



SWEDISH AMERICAN HOSPITAL EMS SYSTEM  
 PARAMEDIC PROGRAM CATALOG  
 2017-2018  
 ROCKFORD CLASS

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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)



SWEDISH AMERICAN HOSPITAL  
 EMS SYSTEM  
 EMS OFFICE  
 4120 CHARLES STREET  
 ROCKFORD, IL 61108  
[WWW.SWEDISHAMERICAN.ORG](http://WWW.SWEDISHAMERICAN.ORG)

***Our Primary Goal:***

*To prepare competent entry-level Emergency Medical Technician-Paramedics 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](http://www.swedishamerican.org). Swedish American 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

Swedish American 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. Applications from qualified females, persons with disabilities, and minority group members will be accorded equal consideration for admission as compared with all other applications.

It is the policy of Swedish American 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.

# PROGRAM CALENDAR HIGHLIGHTS

## Fall 2017

Instructors available by appointment.....	through September 6, 2017
Class begins .....	September 7, 2017
Section 1 Exam .....	September 21, 2017
Section 2 Exam .....	October 5, 2017
Section 3 Exam .....	October 17, 2017
Small Group Practical Lab .....	October 25, 26, or 27, 2017
Section 4 Exam .....	November 2, 2017
Small Group Practical Lab .....	November 15, 16, or 17, 2017
Section 5 Exam .....	November 21, 2017
Holiday – Thanksgiving .....	November 23, 2017
SwedishAmerican Advisory Committee.....	December 4, 2017
Small Group Practical Lab .....	December 20, 21, or 22, 2017
Holidays/Office Closed.....	December 23, 2017 to January 1, 2018

## Spring 2018

Class resumes .....	January 2, 2018
Small Group Practical Lab .....	January 17, 18, or 19, 2018
Midterm Exam/Clinical Deadline .....	February 1, 2018
Small Group Practical Lab .....	February 19, 20, or 21, 2018
Section 6 Exam .....	March 6, 2018
Small Group Practical Lab .....	March 19, 20, or 21, 2018
Section 9 Exam .....	March 27, 2018
Small Group Practical Lab .....	April 11, 12, or 13, 2018
Section 7 & 8 Exam .....	April 24, 2018
Small Group Practical Lab .....	May 2, 3, or 4, 2018
Section 10 Exam .....	May 15, 2018
Protocols and Exam.....	May 17, 2018
Final Exam .....	May 24, 2018

## Summer 2018

Internship Day/Clinical Deadline .....	June 6 or 7, 2018
PHTLS .....	June 12 and 14, 2018
Internship Day.....	July 11 or 12, 2018
ACLS.....	July 17 and 19, 2018
Internship Day.....	August 8 or 9, 2018
PALS .....	August 14 and 16, 2018
Commencement .....	August 21, 2018

## 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 62,000 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 19 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)
- 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. The most recent Joint Commission survey was completed in March, 2017.

In addition, 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. To download the most current Highland Community College catalog (2015-2017) please follow this link [http://highland.edu/hcc\\_academics/](http://highland.edu/hcc_academics/)



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 who hold a current EMT license from Illinois Department of Public Health may be eligible for admission to the SwedishAmerican Hospital EMS System Paramedic Program.

### GENERAL

Applications for admission to the program may be submitted as early as May for classes that will begin the following August/September. Applicants will be informed in writing of the acceptance into the program no later than the end of July. Students who are accepted into the program will complete a background check, drug screening, provide proof of or obtain a variety of immunizations and complete the Nelson Denny Reading Test.

### FIELD CAPSTONE PROJECT

All students must procure an agreement with a paramedic level agency to complete field experience and their Field Capstone Project. This agreement must be in place prior to the start of class.

## ADMISSION PROCEDURES

The admission process is designed to admit students who are most likely to be successful in the academically challenging paramedic curriculum and do so in an impartial manner. The process includes prerequisite requirements and an admission procedure. Admission advisors are available for potential students prior to the first day of class. All potential students are required to complete an admission application prior to acceptance into the paramedic program. All potential students will be notified of their acceptance status by U.S. mail. Individuals who are not selected will be given a reason for denial and are welcome to set up an appointment with the Program Director to discuss their status.

