored class-related class activities (including Highland Community College).
2. Falsification of any entrance, test or clinical documents.
3. Violation of patient confidentiality.
4. Behavior deemed by the Lead Instructor, EMS Medical Director or Program Director to be gross misconduct.
5. Misrepresentation of credentials.
6. Cheating on any exam. This includes copying, stealing, photographing, or removing from the classroom any exam materials (except for those exams specifically intended as “take home”).
7. Performing skills in any setting (lab, clinical, field) that are without direct supervision of an educator and/or approved preceptor.
8. Failure of the student to complete course requirements by the published deadlines, including non-payment of tuition.
9. Theft of or deliberate damage to any SwedishAmerican Hospital or Highland Community College property including, but not limited to, mannequins, teaching equipment, office equipment, projectors, films, videotapes, computers, reference books or materials.
10. Unauthorized use of personal electronics in any classroom, lab, clinical, or field situation.
11. Additional criteria for dismissal may be published for dismissal from the program at Highland College; please refer to their college catalog for details at www.highlandcc.edu

TUITION AND FEES

SwedishAmerican Hospital EMS System charges course fees for the EMT program; there are several options available for tuition and fees as listed below. If a student is a member of a provider department that has a contract for training with SwedishAmerican EMS fees will be paid per that contract.

For the 2017-2018 class at SwedishAmerican Hospital EMS the course fee is \$750 and is due the first day of class. This fee includes the course, books, and background check. Course and book fees at Highland Community College are set by the college. SwedishAmerican Hospital EMS System pays for the background check for Highland Community College students.

The fee for the State of Illinois exam and licensure fee or National Registry exam is at the student’s expense.

TUITION AND FEES REFUND POLICY

No refunds will be given after the mid-point of the class or if the student is dismissed from the class due to absenteeism or any of the reasons stated in “Dismissal” listed above. Highland Community College students must work through the college for any potential refunds.

FINANCIAL AID

If a student believes they are eligible for financial aid for the course fee they should discuss this arrangement with the Program Director on or before the first day of class. Verification of financial aid will need to be received prior the 3rd scheduled class date. This program is not eligible for FAFSA reimbursement.

Students enrolled at Highland Community College should check with an enrollment counselor at the college to determine if financial aid is available.

VETERANS

Financial aid may be available for United States veterans depending on the students’ veteran status. Please contact the Lead Instructor prior to the first day of class to discuss potential eligibility.

STUDENT SUPPORT SERVICES

SwedishAmerican Hospital EMS System is committed to providing quality programs, services and curriculum that promote the academic success of all students. Guidance and support for success is offered throughout the course. Additional one-on-one instruction may be available if requested, as well as opportunities for additional lab and clinical time.

LIBRARY

There is a large library of texts, journals and videos available at the EMS Office that can be accessed upon request. Computers are available for use for any online research. For those who wish to use their own laptop, free wireless Internet is available at the EMS Office. Highland Community College may also have resources in their Library.

ACADEMIC ADVISING

All students retain the responsibility for successfully completing course requirements. However, students will be counseled at various times throughout the course by the Lead Instructor or their designee as the demands for successful completion of the course and licensure are stringent. The student may request to meet with the Lead Instructor/Medical Director/Program Director any time during regular business hours to discuss their plan for successful completion of the course.

PARKING

Parking for students is immediately adjacent to the EMS Office. There is limited parking on the street as the office is located in a residential area. Parking on the Highland Community College campus or off-site facilities will be explained by the Lead Instructor.

EMERGENCIES ON HIGHLAND COMMUNITY COLLEGE CAMPUS

For any emergencies on campus that require the services of fire or police, please dial 9-1-1. Campus Security can be reached at 815-599-3451. Students are encouraged to program the Campus Security number into their personal cell phone for the duration of their time on the Highland campus. For other incidents please refer to the form found on the Highland Community College website <http://www.highland.cc.il.us/students/referral.asp>

EMERGENCIES ON SWEDISHAMERICAN CAMPUS (INCLUDING EMS OFFICE)

Should an emergency arise on the EMS Office property students are encouraged to contact Hospital Security at 779-696-4092 or extension 64092. An officer will respond as soon as possible. Should it be a medical emergency, students should call 9-1-1 and give the address as 4120 Charles Street in Rockford

If there is a question about the office being closed for inclement weather the student should call their course instructor and listen to the message as to whether the office is open and class will be in session. The Lead Instructor for classes at Highland Community College will explain the process for inclement weather during the first class session. A “call list” may be set up at the beginning of each class so that the instructor may send a text message to students for times of course cancellations as well. Students are encouraged to program the Security and EMS Office (779-696-6082) phone numbers into their personal phones for the duration of their course. Please be aware that the majority of SwedishAmerican campus, including the EMS building, has cameras that are recording video only for security purposes. There are also security cameras present at Highland Community College and other off-site facilities.

STUDENT LIFE

This is imperative that all EMT students become familiar with the contents of this publication as well as the Highland Community College catalog (if applicable). SwedishAmerican Hospital EMS System staff recognizes that as an EMT student you require information that will assist you in successfully completing the program. If there are any questions regarding the content of this publication please contact the Lead Instructor immediately.

