



Paramedic Studies Policies and Procedures

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**BUNKER HILL COMMUNITY COLLEGE
DIVISION OF SCIENCE, ENGINEERING AND HEALTH PROGRAMS
DEPARTMENT OF EMERGENCY MEDICAL STUDIES
PARAMEDIC STUDIES PROGRAM
PARAMEDIC POLICY AND PROCEDURES HANDBOOK RECEIPT**

I, _____, hereby acknowledge that I have received and read the Bunker Hill Community College (BHCC) Paramedic Program Policy and Procedures Handbook and fully understand the policies and procedures described in the handbook. I have had the opportunity to ask questions and they have been adequately answered. I also take full responsibility in responding to BHCC’s request for information and will provide timely documentation to assure compliance with all policies including, but not limited to, CORI, SORI, Immunizations, Payments, Subscriptions, and all other Fees.

Student’s Signature

Date

Dear Paramedic Student,

Welcome and thank you for choosing Bunker Hill Community College's Department of Emergency Medical Studies in the Division of Science, Engineering and Health Programs to further your training and education in Emergency Medical Services.

The purpose of this handbook is to guide and assist students who are enrolled in our Paramedic Program. Program specific expectations, guidelines, and policies will be outlined along with the procedures to be followed.

Our training program integrates instruction, practical skill sessions, clinical practica and a field internship allowing you, upon successful completion of the program, to function as an entry-level, competent and certified Paramedic. This is a demanding and rigorous program and it will require you to manage your time between lectures, home study, and clinical rotations in area hospitals. However, with your due diligence, effort and dedication to providing advanced prehospital emergency medical care to those when they need it most, it is a profession replete with many rewards.

The information contained in this handbook is intended to supplement the Bunker Hill Community College Catalog and Student Handbook published by Bunker Hill Community College (BHCC). Please retain this handbook for your files so that the information can be referred to during your time as a BHCC Paramedic Student.

It is your responsibility to be knowledgeable of and adhere to all Paramedic Program and College Policies and Procedures. Should you have any questions please seek clarification on any information contained in this handbook from your Instructor/Coordinator or myself.

I wish you much success as you begin this new educational experience.

Sincerely,

Nicholas J. Cardellicchio

Nicholas J. Cardellicchio, JD, NRP, B I/C



BUNKER HILL COMMUNITY COLLEGE

MISSION STATEMENT

Bunker Hill Community College is a public institution of higher education offering programs and courses of study including Arts and Sciences, nursing and allied health, domestic and international business, hospitality, culinary arts, early childhood education, human services, criminal justice and computer applications.

The College supports open access to post-secondary education by providing a range of educational opportunities that include distance learning, self-directed learning, and an Honors Program. The College offers an entry-level assessment program for new incoming students, a sound foundation in developmental studies, and for non-native English speaking students, a variety of levels of English as a Second Language (ESL) instruction.

The student body reflects the diversity of the urban community and encouraging this diversity is an essential part of the College mission. The College seeks to become a national model for successfully incorporating the strengths of many cultures, ethnic backgrounds, age groups, and learning styles into the curricular and extracurricular life of the institution.

Bunker Hill Community College seeks to enhance its position as a primary educational and economic asset for the Commonwealth through cooperative planning and program implementation involving neighboring institutions of higher education, the public schools, community organizations, and area businesses and industries.

VISION OF BUNKER HILL COMMUNITY COLLEGE

Bunker Hill Community College is a comprehensive, multi-campus urban community college that serves diverse educational needs and is enriched by our global community.

We are dedicated to a dynamic educational environment that is accessible to all and to a college that is invested in the social and economic well-being of its communities.

We believe in student-centered learning that draws upon the rich diversity of our students' life experiences and that uses strategies and technologies to maximize opportunities for reaching educational goals. We respect and value what each student brings to the College and celebrate learning as an interactive and reciprocal process.

BUNKER HILL COMMUNITY COLLEGE

INSTITUTIONAL VALUES

The Bunker Hill Community College Board of Trustees has adopted five institutional values for the College.

❖ ***Inspiring Excellence***

- Encourage all faculty, staff and students to rise above self-imposed limits.
- Create partnerships to excel.
- Commit that all members of the community reach their potential.

❖ **Integrity**

- Do what we say we do.
- Keep our word.
- Act responsibly, accountably, and ethically.
- Do the right thing no matter what.
- Take personal responsibility for your actions and the outcomes of your actions.

❖ **Learning**

- Commit to forward growth and positive change for everyone.
- Provide tools for lifelong learning for students, employees, and the community.
- Provide opportunities to grow beyond current boundaries both personally and professionally.

❖ **Respect**

- Value differences.
- Treat everyone fairly.
- Give everyone an equal opportunity to be a participant.

❖ **Service**

- Put students first: we train you, we teach you, we prepare you.
- Meet student needs as well as those of the job market.
- Work collectively to improve our community.

BUNKER HILL COMMUNITY COLLEGE

PARAMEDIC STUDIES PROGRAM

ADVISORY COMMITTEE

POLICY

The BHCC Paramedic Program has in place an active Advisory Committee, functioning in accordance with the following guidelines.

PURPOSE OF PROGRAM ADVISORY COMMITTEE

COMMITTEE SERVES TO:

- Provide feedback on a regular basis concerning the program's curriculum and resources with respect to the demands and expectations of the labor market and/or the four-year educational institutions to which students may transfer;
- Provide input concerning the perceived effectiveness of the program's curricular offerings in terms of preparing students for successful transfer and/or employment, and in addressing the needs of incoming students;
- Provide or assist in locating opportunities for student internships, practicums, and/or employment;
- Make suggestions for the use of community resources;
- Provide or assist in identifying opportunities for in-service training for faculty, staff and students to ensure their knowledge, skills and procedures remain current;
- Assist in securing material resources for the program, such as equipment and supplies;
- Assist in securing funding for materials, equipment, and/or projects, for example, by identifying funding sources, opportunities or assisting with the preparation of grant proposals to secure public or private funds; and
- Support the Program in its public relations efforts, and in general, in gaining and maintaining the support and involvement of the community.

IN EXCHANGE, THE PROGRAM WILL:

- Provide recognition and feedback to the Committee members concerning the program's response to Committee suggestions and inputs.

COMMITTEE MEMBERSHIP

To accomplish its purpose, a Committee may include some or all of the following, depending on the Program's objectives and needs:

External Members:

- Representatives of industries and organizations which are potential employers of students graduating from the Program
- Representatives of the general public
- Representatives from the public safety sector
- Representatives of community/governmental organizations which are potential internship, service, or practicum sites for students
- Professionals from the Programs discipline
- Students
- Program graduates
- Internal Members:
- Medical Director
- Program Director
- Current Students
- Faculty from related programs
- Representatives from BHCC departments that connect with workforce and transfer needs and opportunities, such as from Career and Advising Center and Workforce Development and Community Education.

The number of Committee members is subject to the judgment of the Program Director in consultation with the Dean of Science, Engineering and Health Programs, with the goal being to ensure that the Committee will be effective, that a diversity of opinion/experience will be represented, and that the majority of members/attendees are external to the college. Generally, eight (8) to twelve (12) persons, exclusive of the internal members, would be appropriate. Internal members, including the Program Director, should number between three (3) or four (4).

The Dean of Science, Engineering and Health Programs is an ex officio member of the Committee.

PARAMEDIC STUDIES MISSION STATEMENT AND PHILOSOPHY

The Department of Emergency Medical Studies contributes to and supports the mission of Bunker Hill Community College by providing high quality programs of study to educate competent healthcare providers.