## DOCUMENTATION

1. GED certificate or high school diploma
2. Current EMT license issued by Illinois Department of Public Health. Out of state students must have the reciprocity process completed by the start of class.
3. Completed application for admission
4. 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 completion and/or licensure as a paramedic.
5. Proof of current American Heart Association/Red Cross Basic Life Support for Healthcare Providers certification.
6. Written agreement from paramedic level EMS service (fire/ambulance/rescue) for completion of field experience
7. Current vaccinations (see Health Requirements listed below)
8. Payment of tuition and fees according to the published schedule
9. 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. All students will complete the Nelson-Denny reading exam as an evaluation tool either prior to or during the first class session.

## HEALTH REQUIREMENTS

The following physical demands are representative of those that must be met by a paramedic or paramedic 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 paramedic 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 Program Director 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, sent directly from their provider of choice to the SwedishAmerican Hospital EMS Office (4120 Charles Street, Rockford, IL 61108) by the first day of class:

1. TB Test – Testing for tuberculosis is performed through a 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) times 2 or positive titer
  - 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.
4. Urine Drug Screen – A negative drug screen is required to begin class and SwedishAmerican Health System reserves the right to conduct random testing at the discretion of the Program Director. This drug screening must be completed on a date/time specified by the Program Director. All drug screen testing will be conducted by SwedishAmerican Health System. The following substances and cut off values must be included in the test:

Amphetamines	1000 ng/ml	Methaqualone	300 ng/ml
Barbiturates	300 ng/ml	Opiates	2000 ng/ml
Benzodiazepine	300 ng/ml		
Cocaine Metabolites	300 ng/ml		
Marijuana Metabolites	50 ng/ml	Phencyclidine	25 ng/ml
Methadone	300 ng/ml	Propoxyphene	300 ng/ml
Nicotine	200 ng/ml*		

A non-negative drug screen will require review by the Medical Review Officer, which is at the student's expense. If a student is under a physician's care with a prescription that may show results over the cut off values listed above the student will meet with the Medical Review Officer after the results of the screening are received to discuss what will be required.

At the discretion of the EMS Medical Director and/or Program Director, a non-negative drug screen result could result in the student being suspended from the program until a full investigation is completed. Following the investigation, the student may or may not be terminated from the program.

\*SwedishAmerican Health System tests for nicotine. If your screening result is above 200 ng/ml you will be required to receive information regarding smoking cessation at a date determined by the Program Director.

### WAIT LIST

Potential students who are not selected for class may choose to have their name placed on a waiting list for paramedic certification 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 paramedic 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.

### 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.

2. Falsification of any entrance, test or clinical documents.
3. Violation of patient confidentiality.
4. Behavior deemed by the 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 property, including any lab, clinical, and/or field sites. Property is considered to include, but is 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.

## TUITION AND FEES

SwedishAmerican Hospital EMS System charges course fees for the paramedic 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 \$2,500.00, of which \$700 is due the first day of class. This fee includes the course, books, immunizations, lab work, uniforms and background check.

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

### PAYMENT OPTIONS

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. If the student chooses to pay in installments they may begin making payments toward the course as soon as they receive their letter of acceptance. All course fees must be paid on or before the 3<sup>rd</sup> scheduled class date unless an alternate arrangement is discussed with the Program Director. If alternate arrangements are made no installments will extend beyond the mid-point of the class. Failure to be paid in full by the mid-point will result in dismissal from the program.

Employees of SwedishAmerican Health System may only pay the book portion of tuition however eligibility for this arrangement must be discussed with the Program Director prior to the first day of class. Students may pay by credit card, check, or cash.

### TUITION AND FEES REFUND POLICY

Refunds will be 50% of total fees paid minus any fees for books, labs, immunizations, uniforms and FISDAP related programs (approximately \$700) until the mid-point of

class. No refunds will be issued 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.

### 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 3<sup>rd</sup> scheduled class date. SwedishAmerican Hospital does not have the ability to accept tuition from FAFSA.

### VETERANS

Financial aid may be available for United States veterans depending on the students’ veteran status. Please contact the Program Director 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 paramedic 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.

### 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 EMS Medical Director/Program Director/Clinical Coordinator or their designee as the demands for successful completion of the course and licensure are stringent. The student may request to meet with the EMS Medical Director/Program Director/Clinical Coordinator any time during regular business hours to discuss their plan for successful completion of the course.