Successful completion of the course does not guarantee licensure. It does allow the student to apply to take the Illinois Department of Public Health licensure exam or, if desired, the National Registry Exam.

CODE OF CONDUCT

SwedishAmerican Hospital EMS System respects the civil rights and liberties of each student member of the EMT program; however, it is imperative for the System to be free from coercion, harassment, and disruption in order to allow for the exchange and expression of ideas. It is also imperative that the System and SwedishAmerican Health System as a whole remain safe and drug and alcohol free in order to enhance the student’s learning experience.

Students are expected to conduct themselves in such a manner as to be a credit to themselves, the organization that they represent, the Health System and their community. Violation of local, state or federal laws at any EMS System sponsored activity (on or off property) will be considered a violation of the Student Code of Conduct and will result in disciplinary action.

It is expected that students will:

1. Meet instructor expectations for attendance.
2. Be aware of all course requirements.
3. Complete all assignments in accordance with instructor expectations.
4. Meet all financial obligations to the EMS System within the appropriate deadlines.
5. Fulfill all course requirements.
6. Follow all Health System, local, state and federal laws.
7. Act honestly in all situations.
8. Respect faculty for all classroom, lab, clinical and field experience, staff and other students.
9. Report violations of the code of conduct to any instructor or the Program/Medical Director.
10. Make appropriate use of all Health System equipment, property and facilities.

The following are examples of unacceptable behavior while on SwedishAmerican Hospital property or at any EMS System sponsored activity:

1. Giving false or misleading information to EMS System faculty or staff.
2. Tampering with or destroying any program record.
3. Possessing, being under the influence, supplying, or selling any alcoholic beverage, controlled substance, non-prescription drug, narcotic or stimulant.
4. Using loud or abusive language.
5. Creating a hazard, physical or emotional, for others, self or things.
6. Blocking access to buildings, rooms, driveways or other access ways.
7. Unauthorized use of EMS System facility or property.
8. Obstruction or disruption of teaching, learning, studying or other EMS System activities.
9. Threatening, attempting, or committing physical violence.
10. Damaging, destroying or unlawfully possessing EMS System or Health System facilities or property.
11. Theft.
12. Possession and/or use of knives, guns or any weapon.
13. Operating any vehicle in an unsafe or reckless manner while on Health System property.
14. Violation of any Health System regulation, local, state or federal law will be subject to referral to criminal/civil authorities for investigation and/or action. This includes any violation of patient confidentiality as defined by the HIPAA laws.

SANCTIONS FOR BEHAVIOR MISCONDUCT

Violations of the Student Code of Conduct or failure to fulfill expectations may result in disciplinary action. All disciplinary action will be shared with the student's agency sponsor (if applicable). Disciplinary action may include, but is not limited to, the following:

WARNING: A written or spoken notice that continuation or repetition of violations of the Student Code of Conduct may be cause for more serious disciplinary action (Faculty, Program Director, Medical Director).

SUSPENSION: A written notice of exclusion from class and/or lab and/or clinical experience for a specific period of time (Program Director, Medical Director).

DISMISSAL: A written termination of student status for an indefinite period of time (Medical Director).

TEMPORARY SUSPENSION BY INSTRUCTOR

An instructor (faculty member) has the authority to remove a student temporarily from the classroom or lab setting if the instructor determines that the continued presence of the student would disrupt the educational process or endanger the physical well-being of others in the classroom or immediate area. All temporary removals from the classroom/lab must be reported to the Lead Instructor within one classroom day of the removal. Further disciplinary sanctions may be applied.

SUSPENSION FROM PROGRAM

If the presence of the student is an immediate and serious threat to other persons, property or classes on SwedishAmerican Health System property the Lead Instructor, Medical Director, and/ or Program Director have the authority to remove or continue the suspension for the well-being of the EMT program. During the interim suspension the affected person will not, without written prior permission of the Medical Director or Program Director, enter or remain on SwedishAmerican Health System property or attend any activity related to EMT course including, but not limited to clinical and field experience.

NOTIFICATION AND DUE PROCESS

1. The Program Director or Medical Director will notify the student and the student's sponsor agency (if applicable) in writing within seven working days that they have been accused of violating the Student Code of Conduct. A meeting with the student will be scheduled to discuss the alleged violations. A written decision will be issued to the appropriate parties related to alleged violations. A copy will be placed in the student file.
2. The student may appeal warnings or suspensions with the Medical Director. The student must contact the Medical Director in writing within seven days of the written decision being issued. An appointment may or may not be scheduled according to the Medical Director's availability, but will typically be within ten days of receipt of the written request should the Medical Director decide to honor the request for an appeal.
3. The student will be notified in writing should the Medical Director decide that he/she will not honor the appeal. Decisions regarding the warning or suspension will be shared in writing with the student and the student's sponsor agency (if applicable).

ACADEMIC INTEGRITY AND MISCONDUCT

Academic integrity rests on two principles: first, that academic work is represented truthfully as to its source and its accuracy; second, that academic results are obtained by fair and authorized means. Academic Misconduct occurs when either of these guiding principles is knowingly violated.