PARAMEDIC MISSION STATEMENT

Philosophy

The Department of Emergency Medical Studies builds its philosophy on BHCC's core values: Diversity, Opportunity, Student Success, Personal and Professional Growth, Respect and Partnership. Therefore, we believe in and are committed to:

- Providing access to Health Programs for all students who are qualified for admission.
- Providing educational pathways to enable students who need to take pre-requisite courses, or preparatory courses, an opportunity to establish and meet their educational goals.
- Develop a healthcare workforce that reflects the diversity of the communities we serve.
- Provide an educational environment that instills a passion for life-long learning.
- Create an atmosphere of mutual respect and cooperation among our colleagues and among the faculty, communities and students we serve.
- Develop and maintain educational partnerships with our various communities of interest.
- Create diversity in the faculty and establish a culture that recognizes and values the unique pedagogical approaches to multicultural education.
- Enhance bidirectional communication with our communities or interest, thereby allowing us to respond to the needs of those communities.

The mission of the Bunker Hill Community College Department of Emergency Medical Studies is to offer paramedic training to those qualified individuals in a collegiate atmosphere.

The primary function of the Emergency Medical Services (EMS) system is to serve those in need of immediate medical attention or transportation. Whether serving as a field provider, dispatcher, supervisor, or instructor, we believe that such a system be built upon a foundation of knowledge, compassion, and professionalism unrestricted by considerations of race, creed, color, gender, sexual orientation, age, disability, veteran status, marital status and/or national origin. BHCC is committed to creating an institutional climate that deepens our appreciation for diversity and for the unique attributes of each individual.

Today's EMS system is a complex entity. Graduates of this program will possess both the medical skills required of the field paramedic as well as the communication skills required to be an integral part of the EMS system. Verbal, written and basic mathematical skills are all required to function in the EMS environment. Successful graduates of the program will be prepared in all of these important areas.

The BHCC Department of Emergency Medical Studies believes that the Paramedic must be thoroughly be trained to function as a team leader in critical out-of-hospital medical situations or a team member in more traditional medical settings. The Paramedic must be an independent thinker while delivering care within physician directed guidelines. As a medical professional, the Paramedic must adhere to established standards of ethical conduct, medical competence and human caring. Due to a rapidly changing medical environment the Paramedic has a never-ending responsibility to continue their education. Our Program strives to meet the needs of the student looking advance their career in EMS. The Program is dedicated to providing the education and clinical/field internship experience required to fill numerous employment opportunities offered to the certified Paramedic.

**PARAMEDIC STUDIES
POLICIES & PROCEDURES
OVERVIEW**

PURPOSE:

Policies and procedures provide a guide for BHCC's Paramedic Program's instruction, skills sessions, clinical practica and field internship. Policies are the "rules" or statements to guide conduct in specific situations. Procedures describe the method of policy implementation. Standard policies and procedures are useful in maximizing the clinical practicum experience by establishing specific expectations and assessment methods. The policies contained herein supplement but do not superseded BHCC's current Academic Policies and Student Code of Conduct contained in the Academic Catalog and the Student Handbook.

DISTRIBUTION:

The Department of Emergency Medical Studies Policies and Procedures Handbook is part of the BHCC Paramedic Program. These policies are unique to the BHCC Program. Students are required to obtain a copy of this handbook as part of their coursework. Copies of the BHCC Paramedic Handbook are available to each of the Clinical Practicum and Field Internship Sites. As policies are updated and revised, each current student will receive a copy of these revisions.

REVIEW OF POLICIES AND PROCEDURES:

The Advisory Committee, Program Director, Medical Director, Instructor/Coordinators, Clinical Coordinator, and Field Coordinator review the policies and procedures on a regular basis. The policies and procedures identified in this handbook may be amended upon written notification of such changes to students and faculty. It is the responsibility of the Program Director to inform students and faculty of such changes in policy and procedures in writing prior to the implementation date.

PROGRAM

BHCC's Paramedic Program provides quality learning opportunities in an environment that encourages the accomplishment of its mission. Technical skill, along with critical thinking skills, communications skills and the ability to recognize cultural, social and developmental diversity all play an important role in the ability of the paramedic to provide quality and compassionate care to the community.

ADMISSION REQUIREMENTS

BHCC has an open admission policy. To be admitted to the BHCC Paramedic Program, students must first meet the basic entrance requirements for admission to BHCC. However, admission to BHCC does not constitute automatic acceptance into the Paramedic Program. Students must maintain their EMT-Basic/Intermediate licensure/certification and Basic Life Support – Healthcare Provider CPR certification throughout the entire program.

NON-DISCRIMINATION

Recruitment, admission, programs, activities and facilities are available to all on a non-discriminatory basis, with regard to race, creed, religion, color, gender, sexual orientation, age, disability, veteran status, marital status and/or national origin. BHCC is committed to creating an institutional climate that deepens our appreciation for diversity and for the unique attributes of each individual.

DIVERSITY AND PLURALISM

BHCC Paramedic Students, faculty, staff and visitors must be free from conduct which has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or demanding educational or employment environment. BHCC and the Department of Emergency Medical Studies has a policy of unequivocal condemnation of intolerance, whether based on ethnicity, religion, cultural heritage, race, disability, gender or sexual orientation.

PROGRAM GOALS

Performance and Competence

Students will have been exposed to a variety of emergencies in the clinical and field setting and provide appropriate care and transport as necessary to the patient, including appropriate transfer of care and documentation as needed. The student will be prepared to sit for the National Registry of Emergency Medical Technician's Paramedic certifying written and practical examinations.

Problem Solving and Critical Thinking

Students will appropriately demonstrate the sound problem solving and critical thinking skills necessary to provide quality and timely care in the hospital and prehospital environment.

PROGRAM GOALS

Communication

Students will communicate with patients, peers and all members of the healthcare team in a manner that promotes quality and timely care, teamwork and positive relationships with all involved.

Professional Growth and Development

Students will understand the importance of professional values, ethics, continuing education and lifelong learning.

Program Effectiveness

BHCC Paramedic graduates will be able to function as active and productive members of the healthcare system, fulfilling the needs of the community.

STUDENT HEALTH & IMMUNIZATIONS REQUIREMENTS

The Massachusetts Department of Public Health Immunization Requirement for College Students states that students must have one (1) injection of Tetanus/Diphtheria within ten (10) years, two (2) injections of Measles, one (1) injection of Mumps, one (1) injection of Rubella and three (3) injections of Hepatitis B vaccine. BHCC immunization requirements apply to all full-time and part-time health science students, and other students enrolled in a program which requires immunization compliance in order to participate in a practicum setting. In addition, Paramedic students are required to receive a TB test and Chicken Pox vaccination or provide proof of immunization.

CORI / SORI REQUIREMENTS

Bunker Hill Community College requires criminal background checks on all students who will be involved in working with children, the disabled, the elderly, a cooperative education experience or a program that includes a clinical and field affiliation with a private or public healthcare provider as authorized by the Massachusetts Criminal History Systems Board (CHSB). A Criminal Offender Record Information (CORI) check, and Sex Offender Registry Information, (SORI) check will be provided during the interview process.

Students will need to provide a government issued photo identification and sign a release form allowing BHCC to view the student's CORI and SORI reports. Depending upon the contents of a student's CORI and SORI reports, participation in an academic program, a cooperative education experience, a clinical/field practicum related thereto, may be denied. A CORI check may be performed pursuant to Mass. General Laws, Chapter 6, §172 and consistent with guidelines promulgated by the Executive Office of Health and Human Services and/or the Commonwealth's Department of Public Health. A SORI check may be performed pursuant to Mass. General Laws, Chapter 6, § 178(J) & 178(K). A nominal fee is required.

Information received by BHCC from the CHSB is secured in a separate, locked file or password protected database to limit access. BHCC may also request criminal record checks from other states as BHCC deems necessary. Only the most current copy of a student's CORI check will be maintained in this file. Only the Dean of Science, Engineering and Health Programs and the Program Director of Emergency Medical Studies, and the BHCC CORI Officer are permitted to read and access CORI checks.

INSURANCE REQUIREMENTS

All Paramedic students are required to obtain and maintain health insurance or show proof of coverage.