### KITCHEN

A kitchen with limited capabilities (refrigerator and microwave oven) is available at the EMS Office for those students who choose to bring a lunch on class days. There is a vending machine for beverages and light snacks. If there are food items, such as fruit or donuts, on the kitchen table they are available to anyone in the building. All other items are the property of the person who brought them into the building. If there is any question, please ask the Lead Instructor.

## 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.

## EMERGENCIES ON CAMPUS

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. A “call list” will 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 the SwedishAmerican campus, including the EMS building, has cameras that are recording video only for security purposes.

## STUDENT LIFE

This is imperative that all paramedic students become familiar with the contents of this publication. SwedishAmerican Hospital EMS System staff recognizes that as a paramedic 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 Program Director 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 and, if desired, the National Registry Paramedic Exam.

## CODE OF CONDUCT

SwedishAmerican Hospital EMS System respects the civil rights and liberties of each student member of the paramedic program. 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 paramedic 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/EMS Medical Director.
10. Make appropriate and respectful 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 paramedic 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, Clinical Coordinator, Program Director, EMS 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, EMS Medical Director).

**DISMISSAL:** A written termination of student status for an indefinite period of time (EMS 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 Program Director 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 EMS Medical Director or Program Director has the authority to remove or continue the suspension for the well-being of the paramedic program. During the interim suspension the affected person will not, without written prior permission of the EMS Medical Director or Program Director, enter or remain on SwedishAmerican Health System property or attend any activity related to paramedic course including, but not limited to clinical and field experience.

### NOTIFICATION AND DUE PROCESS

1. The Program Director or EMS 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 EMS 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 EMS Medical Director's availability, but will typically be within ten days of receipt of the written request should the EMS Medical Director decide to honor the request for an appeal.
3. The student will be notified in writing should the EMS 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.
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, EMS Medical Director)
2. Warning (EMS Medical Director, Program Director or Clinical Coordinator)
3. Suspension from class (EMS Medical Director or Program Director)
4. Suspension from program (EMS Medical Director or Program Director)
5. Dismissal from program (EMS 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 EMS Medical Director. The EMS 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 EMS 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, EMS Medical Director and/or any program faculty will not speak directly with any attorney retained by a student.

## 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 the Instructor, Program Director, or EMS 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 paramedic 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 EMS 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 paramedic 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 paramedic 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.

#### 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 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 property. 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 and chewing tobacco-like products. If you have a question about a particular product please check to see if it is approved with the Lead Instructor.

### DRESS CODE

- Student shall be neat, clean and well groomed
- Shirt – Student issued uniform
- Pants – Dark pants; uniform or Dockers™ style
- Shoes – Clean, in good repair, no open toed shoes including flip-flops
- ID – Student ID visible above the waist for all class, lab, clinical, and Field Capstone Project
- Jewelry and accessories should be conservative in nature
- Dress code for clinical, and the Field Capstone Project will follow hospital/agency policy
- Any student presenting to class, lab, clinical or field experience who is not wearing the appropriate uniform 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
- 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 Capstone Project
- Three ring binder for handouts and notes
- Notebook/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.

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, watches that are an extension of an electronic device, 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 EMS Office number (779-696-6082). The student will then be alerted when the call is received and may leave the classroom to take the call.

## ACADEMIC INFORMATION

### ATTENDANCE

1. 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 paramedic program faculty on a regular basis. The summer classes are considered mandatory.
  - If a student is absent for more than 18 hours a mandatory review will be conducted by the Program Director to determine if the student will be allowed to continue in the program. The student must complete an action plan to ensure improvement in attendance before this review. Approval will be on a case-by-case basis. The typical assignment will include a written assignment of 500 words for each hour missed, not to exceed 2,000 words as a daily maximum. The Instructor will provide the expectations for the content on a case-by-case basis.
    - Should written assignments not be completed within the designated time frame (typically two class days) the student will receive 10% off their next exam.
    - If written assignments are not completed by the next exam (or four class days, whichever comes first) the student will receive 20% off their next exam.
  - Should a student be absent for an additional 12 hours a review will be conducted by the EMS Medical Director to determine if the student will be allowed to continue in the course. Approval will be on a case-by-case basis.
  - If a student is absent for 31 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 Program Director and/or EMS Medical Director 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.
  - Should a student be late for class because he/she was held over for patient care in a clinical or field setting, with confirmation from a supervisor

including a copy of the appropriate run form, this time will not be held against the student. However, the student will still be required to make up any missed work.