Examples of these violations include:

1. **Cheating** – giving, using, or attempting to use unauthorized materials, information, notes, study guides or other devices in any academic exercise, including photographs and/or unauthorized communication of information.
2. **Fabrication or Falsification** – Unauthorized alteration or invention of any information or citation in an academic exercise or intentionally withholding of information for the purpose of deceiving the instructor or the program.
3. **Plagiarism** – Knowingly presenting the work of another as one's own (without acknowledgement of the source). The sole exception to the requirement of acknowledging sources is when the ideas or information is common knowledge.

4. **Facilitating Academic Misconduct** – giving or attempt to help another commit an act of academic misconduct.
5. **Tampering with Materials, Grades or Records** – Interfering with, altering or attempting to alter records, grades or other documents without authorization from appropriate SwedishAmerican Hospital EMS System faculty or personnel for the purpose of changing, falsifying or removing the original information found in such records.

SANCTIONS FOR MISCONDUCT

If academic misconduct is discovered and confirmed, any of the following penalties may be imposed:

1. Reduction in grade (by any instructor, Program Director, Medical Director)
2. Warning (Medical Director, Program Director)
3. Suspension from class (Medical Director or Program Director)
4. Suspension from program (Medical Director or Program Director)
5. Dismissal from program (Medical Director)

PROCEDURES AND STUDENT RIGHTS

1. An instructor may, with due notice to the student, treat as unsatisfactory any student performance that is the product of academic misconduct. The instructor will issue written documentation of the incident(s) and sanction(s) to the student and to the Program Director.
2. If a student wishes to protest a grade based upon work judged by an instructor to be the product of academic misconduct, or if an instructor deems other action for academic misconduct by a student advisable, a recommendation for review will be made to the Program Director. The Program Director will review the incident with the instructor and student and issue a decision within two (2) class dates.
3. If further appeal is requested by the student or the instructor a recommendation for review will be made to the Medical Director. The Medical Director will review the incident with the Program Director, student and instructor and issue a decision in writing within two (2) class dates. This information may be shared with the students sponsoring agency at the discretion of the Medical Director.
4. If the issue cannot be resolved through the previous steps or the student chooses to retain an attorney all further correspondence will be conducted between the student's attorney and the hospital Risk Management Department. The Program Director, Medical Director and any program faculty will not speak directly with any attorney retained by a student.
5. Highland Community College may have other steps to be completed in this process. Please refer to the student catalog at <http://www.highland.cc.il.us/students/referral.asp>

SEXUAL AND OTHER HARASSMENT COMPLAINTS

SwedishAmerican Health System is committed to maintaining an environment that is free of discrimination, including harassment on the basis of any legally protected status and hostile work environment. SwedishAmerican will not tolerate any form of harassment by anyone, whether it is sexual harassment or on the basis of age, color, disability, ethnic or national origin, gender, race, religion or sexual orientation, or any other legally protected classification. Students are encouraged to read the SwedishAmerican Human Resources policy regarding harassment for details of what may or may not constitute harassment.

Any student who believes he or she has experienced or witnessed any conduct that is inconsistent with this policy, in any classroom, lab, clinical or field experience, is to immediately notify either the Lead Instructor, Program Director or Medical Director. Under no circumstances is a student required to report the harassment to a person he or she believes to be responsible for harassing activity. All complaints and reports will be promptly and thoroughly investigated. All students have an obligation to cooperate in any investigation of a complaint of harassment, discrimination or hostile learning environment including providing any and all information concerning such complaint of which the student may have knowledge.

If an investigation confirms that a violation of the policy has occurred, SwedishAmerican Hospital EMS System will take timely and effective corrective action. These measures include, but are not limited to, verbal or written warning, suspension or dismissal from the EMT program. Should suspension or dismissal be deemed necessary the outcome of the investigation will be shared with the students sponsoring agency (if applicable).

Further, SwedishAmerican forbids any reprisal or retaliation for filing a complaint or for supporting or assisting another in pursuing a complaint. Anyone experiencing or witnessing any conduct he or she believes to be retaliatory should immediately report it to the Program Director or Medical Director. Retaliation is a violation of the SwedishAmerican Harassment Policy and subject to forms of discipline listed above.

ASSESSMENT OF STUDENT LEARNING OUTCOMES

SwedishAmerican Hospital EMS System has created a written learning outcome statement to help measure and promote student learning in the EMT program. Students may use this statement as an official “transcript” for future educational endeavors. This statement will be shared with the students’ sponsoring agency (if applicable) if requested. The statements will remain on file in the SwedishAmerican Hospital EMS System office for as long as SwedishAmerican remains a Resource Hospital as designated by Illinois Department of Public Health.

COMPUTER-BASED TECHNOLOGY GUIDELINES

SwedishAmerican Hospital EMS Program provides access to technology in order to support the learning process and to provide access to information sources that might not otherwise be available. The program believes that the value of information and interaction that computer-based technology offers outweighs the potential hazards of its misuse. Making network access available, however, carries with it the potential that some network users will access sources that others consider objectionable. Users are expected to access computer-based technology for legitimate EMT program or educational purposes. Exercising this privilege requires that users accept the responsibility for all material viewed, downloaded, and/or produced.