CPR CERTIFICATION

BHCC Paramedic students must hold current, valid, American Heart Association, Basic Life Support CPR certification at the Healthcare Provider Level. Students must continue to maintain valid and current CPR certification at the Healthcare Provider Level, while enrolled in the Paramedic Program.

DRUG SCREENING

Students enrolled in the BHCC Paramedic Program will be required to undergo and pass a drug screening analysis in order to be eligible for placement in a clinical practicum and field internship. Students who are assigned to clinical educational experiences at clinical facilities may be required to undergo and pass random drug screening analysis in order to remain at the clinical site. Students who either fail to pass, or refuse to submit to, a drug screening analysis will be deemed ineligible for clinical placement, which may affect their status in the program.

CURRICULA

Bunker Hill Community College offers an AS in Paramedicine and a Certificate in Paramedicine. Some credits are transferable. Classes are conducted in "smart" class rooms and a current state-of-the-art patient simulation laboratory.

MINIMUM GRADE REQUIREMENTS

In order to remain a student in good standing, and to progress in the Paramedic Program, a student must complete all required Paramedic core courses with grade of 80% (B-) or better. Failure in any component of these courses constitutes failure in the Paramedic Program.

ATTENDANCE POLICY

Mandatory attendance is required in all scheduled classroom and practical skills sessions. The Instructor/Coordinator must approve all absences. A significant number of unexcused absences in the Paramedic Program's instruction and/or practical skills sessions will be considered cause for possible dismissal from the class.

CLINICAL AND FIELD COURSE REQUIREMENTS

Obtain the Paramedic Student and Preceptor Handbook prior to the start of your clinical practicum and field internship rotation from your Instructor/Coordinator.

Prior to any student being permitted to enter into the clinical practicum or field internship of the program, the student **MUST** meet with the Clinical Coordinator and Field Coordinator, as the case may be, for review of all requirements. Students who are not scheduled are not allowed on clinical or field sites without the permission of the Clinical/Field Coordinator. In addition, the student must be in compliance with the following requirements:

1. Massachusetts State Mandated Immunization Form must be completed and submitted.
2. Health Division Supplemental Immunization Form must be completed and submitted.
3. Technical Standards for must be completed and submitted.
4. CORI/SORI requirements must be met.
5. All financial obligations and fees must be satisfied.
6. Student has successfully passed the terminal competency test for each module of the program before being permitted to perform that particular skill in a clinical practicum.

UNIFORMS AND OTHER SUPPLIES

BHCC Paramedic students are required to dress in a professional manner at all times while at their clinical practicum or field internship. Good personal hygiene must be maintained at all times. The uniform description is described in more detail within this handbook. Purchase of a stethoscope, watch with a second hand, tablet or iPad is required. Costs of uniforms and equipment is not provided in any fees. This is an additional cost to the student.

STUDENT CODE OF CONDUCT

BHCC Paramedic students are expected to conduct themselves in a professional manner throughout their academic and clinical training. Due to the lengthy nature of the student code of conduct, students are referred to the BHCC Student Handbook.

STUDENT GRIEVANCE PROCEDURE

The Student Grievance Procedure is a mechanism by which a student may seek to remedy the rare situation where the student feels they have been treated unfairly, and has not been able to obtain justice in any less formal manner. The Student Grievance Procedure is a community college system-wide policy approved by the Bunker Hill Community College Board of Trustees. The Department of Emergency Medical Studies endorses the Colleges' Student Grievance Procedure. Due to its lengthy procedural requirements in instituting a grievance, all parties should refer to the BHCC Student Handbook.

ACADEMIC ADVISING

All BHCC Paramedic students are assigned an academic advisor who is a member of the Paramedic Studies Faculty. Each student is required to meet with their advisor to discuss their academic progress and ongoing requirements throughout the program.

Americans with Disabilities Act

General

Bunker Hill Community College (hereinafter “BHCC”) is committed to providing equal access to the educational experience for all students in compliance with Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, state and local laws and to provide all reasonable academic accommodations, aids or adjustments. Students with a documented disability requiring an accommodation, aid or adjustment should speak to their instructors and contact the Office for Students with Disabilities to obtain appropriate services. The Office for Students with Disabilities is located on the Charlestown Campus, room D106A, and can be reached by calling (617)-228-3415 or (617)-228-2234, TTY: (617)-228-2051.

- Students who have received an accommodation during the course are advised that there is a separate process for requesting an accommodation for taking the National Registry of Emergency Medical Technicians (NREMT) Paramedic written and practical certification examinations and eligibility for an accommodation is determined by the NREMT on a case-by-case basis.

Procedure for Requesting an Accommodation

Eligibility for services is dependent upon documentation of the individual’s specific disability. Consistent with the Americans with Disabilities Act of 1990 and Sections 504 of the Rehabilitation Act of 1973 (ADA), students are responsible for identifying themselves and providing appropriate documentation of their disability and need for accommodations. After records are received, students meet with staff to discuss resources and reasonable accommodations. Students who suspect the possibility of a learning disability may request referral for screening and assessment through the Office for Students with Disabilities. Referrals are made to area agencies and specialists depending upon student needs. For further information please refer to the BHCC Student Handbook.

Pregnancy

POLICY

If a student is pregnant and enrolled in the Paramedic Program, a statement to the Program Director from the student’s physician stating that role performance without restrictions is permitted and must be on file before any further clinical practicum or field internship activity is allowed.

BHCC will not assume responsibility for medical services or medical complications that may arise related to the student’s pregnancy.

Anti-Harassment Policy

Bunker Hill Community College strictly prohibits unacceptable misconduct including harassment, sexual harassment, sexual violence and any other form of discrimination or misconduct. For further information, see the BHCC Student Handbook and/or the College's Affirmative Action Plan, which is accessible through the College's web site and portal: <http://www.bhcc.mass.edu/media/03-documents/2014AffirmativeActionPlan.pdf>.

Family Educational Rights and Privacy Act of 1974

General

The Family Educational Rights and Privacy Act of 1974 ("The Act") establishes the rights of students to inspect and review their educational record; provides that personally identifiable information will not, with certain exceptions, be disclosed without the paramedic student's permission; provides for guidelines for the correction of inaccurate or misleading data through informal or formal hearings; grants the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with The Act, and makes provisions for notice to the students concerning their rights.

No one shall have access to nor will the institution disclose any information from a paramedic students' education records, other than directory information, without the written consent of the student, except to persons or organizations providing the students' financial aid; to accrediting agencies carrying out their accreditation function; in compliance with a judicial order; in emergency situations when necessary to protect the health or safety of paramedic students or other persons; and to those with a legitimate educational interest. "Legitimate education interest" means a demonstrable need to know by any staff member in terms of his or her assigned duties.

Health Insurance Portability and Accountability Act of 1996

General

All paramedic students will familiarize themselves with the HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996.

All paramedic students will rigidly abide to the standards set forth in this act and any violation of these standards will be regarded as a serious breach of discipline and will be dealt with accordingly.

All paramedic students must complete and pass a HIPAA exam at each of their clinical sites as part of their orientation prior to the start of their clinical practicums. These records will be stored at each clinical site and can be made available at the request of BHCC.

Criminal Offender Record Information (CORI)

General

BHCC requires criminal background checks on every student upon acceptance in the BHCC Paramedic Program as authorized by Massachusetts Criminal History Systems Board (CHSB). The information that BHCC receives from the CHSB is kept in a separate, locked file or password protected database to limit access. BHCC may also request criminal record checks from other states as BHCC deems necessary. Only the most current copy of a student CORI check will be maintained in this file. Only the Dean of Science Engineering and Health Programs and the Program Director of BHCC are permitted to access and read CORI checks.