- Mandatory practical classes may be set by the Lead Instructor and include, at a minimum, internship days, ACLS, PALS, and PHTLS.
2. Opportunities for “make up” are at the discretion of the Program Director.
  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.
    - A student will be counted absent one hour for any portion of an hour the student is late, leaves early or is absent.
    - If a student leaves the classroom for any reason they will not be allowed to return to the classroom until the next break, and will receive a written assignment at the discretion of the instructor.
    - Habitual late arrivals to class will be reported to your sponsoring agency. Likewise, your sponsoring agency will report late arrivals to SwedishAmerican Hospital EMS System.
  5. Clinical attendance is mandatory. Students will remain at the clinical site during scheduled clinical hours. If a student fails to show up for self-scheduled clinical shifts three (3) or more times they will lose the ability to self-schedule and all future clinical shifts will be cancelled until they schedule a meeting with the Clinical Coordinator to determine a plan of correction.
  6. All practical sessions are mandatory. These classes include ACLS, PALS, PHTLS, and internship days. If two internship days in a row are missed the student may be expelled from the program.
  7. While in any clinical area as a student of SwedishAmerican Hospital EMS System Paramedic Program 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 Program Director.

## 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

While tests do represent 75% of your final grade it is important that homework is completed on time. It is possible that timely completion of homework assignments may make a difference in passing the class should your test-taking skills prove challenging.

**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 behave 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 and respectful 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 further information.

**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 or Program Director.
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 or Program Director 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 practical exam will be scored by the instructor on a scale of 1 to 5 with a minimum of 3 to pass:
  - a. 5 – Proficient, self-confidence high
  - b. 4 – Above average
  - c. 3 – Acceptable, functioning at level expected
  - d. 2 – Needs improvement
  - e. 1 – Dangerous – Hazard, potentially unsafe to patient
4. Should a student fail to receive a 3 or higher the Lead Instructor/Program Director shall be informed. Retake may be completed the same day or scheduled at the discretion of the Lead Instructor/Course Director.
5. Should the student fail to receive a 3 or higher on the retake, the EMS Medical Director will be notified. The EMS Medical Director and 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 paramedic 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 paramedic educational team.
4. Apply knowledge of concepts and skills appropriate to the level of paramedic training in which the student is currently enrolled.
5. Abide by all rules and regulations that pertain to the Paramedic 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/REMEDIATION

Retake exams will be at the discretion of the instructor. Any retake exams 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 Clinical Coordinator 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 Paramedic 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 Instructor, Clinical Coordinator and Program Director to meet their educational objectives.

## GRADUATION CEREMONY

Students successfully completing all classroom, lab, and hospital clinical experience as outlined in the course syllabus will be able to participate in the graduation ceremony. Invitations will be made available for the students' family and friends.

*NOTE: Students will be eligible for the State of Illinois exam once they have achieved Terminal Competency (see page 30).*

## 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 SwedishAmerican Hospital EMS System.

### TRANSFER OF CREDITS

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

### PARAMEDIC PROGRAM GOALS

Goals of the SwedishAmerican Hospital EMS System Paramedic Program are:

1. To prepare competent entry-level Emergency Medical Technician-Paramedics 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 paramedic level education to EMT's 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 Paramedic Program are:

1. Be able to recognize the nature and seriousness of the patient's condition.
2. Administer appropriate Paramedic 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).

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-Paramedic program.
- Determine patient needs and choose necessary interventions appropriate to the EMT-Paramedic scope of practice.
- Demonstrate knowledge attainment by successfully completing a licensure exam for the EMT-Paramedic experience.

#### PSYCHOMOTOR (PROFICIENCY)

- Demonstrate satisfactory technical performance in all skills as required for the entry level EMT-Paramedic 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-Paramedic.
- 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, Paramedic 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 paramedic program. Students will be released to begin clinical hours on a date determined by the course instructor, however, students may begin scheduling clinical hours after appropriate Fisdap training. 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 settings include but are not limited to: Emergency Departments, Triage, Pediatric Units, Critical Care Units, OR, OB, Ambulance Ride Along, First Response-Non Transport Ride Along, Clinics, Physician Offices, Nursing Homes and Morgues. Clinical experience may be done in any System Hospital that has the facilities or other approved out of hospital sites.