Users must recognize that there is no way to provide absolute assurance of confidentiality with respect to access to transmissions and files by persons using any device that is accessed through the hospital’s network or any device that interfaces with a computer or computer peripherals either on the hospital campus or from remote locations.

Hospital employees are not given access to download software to any computer owned and maintained by the hospital. Any requests for software must be shared with the EMS Manager for approval.

All guidelines related to computer-based technology are also applied to courses at Highland Community College. For further details, please access their student catalog through this link: http://highland.edu/hcc_academics/

GUIDELINES FOR USE

1. Adhere to the rules of copyright and assume that any software they did not create is copyrighted (unless labeled “freeware” or “public domain”).
2. Note that e-mail, like other forms of communication is not guaranteed to be private.
3. Be responsible at all times for the proper use of access privileges and for avoiding impersonations, anonymity or unauthorized sharing of security measures.
4. Maintain the integrity of technological resources from potentially damaging messages, physical abuse or viruses.
5. Abide by the policies and procedures of networks and systems linked to technology.

USERS WILL NOT

1. Use an account of another user without his/her permission.
2. Misrepresent themselves or others.
3. Violate the rights of others, including their privacy.
4. Vandalize data, programs and/or networks.
5. Gain unauthorized access to resources or entities.
6. Violate copyright laws.
7. Use technology for illegal purposes or purposes deemed objectionable by SwedishAmerican Hospital EMS System and/or Highland Community College and/or any public building, such as a local fire station, including accessing, viewing, downloading or transmitting pornography.

GUESTS

SwedishAmerican Hospital EMS System students are responsible for the actions of any visitors or guests while on hospital, Highland Community College, or local fire department property and any off-site property utilized by SwedishAmerican Hospital EMS System. Rules of behavior and conduct will be applied to all.

SMOKING REGULATIONS

SwedishAmerican Health System observes a strict no smoking policy on all health system property including the hospital campus and EMS office. Students need to take care when leaving from and returning to hospital property to smoke off campus property and be respectful of the business and residential neighborhood surrounding the property. Please note that hospital property includes all parking lots immediately adjacent to all buildings. This regulation includes the burning of any type of cigar, cigarette, pipe, or other smoking equipment. The use of e-cigarettes falls into this same restriction. Use of tobacco products is also prohibited including smokeless/chewing tobacco. If there is any question regarding the nature of any tobacco or tobacco-less product, please speak with the Lead Instructor. This regulation is mirrored by Highland Community College and all local fire departments.

DRESS CODE

- Student shall be neat, clean and well groomed
- Shoes – Clean, in good repair, no open toed shoes including flip-flops
- ID – Student ID visible above the waist

- Jewelry and accessories should be conservative in nature
- Dress code for clinical and field experience will follow hospital/agency policy
- Any student presenting to class, lab, clinical or field experience who is not wearing the appropriate attire will be sent home and receive an unexcused absence for the time they miss retrieving their uniform. (See: Affective Behavior Evaluations).

BRING WITH YOU TO ALL CLASSES

- Textbook and workbook
- Personal laptop/electronic device (if you have one)
- Pens and/or pencils for taking notes
- Notebook
- ID badges will be issued; you must wear it to all class related activities including class, lab, clinical and field experience
- Three ring binder for handouts and notes
- Clipboard and stethoscope for clinical time

CELL PHONES/PAGERS AND OTHER ELECTRONIC DEVICES

Because it is important to focus on learning when you are in the classroom and clinical situations cell phones and all other electronic devices (including agency pagers and portable scanners) are NOT allowed to be on (ring or vibration) during class. Laptops and “smart phones” may be used with expressed permission of the instructor. This may include a watch that is an extension of your electronic device.

If you are found to be using your electronic devices inappropriately during class you may be asked to leave the classroom or clinical immediately and may receive an “unexcused absence” for the day. Use of any electronic device when testing materials are present may result in dismissal from the program. If electronic testing is utilized it will be under the strict supervision of an instructor. If there is any type of testing material in a room students will be asked to secure their electronics in a manner that is acceptable to the instructor. This may include, but is not limited to, asking student to put their electronic devices in their backpack or placing devices in a centrally located area in the classroom.

We have found that electronic devices are a distraction to the learning process for both the student and those around them and misuse has led to disciplinary action, including dismissal from the program. Students violating the use of electronic devices (including, but not limited to phones, pagers, tablets, portable radios and laptops) will receive progressive discipline. The first violation will result in a written warning; the second, the student will receive an unexcused absence for the day and leave the classroom immediately; and the third offense will result in dismissal from the program.

In the case of a situation where an expected call is extremely important the student may ask the call to be directed to the Lead Instructor at the discretion of the Lead Instructor. The student will then be alerted when the call is received and may leave the classroom to take the call.

ACADEMIC INFORMATION

ATTENDANCE

Regular attendance in classes is required if a student is to receive maximum benefits from his/her work. The student is to notify the instructor prior to class, lab or clinical absence, however absences are not authorized. Student absences from class, lab or clinical will be reviewed by EMT program faculty on a regular basis.