CORI Practices and Procedures

The following practices and procedures will be followed in regard to CORI checks:

- i. CORI checks will only be conducted as authorized by CHSB. All applicants will be notified that a CORI check will be conducted. If requested, the applicant will be provided with a copy of the CORI policy.
- ii. An informed review of a criminal record requires adequate training. Accordingly, all personnel authorized to review CORI in the decision-making process will be thoroughly familiar with the educational materials made available by CHSB.
- iii. Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determinations and suitability based on CORI checks will be made consistent with this policy and any applicable law or regulations.
- iv. If a criminal record is received from the CHSB, the authorized individual will closely compare the record provided by CHSB with the information on the CORI request form and any other identifying information provided by the applicant, to ensure the record released relates to the applicant.
- v. If based upon the results of the CORI report, a student's standing in the program is negatively affected, the student will be notified immediately. The student shall be provided a copy of the CORI report and BHCC's CORI policy, apprising them of the part(s) of the record that make the individual unsuitable for entrance into the educational program, and given an opportunity to dispute the accuracy and relevance of the CORI report.
- vi. An applicant who challenges the accuracy of the CORI report shall be provided a copy of CHSB's Information Concerning the Process in Correcting a Criminal Record. If the CORI record provided does not exactly match the identification information provided by the applicant, BHCC will make a determination based on a comparison of the CORI record and documents provided by the applicant. BHCC may contact CHSB and request a detailed search consistent with CHSB policy.

- vii. If BHCC reasonably believes the record belongs to the applicant and is accurate, based on the information as provided in section (iv) of this policy, a determination of suitability for the entrance into the educational program will be made. Unless otherwise provided by law, factors considered in determining suitability may include, but not be limited to the following:
- Relevance of the crime to the position of paramedic student;
 - The nature of the work to be performed;
 - Time since conviction;
 - Age of the applicant at the time of the offense;
 - Seriousness and specific circumstances of the offense;
 - The number of offenses;
 - Whether the applicant has pending charges;
 - Any relevant evidence of rehabilitation or lack thereof; and
 - Any other relevant information, including information submitted by the applicant.
- viii. BHCC will notify the applicant of the decision and the basis of the decision in a timely manner.

Drug and Alcohol Policy

General

BHCC intends to provide a learning environment that is free from the use of illicit drugs and alcohol.

Rules

- i. The sale, manufacture, distribution, purchase, use, possession of the following substances or having the following substances in one's body when reporting to class or any program-related activities while impaired by the following substances-intoxicants: non-prescription narcotics, hallucinogenic drugs, marijuana, or other non-prescription controlled substances is prohibited while at BHCC or any activities involving BHCC.
- ii. The distribution, sale, purchase, use, or possession of equipment, products, and material that are used, intended for use, or designed for use with non-prescribed controlled substances is also prohibited while on BHCC property.
- iii. Arriving to class, the clinical or field internship setting with a measurable quantity of intoxicants, non-prescribed narcotics, hallucinogenic drugs, marijuana, or other non-prescribed substances in the blood or urine is prohibited.
- iv. Student use of prescription drugs while enrolled in the program is permitted, provided that the drug has been prescribed for the student by a licensed physician and is used in accordance with the physician's instructions and in the prescribed dosage, and provided also that use of the drug does not impair the student's ability to perform responsibilities in a class, the clinical or field internship setting safely and effectively.
- v. A student must report the use of any prescription drug which may affect the student's safety or performance to a BHCC instructor or support staff. A student may be required to provide BHCC with a copy of the prescription and/or medical verification. If a student is unable to perform responsibilities while in a class, clinical or field internship setting safely or effectively while taking a prescribed medication, the student may be placed on medical leave until the situation is resolved.
- vi. The purchase, sale, or transfer of a prescription drug by any student to or from another student or any other individual while on BHCC premises or while otherwise engaged in BHCC activity is prohibited.
- vii. Students are prohibited from reporting to class or any other BHCC activity while impaired by, or under the influence of, any over-the-counter drug which may affect the student's safety or performance.
- viii. Reporting to or being in class or a related activity with a measurable quantity of prescribed narcotics in blood or urine is prohibited; also, reporting to or being in class or a related activity when using prescribed narcotics is also prohibited if, in the opinion of BHCC, such use prevents the student from performing his or her responsibilities or poses a risk to the safety of the student, other persons, or property.

- ix. Violations of this policy will result in disciplinary action up to and including termination from the program. In lieu of termination, other disciplinary action may apply in the judgment of BHCC, including, but not limited to, suspension from the program, or requiring the student's attendance and successful completion of an approved substance abuse assistance or rehabilitation program.

Drug Test Circumstances

It is a condition of the program that students be required to submit to BHCC approved drug tests under circumstances that include, but are not limited to:

- i. Investigations of incidents / accidents that result in bodily injury or property damage.
- ii. Where, in the opinion of BHCC, violations of safety rules or procedures are suspected.
- iii. Where, in the sole discretion of BHCC, there is reasonable cause to believe a student has been engaging in illegal drug use at any time or is working under the influence of alcohol.

Condition of Enrollment

As a condition of enrollment in the paramedic program every student must abide by the terms of this drug and alcohol policy.

Smoking

General

BHCC is dedicated to maintaining a healthy work and learning environment. BHCC prohibits smoking inside its buildings and facilities and all outdoor areas within 100 feet from all doorways and all athletic fields. This policy applies to all College visitors, students, faculty and staff. Because BHCC may be subject to criminal and civil penalties for violations of applicable smoking laws, we must insist on strict adherence to this policy.

Intent

Specifically, this policy is intended to eliminate the potential for exposure to secondhand smoke and to ensure that all members of the College Community can avoid the exposure to secondhand smoke. The Environmental Protection Agency (EPA) has classified secondhand smoke as a carcinogen. Exposure to secondhand smoke causes cancer, asthma, chronic respiratory illness, heart disease and it doubles the individual's risk of heart attack. BHCC will provide information concerning smoking cessation programs through the Human Resources Office and Health Services Office. A link is also available on the home page for the American Cancer Society.

All members of the College Community are encouraged to monitor and enforce this policy, for the health and wellness of everyone.

Firearms Policy

POLICY

It is the policy of Bunker Hill Community College that no one is permitted to carry a firearm on the grounds or in a college building. The pertinent legislation, Chapter 269, §10 of the Massachusetts General Laws states in part “j) Whoever, not being a law enforcement officer, and notwithstanding any license obtained by him under the provisions of chapter one hundred and forty, carries on his person a firearm as hereinafter defined, loaded or unloaded or other dangerous weapon in any building or on the grounds or any elementary or secondary school, college, university without the written authorization of the board or officer in charge of such elementary or secondary school, college or university shall be punished by a fine of not more than one thousand dollars or by imprisonment for not more than one year, or both. For the purpose of this paragraph, “firearm” shall mean any pistol, revolver, rifle, or smoothbore arm from which a shot, bullet or pellet can be discharged by whatever means. Any officer in charge of an elementary or secondary school, college or university failing to report violations of this paragraph shall be guilty of a misdemeanor and punished by a fine or not more than five hundred dollars.” Employees must report any suspected violation of this Policy/Law to the BHCC Campus Police, superintendent of buildings and grounds or the college vice president for administration. A law enforcement officer present as a student and wishing to carry a firearm shall obtain such authorization from the BHCC Director of Public Safety/Chief of Police.

Guidelines on Appropriate Conduct

General

When at BHCC, participating in instruction or practical lab, participating in field or clinical rotations, your conduct reflects BHCC. You are required to observe the highest standards of professionalism at all times.

BHCC may initiate disciplinary action against any student involved in disruptive activities. Any activity that interrupts the schedule or the process of education may be classified as disruptive.

Listed below are examples of behaviors that are considered to be inappropriate conduct or behavior. Please note that this list is not all-inclusive.