Students who want to do some of their clinical time at a hospital outside of the System may contact the Clinical Coordinator to potentially gain permission. 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 Paramedic level skills. The EMS Medical Director 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. Documentation in the FISDAP program must be completed within 24 hours of the scheduled clinical rotation. The student may or may not have clinical hours “unlocked” in the FISDAP program at the discretion of the instructor. All hard copies must be submitted within three class days in order for the clinical experience to be considered complete. 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 as follows:

- 100 hours of clinical (hospital) experience and two intubations by midterm – this includes completion of all documentation and entry into FISDAP
- All clinical (hospital) experience by first day of summer internship - this includes completion of all documentation and entry into FISDAP

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. At no time during the clinical experience is the student to be substituted for staff. 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 500 hours of clinical experience must be completed. Approximately 50% of the 500 hours will be completed in the clinical setting; the other 50% will be completed in the field. Patient contact and student competencies are the goal of the clinical experience. The following shall be considered the beginning of the clinical experience:

- Emergency Department - 150 hours
- Pediatric Unit - 20 hours
- Obstetric Unit – 10 hours
- Surgical Unit - 5 tubes (16 hours credit) first 2 intubations must be in OR and the other 3 could be in any clinical setting
- Intensive Care Unit – 16 hours
- Respiratory – 8 hours
- Injury Prevention/Public Education – 8 hours (Example – SAM’S Safety Fair)
- 22 hours elective as approved by Clinical Coordinator. Examples include:

- ED Clinical Pharmacists
- SAM'S Safety Fair (May, 2018)
- Career Fair (if available)

\*Some activities may be worth additional hours pending approval of the Clinical Coordinator/Lead Instructor.

As the student nears completion the above clinical, the Clinical Coordinator 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.

## FIELD CAPSTONE PROJECT

The Field Capstone Project will begin at the discretion of the Lead Instructor/Clinical Coordinator, but not before completion of all clinical experience. Each student will be evaluated for eligibility for the Field Capstone Project based on completion of course work and the clinical experience. Approval for appropriate preceptors will be discussing prior to beginning any rotation in the field. Students must be able to fill the role of "team leader" in order to receive credit for field internship. Approval for the Field Capstone Project may be revoked by the Lead Instructor for unsatisfactory progress in didactic, and/or hospital clinical experience.

The student will be expected to complete all competencies plus a designated number of "team leader" runs that are signed off by a preceptor during his/her capstone project. Examples of team led runs will be presented prior to the student being released for the project. The student may not be substituted for staff during the Field Capstone Project and must always function as the third rider when in the student role. This includes wearing their student ID as part of their uniform for each run.

If the student fails to complete the Field Capstone Project within six months of the didactic final they must file an extension request with the Program Director. The instructor, Field Capstone Preceptor/Agency, Program Director, and EMS Medical Director will review the request. If approved, an appropriate course of action for the student to complete the Field Capstone Project will be enacted and must be completed within three (3) months. The student can apply for two extensions (the initial and one additional). If an extension is not approved the student may apply to repeat the entire course.

### TERMINAL COMPETENCY

Terminal Competency, which indicates readiness to sit for state or national exam includes:

- Completion of the didactic portion of the course with 80% required on didactic, lab and affective evaluations.
- Clinical experience completed.

- Field Capstone Project completed which includes a Field Affective Evaluation with a score of no less than 100%.
- Letter from Preceptor.
- Student reviewed and approved by Instructor.
- Pass proctored FISDAP exams with 74% or greater.
- Student reviewed and approved by Program Director and EMS Medical Director.

Upon completion of terminal competency the student is eligible to sit for the state or national examination. After instructor approval, the student has three months to complete the Terminal Competency list noted above and register for the state or national exam. Please note that once you determine which exam you are going to take (national or Illinois) you must complete all options for taking that exam before switching to the other exam.

### CERTIFICATION/ILLINOIS LICENSURE

Upon completion of the Paramedic Course, including all lab/clinical/field internship requirements, graduates will have three (3) attempts in one (1) year to successfully complete the Illinois Department of Public Health State Illinois Paramedic Exam. *All three attempts must be made within one year.* If one year expires there are no more attempts available.