If a student is absent for 12 hours or more, the student will be required to provide a written statement that includes information regarding why the absence was necessary and include what steps they have taken to make up the work that was missed. This statement must be submitted within one class date from the time of the absence. The student will then schedule a meeting with the Lead Instructor in order to determine if the student will be allowed to remain in the program. If the student fails to submit the written statement by the deadline (by 4 pm of the next class date following the absence) the student will be dismissed from the program.

1. Mandatory practical classes may be set by the Lead Instructor.
2. Opportunities for “make up” are at the discretion of the Lead Instructor.
3. Students are required to make up work for all absences as outlined by the Lead Instructor and/or Program Director. All make-up work must be turned in within two class days of the assignment.
4. Students are expected to be punctual when reporting for any class, lab or clinical rotation.
5. Clinical attendance is mandatory for successful completion of the course.
6. All practical sessions are mandatory; please consult the Lead Instructor for any conflicts with scheduled sessions.
7. While in any clinical area as a student of SwedishAmerican Hospital EMS System you are subject to all the rules and regulations of that facility.
8. Children are not allowed in classroom, lab, clinical or field settings except for the pediatric study days, or at the discretion and expressed permission of the Lead Instructor.

GRADING SYSTEM

Written exams are multiple choice, short answers, and matching. Questions are drawn from a test question bank with sections of questions for each module of the class and may include questions that require the student to apply critical thinking (applying concepts discussed in the classroom and lab experience). A grade of 80% is required to pass the exam. If the student does not achieve an 80% on the first try he/she must meet with the instructor for remediation or retake of the exam. The student's average score is calculated using only the initial attempt (retakes or remediation are not applied to the student's average grade). Additionally, the student must complete re-take exams within two class sessions.

The course grades are weighted according to the following:

Written tests – 60% of course grade (excluding the final)

Homework/Workbook and Online Coursework – 15% of course grade

Affective Behavior Evaluations – 10% of course grade (see below)

Final Written Exam – 15% of course grade

Objectives for Affective Behavior Evaluations are demonstrated as follows:

1. The student shall exhibit professional attitude in the following areas: demonstrate a positive attitude, self-confidence and behaves maturely.
2. The student shall demonstrate self-motivation by taking initiative and following through on tasks without constant supervision.
3. The student shall serve as a role model in appearance and personal hygiene by dressing in appropriate class uniform, displaying name tag and being clean and well groomed.
4. The student shall demonstrate professional communication skills by asking appropriate questions, suitable interaction with staff and other students and appropriate language.
5. The student shall demonstrate time management skills by reporting to class on time, completing assignments on time and taking advantage of independent study.
6. The student shall demonstrate teamwork and show respect to staff and other students.
7. Please refer to the Affective Evaluation Form for included at the back of this catalog.

Affective Evaluation Procedure:

1. The course Lead Instructor is responsible for the Affective Evaluation.
2. The Affective Evaluation will be completed a minimum of two times – at midterm and at final, but can be completed more often at the discretion of the instructor.
3. Pink slips (used to correct disruptive behavior in class) will count against the most current affective evaluation with five points deducted for each pink slip.
4. The Lead Instructor should get input from additional instructors that have assisted with the course.
5. The Affective Evaluation constitutes 10% of the students' final grade.

Homework

1. Homework consists of, but is not limited to:
 - a. Pretests
 - b. Workbook assignments
 - c. Discussion questions
 - d. Pop quizzes
 - e. Case studies
2. Homework is graded:
 - a. Completed correctly by due date – 100% maximum score
 - b. Completed, but within one week late – 90% maximum score
 - c. Completed, but within two weeks late – 80% maximum score
 - d. After two weeks– 0 points
 - e. Exception: pop quiz scores are counted at face value on date given only
3. Homework assignments constitute 15% of the students' final grade

Organization of Practical Exams

1. The Lead Instructor will coordinate the practical exams.
2. The date of practical exams and areas tested will be given to the student before the exam.
3. The final practical exam will be scored utilizing National Registry Exam check sheets.
4. Retake may be completed the same day or scheduled at the discretion of the Lead Instructor.
5. Should the student fail to receive a passing score on the retake, the Program Director will be notified. The Program Director will make the determination if another retake will be allowed or if the student will be terminated from the course.

The grading scale for course exams is as follows:

100-93 %	A
92-85%	B
84-80%	C
79-70%	D
69-0%	F

To remain in good standing, the EMT student must:

1. Maintain 80% average.
2. Successfully complete lab and clinical.
3. Establish and maintain effective interpersonal relationships with peers, faculty, members of the clinical site staff, patients and other members of EMT educational team.
4. Apply knowledge of concepts and skills appropriate to the level of EMT training in which the student is currently enrolled.
5. Abide by all rules and regulations that pertain to the EMT Program.
6. Abide by rules and regulations of the clinical sites and participating fire/ambulance/rescue organizations.

All competency requirements are mandatory. Reinforcement of skills and training are expected to gain proficiency in techniques and skills being taught in class.