- Falsifying application or other records
- Establishing a pattern of absenteeism or tardiness
- Reporting to class, field rotations, clinical rotations, or any other activity sponsored or arranged by BHCC under the influence of alcohol or non-prescribed drugs
- Bringing or using alcoholic beverages on BHCC property or using alcoholic beverages while engaged as a student on the campus, or during field or clinical rotations
- Fighting or using obscene, abusive, or threatening language or gestures
- Stealing property from fellow students, patients, entities who participate in your education, or instructors/faculty
- Having unauthorized firearms, weapons, or restraints (such as handcuffs) on BHCC property or during any activities associated with BHCC
- Disregarding safety or security regulations
- Failing to maintain the confidentiality of patient information

Hazing

Hazing is forbidden by state laws. Hazing is defined as follows:

- Any actions which seriously imperil the physical well-being of any student
- Activities which are by nature indecent, degrading, or morally offensive
- Activities which by their nature may reasonably be assumed to have a degrading effect upon the mental attitude

Please refer to the Student Handbook for additional information concerning BHCC's policy on Hazing.

Student Conferences/Audits

POLICY:

Student conferences/program audits will take place regularly and on an as needed basis. Conferences may be requested by the Instructor/Coordinator, Clinical Coordinator, Field Coordinator, Program Director, Student or other program personnel. Student conferences/program audits will be documented using the BHCC Professional Behavior Counseling Record form. Student conferences may be used to address issues/concerns or recommendations in regard to a student's academic progress or performance at their clinical practicum/field internship rotation.

PROCEDURE:

1. Student conferences will be scheduled with the student, the Instructor/Coordinator, the Clinical or Field Coordinator and/or the Program Director at the beginning of the semester.
2. Additional student conferences may be requested and scheduled throughout the semester on an as needed basis.
 - a. The BHCC Professional Behavior Counseling Record form shall be used to document the student conference.
3. The original BHCC Professional Behavior Counseling Record form shall be placed in the student's BHCC file.
4. Students will be asked to sign the BHCC Professional Behavior Counseling Record form indicating that they have read and understood the material presented on the form.

Evaluations

General

BHCC utilizes evaluations in many aspects of the operation to elicit important data that are used to improve the program and the curriculum as well as to enhance the performance of the faculty, staff and students.

CoAEMSP

BHCC uses a standard, nationally approved course evaluation system. Once a semester you will have an opportunity to evaluate the ongoing Paramedic program and faculty through this evaluation. Six elements of student evaluation are identified in the tool:

- Instructor commitment to student learning
- Instructor preparation and organization
- Instructor-student interaction
- Testing
- Course objectives
- Course assignments

An outside party scores the results, so you can be assured of your confidentiality. All full-time and part-time faculty are evaluated.

Paramedic Program Course Evaluation

Each semester, you will be given the opportunity to evaluate your classes using the BHCC Course Evaluation. Results are summarized and shared with the faculty. Again your confidentiality is assured.

Evaluations Completed by the Paramedic Program Graduate

1. Graduate Evaluation of BHCC Paramedic Program

Evaluations Completed by the Paramedic Program Administration

1. Instructor Evaluation
2. Student Behavioral Evaluation

Contact Information

Emergency Situations

In case of an emergency situation, please contact the Program Director at (617)-936-1973 or your Instructor/Coordinator.

General Issues or Questions

Students are encouraged to make use of the contacts listed below if questions arise throughout the educational process, outside of the classroom. Each individual listed below can be contacted by phone or e-mail.

- **Nicholas J. Cardellicchio, Program Director**
 - E-mail: njcardel@bhcc.mass.edu
 - Office phone: (617) 936-1973

- **Michael Wilson, Clinical & Field Coordinator**
 - E-mail: wilsonm@nortonfire.com
 - Office phone: (774)-444-3969

- **Charles N. Pozner, M.D., Medical Director**
 - E-mail: cpozner@partners.org
 - Office phone: (617)-732-8187

Emergency Contact Information

General

BHCC must be prepared for an emergency, medical or otherwise, involving any student. As such, students will be required to complete an emergency contact information form that will allow us to notify at least one individual the student specifies at the beginning of the course. The student has the duty to update this information when necessary.

The student will also have the opportunity (however, not required) to provide any allergies, pertinent medical history or current medical conditions, and any medications being taken regularly.

Information Required

The minimum required emergency contact information is listed below.

- i. Student's first and last name
- ii. Student's home address
- iii. Student's home phone number
- iv. Student's cell phone number
- v. Emergency contact's name
- vi. The nature of the relationship between the emergency contact and student
- vii. Emergency contact's home and/or work address
- viii. Emergency contact's home phone number
- ix. Emergency contact's cell phone number

EMERGENCY CONTACT INFORMATION SHEET

NAME	
	First Middle Last
HOME ADDRESS	
	Number Street Apt. No.
	City/Town State Zip Code
HOME TELEPHONE NUMBER	()-
CELL PHONE NUMBER	()-
EMERGENCY CONTACT NAME	
	First Middle Last
RELATIONSHIP	
EMERGENCY CONTACT'S HOME ADDRESS	
	Number Street Apt. No.
	City/Town State Zip Code
EMERGENCY CONTACT'S HOME PHONE NUMBER	()-
EMERGENCY CONTACT'S WORK ADDRESS	
	Number Street Apt. No.
	City/Town State Zip Code
EMERGENCY CONTACT'S WORK PHONE NUMBER	()-
EMERGENCY CONTACT'S CELL PHONE NUMBER	()-

Attendance Policy

General

BHCC expects all students to understand that full attendance is expected, and that you must be **present** and **on time** for all class and laboratory sessions as well as clinical and field internship shifts and rotations. If you are unable to attend class or clinical shifts because of illness, you must notify BHCC's Clinical/Field Coordinator as well as your assigned clinical facility and field internship preceptor as soon as possible, on each day of your absence or prior to your absence.

Students shall make-up the time they are absent or tardy; all hours, inclusive of instruction and lab, must be satisfied prior to the completion of each module. Students should be aware that only hour for hour make-up is accepted. It is the responsibility of the paramedic student to ensure that all time is appropriately made up and documented.

Chronic absences, in the classroom or field/clinical internship setting that are unexcused or deemed excessive will not be tolerated and is grounds for dismissal from the program.

Additional classes, as necessary due to cancellations or other events, will be scheduled by the director when needed. In these circumstances, the director will attempt to provide as much notice as possible and make direct contact with every student in a timely manner. It should be understood; however, that notice, at times, may be short and attendance is mandatory.

Grading

Testing / Re-Testing

Paramedic students will be tested at the completion of each module using Platinum Education Testing and Tracking Software (Platinum) on their tablet or iPad. Each student will be given a log identification number to access Platinum. On the assigned testing date, the paramedic candidate will complete the online examination and must achieve at least an 80% or higher. If the candidate receives lower than an 80% on the exam, one retest will be allowed which will be averaged with the first grade.

Major exams must be taken during the scheduled and allotted time. If circumstances require missing a major exam, the student must make arrangements with the assigned instructor to take a make-up exam prior to attending the next scheduled class session and within the next three (3) business days. Failure to complete the makeup exam within three business days will earn the student a grade of zero (0) on the exam. Makeup tests will not be given without an appointment.

Practical examinations are conducted to assess the student's competency in the performance of skills used in patient care. These examinations will be conducted during each module, as printed in the course schedule. To pass the semester, and the program, students **MUST** pass all required examinations.

Retests of failed practical examinations will be permitted, provided:

- A majority (greater than 50%) of the practical examination has been passed on the initial attempt.

No retests will be permitted for a student who fails a majority (greater than 50%) of all practical skills. The student will receive a failing grade and will not be able to continue in the program.

Prior to retesting practical examinations:

- The student will be allowed to discuss the reason for the failure with a program instructor.
- Upon request, equipment and supplies will be provided and the student will be allowed to practice the skills, with the help of fellow students and/or instructors.