If the student fails the exam after their initial attempt the student will schedule time with the Program Director, or his designee, to make a preparation plan for the second attempt.

Students who are unsuccessful in three attempts must take either the Paramedic Course or Paramedic Refresher 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 exam are the responsibility of the student.

### NATIONAL REGISTRY EXAM

Students taking the National Registry EMT-Paramedic Written will be able to test online. Practical exams are conducted according to National Registry standards at an approved testing site.

1. Students must test at an approved national Registry site. Further details are available via the National Registry Brochure or website ([www.nremt.org](http://www.nremt.org)) concerning the written and practical exam, testing sites and exam results.
2. Students may attempt the written exam a total of six (6) times (a refresher class is required after three attempts) within two (2) years from course completion date. Failure to successfully complete the written exam will result in the student having to retake the Paramedic Program.
3. Students who are unsuccessful after three (3) exam attempts must document re-education per NREMT guidelines prior to any additional written exam retakes (subject to revisions of National Testing Standards as of January 2007).
4. Exam testing fees will be paid for by the student.

## FACULTY AND ADMINISTRATION SWEDISHAMERICAN HOSPITAL EMS SYSTEM

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## SWEDISHAMERICAN HOSPITAL

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Don Daniels, Chief Operating Officer, SwedishAmerican Health System  
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Dr. Thomas Schiller, Chief Medical Officer  
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Tracie Popp, RN, ED Nurse Manager

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## STUDENT COMMITMENT

I, \_\_\_\_\_, a student in a Paramedic Course offered by the Swedish American EMS System understand and agree to the following:

1. I will pay \$2500.00 in course fees that will be due on or before the 3<sup>rd</sup> scheduled class. This fee includes the course and books. Refunds will be 50% of total fees (minus \$700 start-up costs) up until the mid-point of class. No refunds will be given after the mid-point of the class, or if terminated from the class due to absenteeism or inappropriate behaviors.
2. I understand that I must maintain a current Illinois EMT or AEMT license until I am fully licensed at the level for which I am taking this class. My failure to maintain licensure will require me to take the course from the beginning.
3. I am responsible for scheduling and keeping track of all clinical and Field Capstone Project time. I understand that during Field Capstone Project time I am not to be substituted as staff and will function as the third rider, wearing my student ID for each run. I understand the instructor will set a timetable for clinical and the Field Capstone Project and should I fail to meet the timeline I may be terminated from the class.
4. 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.
5. I understand that I may be dismissed from the program for any inappropriate use of electronic devices in the classroom, Clinical Experience or Field Capstone Project.
6. I have read and understand my responsibilities related to the appropriate use of social media.
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 understand that I have the choice of taking either the State Test or the National Registry of Emergency Medical Technicians examination. I am responsible for all testing fees.
9. I understand that I am responsible for meeting the requirements for State or National testing.
10. 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.
11. 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.
12. I understand and acknowledge that as a paramedic 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.
13. I understand that in order to sit for the State Exam (or National) I must successfully complete all course requirements included in the Terminal Competency section of this catalog.
14. This document serves as acknowledgement that I have reviewed the Student Handbook, flash drive with all policies and SMO's, and accept all terms set forth in those documents.

**Student signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Staff signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



<b>SwedishAmerican Hospital Emergency Medical Services System</b>		
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



SwedishAmerican 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
<b>INTEGRITY</b> 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.			
<b>EMPATHY</b> 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.			
<b>SELF-MOTIVATION</b> 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.			
<b>APPEARANCE AND PERSONAL HYGIENE</b> 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.			
<b>SELF-CONFIDENCE</b> 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.			
<b>COMMUNICATIONS</b> Examples of professional behavior include, but are not limited to: Speaking clearly; writing legibly; listening actively; adjusting communication strategies to various situations.			

<b>TIME MANAGEMENT</b> Examples of professional behavior include, but are not limited to: Consistent punctuality; completing tasks and assignments on time.				
<b>TEAMWORK AND DIPLOMACY</b> 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.				
<b>RESPECT</b> 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.				
<b>PATIENT ADVOCACY and CAREFUL DELIVERY OF SERVICE</b> 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.				

**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