TEST REPEATS/REMEDICATION

Retake exams will be at the discretion of the instructor. Any repeat exam must be completed within two class sessions or the next exam, whichever comes first. Failure to complete assigned test repeats by the due date will result in percentage points being removed from the **following** exam on the following scale:

1. Repeat exam completed by due date (two class sessions) – 100% of maximum score on following exam
2. Repeat exam completed after two class sessions but before three class sessions– only 90% maximum score possible on following exam. (Example: if student scores 100% on the following exam the recorded score for that exam will be 90%).
3. Repeat exam completed after three class sessions but before four class sessions – only 80% maximum score possible on following exam.
4. Repeat exam not completed after four class sessions – 0 points on following exam.

GRADE REPORTS

Final grades will be available through the student transcript form that can be viewed by appointment with the Lead Instructor or Program Director. Final grades will be shared with the students' sponsoring agency (if applicable).

CREDIT BY PROFICIENCY/TRANSFER CREDITS

No credit by proficiency is allowed for classes through SwedishAmerican Hospital EMS System EMT Programs (example: tests, portfolio review or history of “on the job” experience). No credits are given for any prior coursework.

GRADUATION REQUIREMENTS

Meeting graduation requirements is ultimately the responsibility of the student. Students are encouraged to work with the Lead Instructor to meet their educational objectives.

NOTE: Students will be eligible for the State of Illinois or National Registry exam once they have completed all course requirements including clinical and field experience.

TRANSCRIPTS

Students who want to have transcripts of their academic work sent to others (example: colleges or current/future employers) must make the request in writing. Students who want a copy of their transcript for their personal use must follow the same procedure. Transcripts will not be issued to students with unpaid account balances.

RELEASE OF STUDENT INFORMATION

The “Family Educational Rights and Privacy Act of 1974”, also known as the “Buckley Amendment” or Public Law 93-380, as amended restricts access to student records by third parties. SwedishAmerican Hospital EMS System will release information to third parties only with written permission of the student. However, the System will comply with any lawful judicial order, decree, subpoena, and/or process that may compel production of information.

The law does provide for the release of specific information about students without their written permission; this is classified as directory information. The following is considered directory information and it can be released as public information:

1. Name, address, telephone number and e-mail address
2. Field of study
3. Dates of attendance and enrollment status
4. Degrees, honors and awards received
5. Previous educational agencies or institutions attended

NOTE: A student who does not want his/her directory information released must request, in writing, for a “confidentiality hold” to be placed on their record.

A student may inspect any permanent record that contains information about the student. To do so, the student must request permission to inspect the files in writing and allow SwedishAmerican Hospital EMS System reasonable time to comply with the request. Information may be produced within five (5) business days of the request.

As previously stated and per the student agreement, student information will be shared with their sponsoring agency (if applicable) and between SwedishAmerican Hospital EMS System and Highland Community College.

TRANSFER OF CREDITS

Currently there is no opportunity to transfer credit for completed classes to another EMT program.

EMT PROGRAM GOALS

Goals of the SwedishAmerican Hospital EMS System EMT Program are:

1. To prepare competent entry-level Emergency Medical Technicians in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

2. To practice prehospital emergency medicine in a manner that affirms safety as a first priority.
3. To provide the best possible EMT level education to students interested in upgrading their level of care.
4. To enhance our communities by improving the quality of emergency medical care that is available to the citizens.
5. To increase community interest in the advanced levels or prehospital emergency medical care.
6. To promote the concept of prehospital emergency medical care as a profession with a unique body of skills and knowledge that meets the highest standards.

Objectives of the SwedishAmerican Hospital EMS System EMT Program are:

1. Be able to recognize the nature and seriousness of the patient's condition.
2. Administer appropriate EMT level emergency medical care based on assessment findings of the patients' condition.
3. Lift, move, position and otherwise handle the patient to minimize discomfort and prevent further injury.
4. Perform safely and effectively the expectations of the job description (see Functional Job Analysis, National Standard Curriculum).

A Certificate in Emergency Medical Services will demonstrate the following skills:

COGNITIVE (KNOWLEDGE)

- Demonstrate the ability to comprehend, apply and evaluate information in the classroom, lab and clinical/field component in the EMT program.
- Determine patient needs and choose necessary interventions appropriate to the EMT scope of practice.
- Demonstrate knowledge attainment by successfully completing a licensure exam for the EMT experience.

PSYCHOMOTOR (PROFICIENCY)

- Demonstrate satisfactory technical performance in all skills as required for the entry level EMT during lab, exams and clinical/field rotations.
- Demonstrate satisfactory communication skills when communicating with faculty, patients, preceptors and EMS/medical facility personnel.
- Demonstrate satisfactory documentation skills when documenting patient histories, assessments, patient care and interventions.

AFFECTIVE (CULTURE CARE)

- Demonstrate personal behavior consistent with professional, faculty and employer expectations of an entry level EMT.
- Demonstrate expected personal behaviors during patient/staff interactions in the clinical/field rotations as evidenced by the progressive/final field summary evaluations.
- Demonstrate values consistent the values of the EMS System, EMT Program and the State/National regulating bodies.
- Recognize and accept cultural differences while providing patient care.