If a student fails a retest of the practical examination, that student may petition the Program Director for a second retest. A second retest will be granted, for one skill and one skill only. A failure of two or more skills will not be permitted. To be eligible for a second retest:

- The student's grade point average must be a grade of 80% (B-) or better, or have an average which is passing and has shown consistent improvement throughout the course.
- The student's attendance in the class must be satisfactory with no disciplinary actions for tardiness or absence.

Weighting / Grade Components

Cognitive and psychomotor objectives will contribute to each of the following grade components for each module:

- | | | |
|------|--------------------------|-----|
| i. | Homework and/or Projects | 5% |
| ii. | Written Examinations | 30% |
| iii. | Practical Examinations | 30% |
| iv. | Quizzes | 25% |
| v. | Certification Courses | 10% |

In order to ensure that our students are successful in our program resulting in the student functioning clinically, professionally and with respect for the profession and their peers upon graduation, we will evaluate their affect. Evaluating the affective domain includes the student's classroom behavior, professional ethics, and adherence to policy. Breaches will result in a student conference. Significant behavioral issues may result in corrective action. However, in cases where the behavior is significantly unacceptable, egregious, or poses a threat to the well-being of others, the student may be suspended or dismissed from the program at the discretion of Program Director.

All skills will be evaluated in a pass/fail assessment. Successful completion of the skills assessment is required to begin the clinical rotation and the field internship.

Suspension from Clinical Rotations

Paramedic students who earn a failing grade on either a written or practical examination will be suspended and removed from their clinical rotations until the deficiency can be resolved. Students in this situation shall consult with their course instructor, the Program Director and/or the medical director to ensure a plan has been implemented to ensure academic success and continued clinical rotations.

POLICY

In order to remain a student in good standing, and to progress in the Paramedic Program, a student must complete all required Paramedic core courses with a letter grade of B- or better. Letter grades are used at the College per the table listed below, and each grade has a numeric range and associated Quality Point Value. The Quality Point Value is based on a 0.0 to 4.0 range with an “A” grade having the highest value of 4.0. Grades are used to represent the quality of work done in a course and knowledge learned, as based on the individual instructor’s standards and course objectives.

GRADE	QP VALUE	NUMERIC RANGE
A	4.00	94-100
A-	3.70	90-93
B+	3.30	87-89
B	3.00	83-86
B-	2.70	80-82
C+	2.30	77-79
C	2.00	70-76
D	1.0	60-69
F	0.00	<60

P Indicates satisfactory completion of coursework where no letter grade is given or award of credits for a course by special examination. It is equivalent to a grade of C or higher and carries no quality points. Credit hours will be given equivalent to the number of credit hours normally assigned to the course.

IP Required work in the course is in progress. The method and time for completion of work must be agreed upon in writing by the student and instructor; no credit is earned until the course is completed. IPs not completed by the end of the following semester are automatically changed to a grade of F unless an IP extension is agreed upon in writing by the student and instructor and submitted to the Registrar’s Office.

AU Audit; no credit earned.

NA Students who register for a specific course and who have not attended class meetings during the first four weeks of the semester will be withdrawn from the course and received the grade of NA (non-attendance) which will appear on the transcript and be counted toward credits attempted but not computed in their grade point average. The NA grade designation is not used during summer semester.

WA Administrative withdrawal from a course; no credit earned.

W Official withdrawal from a course; no credit earned.

**UNEXCUSED ABSENCE
POLICY AND PROCEDURE**

POLICY

A BHCC Paramedic student is required to notify their instructor when unable to attend class or clinical practicum or field internship due to an illness or unforeseen emergency situation. A student's failure to notify their instructor (or his/her designee) will result in the documentation of an unexcused absence.

PROCEDURE

1. In the event of an absence due to illness or an unforeseen emergency, a student is expected to personally notify their instructor (or his/her designee) of their absence.
2. If a student fails to notify the instructor (or his/her designee) of their absence or as outlined in the orientation to the clinical/field site, the absence will be considered an unexcused absence.
3. Unexcused absences must be made up prior to the start of the next class, or during the clinical practicum at a time agreed upon by the student, the instructor, Clinical Coordinator or Field Coordinator and in a manner prescribed by the Program Director.
4. A student who fails to make up an unexcused absence before the start of the next semester will receive a grade of incomplete for that clinical practicum or class and will not be allowed to progress to the next clinical practicum course or class.
5. In the event of a severe illness/accident in which the student is physically unable to notify their instructor (or his/her designee), clinical/field preceptor, Clinical Coordinator or Field Coordinator, the absence will not be considered unexcused.
6. In the event of a severe illness/accident a student must upon returning to class, the clinical practicum or field internship rotation bring a healthcare provider's note indicating the reason for the student's absence.

Scholastic Dishonesty

At BHCC, scholastic dishonesty is unacceptable and is not tolerated. Any single instance of scholastic dishonesty as described in the document may result in dismissal from the program.

SCHOLASTIC DISHONESTY is defined as misconduct including, but not limited to, plagiarism, cheating, and collusion.

Plagiarism

PLAGIARISM is defined as presenting as one's own the ideas or writings of another without acknowledging or documenting the source(s). Students are guilty of plagiarism when they do any of the following in an essay or presentation:

- Copy a word or words directly from a book, periodical, or electronic source without using quotation marks and references to sources.
- Summarize or paraphrase the ideas or opinions of an author or use the data collected by an author without citing the author as the source.
- Submit papers or projects which do not reflect their own knowledge, voice, and style, usually as a result of having had another person (1) write, (2) rephrase, (3) rewrite, or (4) complete their ideas.
- Submit a paper or project which was written or prepared by another person for another class or another instructor implying that the work is their original composition or project.
- Download a paper or portions of text from an electronic source and (1) paste it into a paper, (2) retype the paper or portions of the paper and submit it as their own composition, (3) retype phrases or sentences with a few changes, and submit the paper as their own composition, or (4) summarize or paraphrase the ideas from one or more sentences, without citing the source.
- Submit as their own work a paper (or parts of a paper) purchased from a company or electronic source that offers catalogs of essays on different topics and/or for different courses.

Cheating

CHEATING is defined as intentionally using or attempting to use unauthorized sources in exams or on other scholastic projects, as well as failing to follow instructions in such activities. Students are guilty of cheating when they do any of the following:

- Copy answers from another student's examination answer sheet.
- Use or attempt to use unauthorized materials (notes, study guides, "crib" sheets, textbooks, electronic devices, etc.) during an examination.
- Exchange forms of a test with a classmate (i.e. exchange Form A for Form B).
- Possess and/or use unauthorized copies of tests or answer sheets.
- Change answers or grades on a graded project.

Collusion

COLLUSION is defined as intentionally aiding or attempting to aid another in an act of scholastic dishonesty. Students are guilty of collusion when they do any of the following:

- Provide a complete paper or project to another student.
- Provide an inappropriate level of assistance to another student in the form of (1) writing, (2) rephrasing, (3) rewriting, or (4) completing the paper or project.
- Communicate answers to a classmate during an examination.
- Remove tests or answer sheets from the testing site.
- Knowingly allow a classmate to copy answers from his/her examination paper.
- Exchange forms of a test with a classmate (i.e. exchange Form A for Form B).

For additional information on BHCC's policy on scholastic dishonesty please refer to the BHCC Student Handbook.

Behavior Policies, Discipline and Grievance Procedures

General

Bunker Hill Community College expects students to behave in a manner that is appropriate to a collegiate environment. Students are expected to assume responsibility for their own behavior and learning and to respect the learning environment of others. BHCC advocates a learning environment that enhances the academic, intellectual, cultural and social enrichment of its students, faculty, staff and the community at large. To guarantee that no member of the College community is deprived of this collegiate environment, student rights and responsibilities are clearly stated and behavior and discipline codes have been established.

To ensure effective relations, it is important that such matters be resolved before serious problems develop. For further information please refer to the BHCC Student Handbook.