CLINICAL EXPERIENCE

Clinical internship is scheduled concurrently with the didactic portion of the EMT program. Students will be released to begin clinical hours on a date determined by the course instructor. Approval for clinical internship may be withdrawn by the Lead Instructor for unsatisfactory progress. Specific documentation is required for each clinical experience.

In addition to the required hours of Instruction, the student will be required to interact with patients in a clinical setting. The clinical setting is typically the Emergency Departments at either SwedishAmerican or FHN Network hospitals. The student must receive prior authorization to perform clinical activity at any other facility.

Students who want to do some of their clinical time at a hospital outside of the System may contact the Lead Instructor to help gain permission to do this. Written permission from the manager of the unit where the student will be spending his/her time is required. This letter must contain assurances that the student will be supervised and will be allowed to perform EMT level skills. The Lead Instructor must approve all out-of-System clinical. Each request will be allowed or disallowed on a case-by-case basis.

A Clinical Experience Form must be completed, signed by the preceptor, and turned into the Instructor for each clinical session or documented online as appropriate. Assignment of appropriate preceptors will be discussed prior to the start of clinical experience. Any undocumented or incomplete clinical experience must be repeated. All clinical experience must be completed by the assigned date prior to the end of the course. Target dates for completion of the clinical experience will be assigned. Failure to meet these requirements may result in dismissal from the program. Clinical experience is considered part of the course.

Students must follow the dress code of each unit they visit. At all times the student will clearly identify him/herself as a student and will behave in a professional manner. Any misconduct from the student while on the clinical unit will be evaluated by the Lead Instructor/EMSMD for possible dismissal from the class and forfeit of tuition.

A minimum of 40 hours of clinical experience must be completed. As part of the 40 hours, a minimum 20 hours will be completed in an Emergency Department; 10 hours of ride-time will be completed as defined by Lead Instructor; 10 additional hours of clinical time will be completed as determined by the Lead Instructor and may be in a variety of clinical settings such as community events or nursing homes. Patient contact and student competencies are the goal of the clinical experience.

As the student nears completion the above clinical, the Lead Instructor will meet with the student to evaluate the student's competencies and patient contacts to determine what additional clinical best fits the students' needs. Clinical will be concluded when the student completes both the hours and the competencies. Opportunities to complete clinical work during employment will be discussed on a case-by-case basis.

CERTIFICATION/LICENSURE

Upon completion of the EMT Course, including all lab/clinical requirements, graduates will have three (3) attempts in one (1) year to successfully complete the Illinois Department of Public Health State Illinois EMT Exam. Students who are unsuccessful in three attempts must take either the EMT Course as approved by Illinois Department of Public Health. All practical skills required for the State of Illinois Exam are tested in the classroom setting. The Program Director will assist the student in registering for the exam. Fees for the State of Illinois or National Registry exam are the responsibility of the student.

State of Illinois testing fee is currently \$20.00. The licensing fee is \$45.00 (after successfully passing the exam). Please check with the Lead Instructor the current fee of the National Registry exam.

Students requesting special accommodation for licensure testing need to contact the testing agency. The testing agency will make the determination of what accommodation can be made.

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Dr. Wendy Slipke, Clinical Pharmacist, Critical Care Unit

SWEDISHAMERICAN HOSPITAL

Dr. Michael Born, Chief Executive Officer, SwedishAmerican Health System
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STUDENT COMMITMENT

I, _____, a student in an EMT Course offered by the Swedish American EMS System understand and agree to the following:

1. I will pay the appropriate course fees.
2. I am responsible for scheduling and keeping track of all clinical time. I understand the instructor will set a timetable for clinical and should I fail to meet the timeline I may be terminated from the class. I must wear the appropriate uniform and wear my student ID for all course related activities.
3. I understand that if I miss class, I am responsible for making up the materials and subjects missed. I understand that class time will not be used to review the materials covered during my absence. I also understand that, at the instructor's discretion, I may be terminated from class due to excessive absenteeism and or tardiness.
4. I understand that I may be dismissed from the program for any inappropriate use of electronic devices in the classroom or Clinical Experience.
5. I have read and understand my responsibilities related to the appropriate use of social media.
6. I understand that I have the choice of taking either the State of Illinois or the National Registry of Emergency Medical Technicians examination. I am responsible for all testing and licensure fees.
7. I understand that as a student I am responsible for my own health insurance and, if I don't have health insurance I will be responsible for any cost associated with care I receive, should it be required, during any clinical or field experience.
8. I agree to allow SwedishAmerican Health Systems to release information to EMS employers, sponsors and/or preceptors regarding my status including, but not limited to, grade average, classroom conduct, clinical performance, and attendance.
9. I agree to conduct myself in accordance with the Student Code of Conduct as set forth in the Student Handbook. I understand that violating the Code of Conduct may be cause for immediate dismissal from the course and forfeiture of all fees paid.
10. I understand and acknowledge that as an EMT student I am not an employee of Swedish American Health Systems and am not afforded any benefits or compensation due an employee of those facilities.
11. I understand that in order to sit for the State Exam (or National) I must successfully complete all course requirements.
12. This document serves as acknowledgement that I have reviewed the Student Handbook, flash drive with all policies and procedures, and accept all terms set forth in those documents.

Student signature: _____ **Date:** _____

Staff signature: _____ **Date:** _____



SwedishAmerican Hospital Emergency Medical Services System		
Policy Title: <i>Course Curricula, Entrance Requirements and Sample Schedules</i>		
Policy Number: 1-7500-A-09	Section: ADMINISTRATION	
System Approval: July 2002	Review Date: 8/16	Page: Confidentiality Agreement

**SWEDISHAMERICAN HOSPITAL EMS SYSTEM
Confidentiality Agreement**

This agreement applies to individuals who have access to patient information, whether oral, written, or graphic, including information retrievable through any computer or other mechanical systems provided by any SWAEMSS agency *. This agreement also extends to sensitive business information regarding financial, strategic, and any other business matters of any SWAEMSS agency not generally available to the public.

I understand that I have both ethical and legal responsibilities to safeguard confidential patient data and business information and agree to do so in accordance with the requirements and restrictions set forth in SWAEMSS Policies and various SWAEMSS Hospital literature, agreements and brochures. See Course Program Catalog.

1. I will not disclose or discuss in any manner with any unauthorized person, information that I have obtained at any SWAEMSS sponsored learning experience.
2. I will not attempt to retrieve in any way my personal medical information, information regarding patients with whom I am not involved in their care or information regarding immediate family members, relatives, friends, acquaintances or co-workers.
3. I understand that SWAEMSS agencies may in their sole discretion with or without cause revoke or limit my ability to access specific information or my participation in any learning experience.

I acknowledge that I have received a copy of the Course Program Catalog. I further acknowledge that violation of any of the responsibilities for protecting confidentiality may result in loss of my student privileges within SWAEMSS. This agreement extends for the duration of my contact with SWAEMSS and any of its affiliated agencies in perpetuity.

* SWAEMSS agency refers to all member hospitals whether resource, associate or participating, all SWAEMSS prehospital patient care providers, and any other businesses, individuals or institutions that provide clinical experience, didactic education, or observation opportunities to any SWAEMSS student or other person with a formal affiliation with SWAEMSS.

Student name (please print)

Date

Signature

Course Code



Swedish American Hospital
Emergency Medical Services System

EMS Student Affective and Professional Behavior Evaluation

Student's Name: [Redacted]

Date of Evaluation: [Redacted]

Item	Competent	Not Yet Competent	Comments/Examples
INTEGRITY Examples of professional behavior include, but are not limited to: consistent honesty; being able to be trusted with the property of others; can be trusted with confidential information; complete and accurate documentation of patient and learning activities.			
EMPATHY Examples of professional behavior include, but are not limited to: Showing compassion for others; responding appropriately to the emotional response of patients and family members; demonstrating respect for others; demonstrating a calm, compassionate, and helpful demeanor toward those in need; being supportive and reassuring to others.			
SELF-MOTIVATION Examples of professional behavior include, but are not limited to: Taking initiative to complete assignments; taking initiative to improve and/or correct behavior; taking on and following through on tasks without constant supervision; showing enthusiasm for learning and improvement; consistently striving for excellence in all aspects of patient care and professional activities; accepting constructive feedback in a positive manner; taking advantage of learning opportunities.			
APPEARANCE AND PERSONAL HYGIENE Examples of professional behavior include, but are not limited to: Clothing and uniform is appropriate, neat, clean, and well maintained; good personal hygiene and grooming.			
SELF-CONFIDENCE Examples of professional behavior include, but are not limited to: Demonstrating the ability to trust personal judgment; demonstrating an awareness of strengths and limitations; exercises good personal judgment.			
COMMUNICATIONS Examples of professional behavior include, but are not limited to: Speaking clearly; writing legibly; listening actively; adjusting communication strategies to various situations.			

<p>TIME MANAGEMENT Examples of professional behavior include, but are not limited to: Consistent punctuality; completing tasks and assignments on time.</p>				
<p>TEAMWORK AND DIPLOMACY Examples of professional behavior include, but are not limited to: Placing the success of the team above self-interest; not undermining the team; helping and supporting other team members; show respect for all team members; remaining flexible and open to change; communicating with others to resolve problems.</p>				
<p>RESPECT Examples of professional behavior include, but are not limited to: Being polite to others; not using derogatory or demeaning terms; behaving in a manner that brings credit to the profession.</p>				
<p>PATIENT ADVOCACY and CAREFUL DELIVERY OF SERVICE Examples of professional behavior include, but are not limited to: Not allowing personal bias or feelings to interfere with patient care; placing the needs of patients above self-interest; protecting and respecting patient confidentiality and dignity; mastering and refreshing skills; performing complete equipment checks; demonstrating careful and safe ambulance operations following policies, procedures, and protocols; following orders.</p>				

Each category is worth 10% of your Affective Evaluation. You will need a score of 100% from your final Didactic and Field Evaluations in order to complete the course.

Faculty/Preceptor Signature

Faculty/Preceptor Printed Name

Date

Faculty/Preceptor Signature

Faculty/Preceptor Printed Name

Date

I have reviewed the above assessment of my professional behavior.

Student Signature

Date