Retaliation

BHCC will not tolerate any form of retaliation against students availing themselves of this procedure. The procedure should not be construed, however, as preventing, limiting, or delaying BHCC from taking disciplinary action against any individual, up to and including involuntary removal from the program, in circumstances (such as those involving problems of overall performance, conduct, attitude, or demeanor) where BHCC deems disciplinary action appropriate.

Social Networking Policy/Media Policy

General Social Networking Policy

BHCC understands the importance of social computing, networking and social media in today's world. Social media takes many forms including (Facebook, LinkedIn, MySpace, Twitter, etc.), blogs, wikis, file sharing sites, forums, discussion groups and chat rooms. Social Media can be an extremely effective way of marketing BHCC and expanding our interactions with students, potential students, clinical site employees and field site employees. While embracing new technologies, we also want to ensure that BHCC and our students engage in social networking in a responsible manner.

This policy provides guidance on how to engage in social networking in a way to protect yourself and the interests of BHCC.

1. Social Networking Sites Should Not Be Considered Private

Generally, information posted on social networking sites is public and you should expect that even with your use of certain privacy settings what you post on social networking sites will be seen by others and should not be considered private.

2. BHCC Monitoring Policy

Rules against harassment and inappropriate conduct apply to your on-line activities. Social media sites should not be used during class, Clinical or Field internship times. BHCC may monitor student social media communications to ensure compliance with BHCC policies.

3. Use Common Sense

You are responsible for the content you publish on social media sites. BHCC will regularly monitor social media postings of applicants and current students. All applicants and current students are held to the highest standards. The attitude and professionalism of all applicants and students is always being evaluated based on many elements including social media. What you post could be online for a long time. As an applicant or a representative of BHCC, always consider how your comments will be viewed in light of protecting and enhancing both BHCC's reputation and your own.

At no time during enrollment, should a student post any information regarding clinical rotations, patient care, interesting cases, clinical or field preceptors and BHCC staff or policies. All questions or requests for assistance or concerns should be directed to the Program Director via email or in person.

4. Respect Others

Be respectful to fellow students or associates. Social media sites should not be used as a platform for disputes. Applicants may be denied entry to the paramedic program, or dismissed from the program if a posting is viewed negatively in relation to BHCC's Mission and Vision. You can be disciplined or held legally liable for any actions that are unlawful or for information posted that may be defamatory, proprietary, confidential, harassing, pornographic, and libelous or creates a hostile work environment.

5. Protect Confidential Information

Respect the privacy of patients, students, and affiliates. Do not share or disclose confidential or proprietary information of BHCC, students or employees on social media sites. Seek permission prior to posting references to a student, affiliate or employee pictures or other information that was intended to be private.

6. Clearly Identify Who You Are

Only authorized employees may communicate information on behalf of BHCC. Without permission you are not authorized to make statements, comments or press releases on behalf of BHCC. Be clear and write in the first person. You should make clear that you are speaking for yourself and not on behalf of BHCC.

7. Use Your Own Email

Use your primary personal email address as your primary means of identification. BHCC's name, logos, service marks, and trademarks may not be used without the BHCC's express written permission.

8. Respect Copyrights and Fair Use

Remember to respect copyrighted materials owned by others, and reference the sources you use. Never distribute copyrighted materials (such as videos, photos, books, etc.) online as copyright infringement and plagiarism laws apply to posts on the Internet.

9. Stay Productive

Social media participation can be productive and beneficial both personally and professionally. However, ensure that such personal activities do not interfere with your learning activities.

10. Use Social Networking Safely

Understand which social networking sites you benefit from the most, how each works and what features each offers. Always review the applicable privacy and security settings so that you understand how much or little information you are comfortable sharing.

Media Policy

News is defined as those events that occur outside the parameters of normal circumstance and behavior. In EMS, you will frequently be called to scenes that fall into these categories. You may be asked to answer questions or give an opinion on a topic or a call that you have responded to as a paramedic student.

The policy of BHCC is to not publicize or release any information that may be construed as confidential to any source.

When asked a question by any media personnel, you are to refrain from stating "no comment" as a response. This could only end up as a lead-in for the six o'clock news broadcast. Never tell any media personnel something "off the record" as it could subsequently become a front-page story. BHCC endeavors to retain a favorable position with some media outlets, and looks forward to developing more contacts as time goes on.

All requests for information shall be referred to the Executive Director of Integrated Marketing and Communications.

Any articles, advertisements, or other written materials developed for publication in local, state, internet, national, or international publications on any matter involving BHCC or referencing BHCC directly or indirectly must be approved by the Executive Director of Integrated Marketing and Communications.

Media, Marketing or Promotional Photos

From time to time, as a BHCC student, you will be at an activity or participating in an event where photographs will be taken. These photographs may be used in but not limited to: marketing events, promotional materials and the BHCC website.

All students will be asked to sign a waiver form indicating no objection to the use of these photos for professional and education materials/media/marketing.

Personal Communication Devices

POLICY

The use of cellular telephones is prohibited in all clinical practicum facilities as this technology could potentially interfere with the operation of medical equipment and ultimately patient care. Students may not make or receive personal phone calls while at their clinical practicum site unless on an approved break or in an area of the clinical site where use of such devices is permitted. In an emergency situation students will be permitted to utilize the phones at their clinical practicum site after receiving permission from the Clinical Practicum Site Preceptor or other appropriate supervisory personnel.

PROCEDURE

1. Students are to use the phones at the clinical practicum site only for clinical business.
2. Students are not to use the phones at their clinical practicum site to make or receive personal phone calls.
3. In the event of an emergency situation the student may use the clinical practicum site's phone, with the permission of the Clinical Instructor or designee. The student should discuss the emergency situation with the Clinical Instructor, or designee, prior to making an emergency phone call.

Disciplinary/Corrective Actions Policy

General

BHCC, IN ITS SOLE DISCRETION, WILL DETERMINE WHEN TO WARN, REPRIMAND, OTHERWISE DISCIPLINE, OR DISCHARGE EMPLOYEES AND STUDENTS IN THE MANNER AND DEGREE THAT BHCC DEEMS APPROPRIATE.

Progressive Discipline

Generally, BHCC adheres to a progressive discipline policy; however, BHCC may begin the discipline process at any step, or advance to any step at based on the circumstances at hand.

The levels of program discipline are as follows:

- i. **Record of Conversation:** Documented and receipt acknowledged through e-mail.
- ii. **Written Warning:** Documented on Corrective Action / Written Warning Form.
- iii. **Final Written Warning:** Documented on Corrective Action / Written Warning Form. Provides the student with a final warning to reconcile their action with the understanding that failure to do so will result in immediate dismissal from the program.
- iv. **Program Dismissal:** If the Paramedic student is dismissed from the Paramedic program, they will be required to sign documentation citing the reason for their dismissal and their acknowledgment of said dismissal.

Textbooks and Other Required Materials

eLearning

Students are required to obtain a subscription for eLearning to be used in the program prior to the first day of classes. All other required textbooks, such as Advanced Cardiac Life Support (ACLS), Pediatric Advanced Life Support (PALS), International Trauma Life Support (ITLS)/Pre-Hospital Trauma Life Support (PHTLS), etc. will be provided to the student at an appropriate time in the program by BHCC. With the exception of ACLS, a fee will be assessed for earning advanced certification in PALS and ITLS/PHTLS.

Required Materials

Students are expected to have adequate supplies (e.g., notepaper, writing utensils) to be productive in the classroom environment. Students should have purchased or plan to purchase appropriate clinical equipment (such as a stethoscope, pen light, watch with second hand) and uniforms prior to the start of classes.

Laptops, Tablets, iPads

Students are required to purchase, at their own expense, a PC based tablet or iPad for educational purposes. All eLearning subscriptions must be kept current for the duration of the course. All students will be required to have a password locking their tablets or iPads to protect the integrity of their clinical and field skill logs, quizzes and tests. Students are required to bring their tablets or iPads to all classroom activities and clinical/field settings.

Maintenance of EMT and CPR Certification

General

Paramedic Students must be currently certified as an Emergency Medical Technician-Basic or Intermediate. It is the responsibility of the student to keep their certification as an EMT and their certification in CPR as a Basic Life Support Healthcare Provider (BLS/HCP) current. If, at any point during the program, your certification(s) expire(s) or are suspended you will be immediately removed from the program.

Recertification

If, at any point, during the program you recertify as an EMT or as a BLS/HCP, you must submit a copy of your new certification prior to the expiration date.

Vaccinations

General

To satisfy the program requirements for vaccinations, paramedic students are required to provide proof of vaccinations and immunity by virtue of titer, if applicable.

If a paramedic student is deficient in any of the required vaccinations, the student will be required to obtain said vaccinations and/or titers at their own expense, due within three weeks after the start of classes. If necessary, BHCC will provide references and sites to fulfill this requirement.

It is recommended that if not already done, vaccinations/titers/tests that expire on an annual basis should be performed prior to the start of class, to ensure that such items do not expire during the program.

Required Vaccinations

- i. MMR (Measles, mumps, and rubella)
- ii. DPT (Diphtheria, pertussis and tetanus)
- iii. HBV (Hepatitis-B)
- iv. Varicella
- v. Annual influenza vaccine
- vi. Annual tuberculosis testing (PPD/Mantoux test)

Reporting Health and Communicable Disease

POLICY

The BHCC Paramedic Program student will follow the policies and procedures of the clinical practicum site and of BHCC regarding issues related to infection control and reporting health and communicable disease.

PROCEDURE

1. Students are expected to read, be familiar with, and follow, the policies and procedures of their clinical site(s) and of BHCC relating to infection control and reporting health and communicable disease.
2. Orientation to their clinical site provides the student with a review of policies and procedures specific to that facility/department relating to infection control issues and reporting health and communicable disease.
3. BHCC follows the guidelines set forth by the Massachusetts Department of Public Health regarding communicable diseases. Adhering to these guidelines will substantially reduce the potential incidence of communicable disease on campus.

4. Entrance Health Requirements:

All students entering the BHCC Paramedic Program, as well as certain other BHCC programs, with a clinical or field practicum, are required to submit a completed Health History and Health Evaluation signed by a licensed physician or nurse practitioner.

At present either a history of chicken pox or a varicella titer is required. The varicella vaccine two dose series is highly recommended if a student is unsure about having had chicken pox, or if the titer comes back negative. Students who have a negative history or negative titer for varicella are counseled about taking care of a patient with any varicella zoster diagnosis.

The Massachusetts College Immunization Law requires that all full-time students, all students in health sciences, and all students attending college on a student or other visa (regardless of the year of birth); submit documentation of immunity to tetanus, diphtheria, measles, mumps, and rubella. In addition, all students in the health sciences must submit documentation of immunity to Hepatitis B and entrance tuberculosis (TB) Mantoux (PPD) test with annual update. For those who are positive reactors to tuberculosis (TB) testing, a negative chest x-ray report would be required.

5. HIV Disease and AIDS (Acquired Immune Deficiency Syndrome)

The Massachusetts Department of Public Health sets forth guidelines for school attendance policies in case of HIV infection and AIDS. BHCC as an institution of higher learning follows these guidelines. Our recommendations for dealing with students who are known to be HIV positive will be on an individual basis. Disclosure is not mandated nor will BHCC require mandatory HIV antibody testing of any of its students. BHCC Health Services provides students with referral information to area healthcare agencies and anonymous testing sites.

6. Hepatitis B

The Massachusetts Department of Public Health requires all students in health science programs to be vaccinated against Hepatitis B. Students are educated concerning their occupational risk of contracting blood-borne pathogens.

7. Special Considerations for Students in Programs that Include Participation in Clinical or Practicum Settings

Students who participate in clinical practicums in surrounding communities are also protected by observing “Standard Precautions” in caring for any patient regardless of diagnosis. BHCC expects students in programs that include participation in clinical or practicum settings to show respect for human dignity and the uniqueness of their patients without bias or consideration to socio-economic status, personal attributes, or the nature of their patient’s health problems.

8. Reporting of Communicable Disease

Chapter 111, §111 of the Massachusetts General Laws requires that healthcare providers immediately give notice to Boards of Health of individuals infected with dangerous diseases. Diseases dangerous to the public health are published in the “Isolation and Quarantine Regulations” under authority of Massachusetts General Laws, Chapter 111, §6. The above does apply to sexually transmitted diseases which are reported directly by healthcare providers to the Division of Communicable and Venereal Diseases according to Massachusetts General Laws, Chapter 111, §111.

9. Universal Healthcare Bill in Massachusetts

Massachusetts General Laws, Chapter 15A, §18 requires every public and independent institution of higher education in Massachusetts to ensure that all full-time and three-quarter time students (defined as taking at least 75% of a full-time curriculum) are covered by health insurance which satisfies minimum requirements to be established by the Division of Healthcare Finance and Policy. Students who meet these enrollment criteria will not be able to enroll without subscribing to the insurance plan offered by BHCC or verifying that they are covered by a comparable plan.

10. Needle-Stick Policy for the BHCC Paramedic Program

Every effort should be made by students completing laboratory, clinical practicum or their field internship to prevent both injuries and exposure to communicable diseases or blood borne pathogens. If an accident or an exposure incident affecting a student should occur, it is the responsibility of the student to initiate the following actions:

- a. Immediately report the incident to the on-site laboratory, clinical practicum supervisor, or field internship preceptor.
- b. Go to the nearest hospital emergency room located on the premises or the immediate geographic area. (Students may be billed for that service).
- c. Seek evaluation by a physician or other healthcare provider and complete other required procedures.
- d. Complete and sign the BHCC Incident Report (available from the Instructor or Program office). Note: The Instructor will make a written notation on the

Incident Report if a student refuses medical care. The student and faculty member will retain copies of the report. The original Incident Report will be forwarded to the Program Director and the Clinical/Field Coordinator.

- e. In the instance of exposure to blood borne pathogens, students should pursue follow-up care with their personal physician, consistent with the requirements of the latest OSHA Blood borne Pathogens Standards, which are available on the OSHA website at www.osha.gov.

Blood Borne Exposure

An exposure incident is when a contact or exposure of eyes, mouth, other mucous membranes, non-intact skin or parenteral (needle sticks, human bites, cuts, and abrasions) contact with blood or other potentially infected materials that results from the performance of a paramedic student's duties. Paramedic students should report ALL exposures using an incident report. Using an incident report will prompt the individual to complete any additional paperwork that is necessary (such as required OEMS documentation). It is the responsibility of every paramedic student to know and be familiar with all clinical site and field site Health and Safety Plans, including, but not limited to the Blood Borne Pathogen Exposure Control Plan.

Malpractice/Liability/Health Insurance

Malpractice/Liability Insurance

Malpractice/Liability insurance for all Paramedic students is included in your tuition.

Health Insurance

All paramedic students must be enrolled in and maintain active health insurance for the duration of the program. Proof of insurance coverage is required by BHCC.

Injury

ANY INJURY THAT OCCURS, EVEN A SLIGHT CUT OR STRAIN, MUST BE REPORTED IMMEDIATELY ON AN INCIDENT REPORT AND VERBALLY TO A FACULTY MEMBER AS SOON AS POSSIBLE.

BHCC is committed to providing a safe and healthful learning environment. The policy of BHCC is aimed at minimizing the exposure of our students to health or safety risks. To accomplish this objective, all paramedic students are expected to work diligently to maintain safe and healthful working conditions and to adhere to proper operating practices and procedures designed to prevent injuries and illnesses.

The responsibilities of all students in this regard include:

- i. Exercising maximum care and good judgment at all times to prevent accidents and injuries;
- ii. Reporting all injuries to faculty and seeking first aid, regardless of how minor;
- iii. Reporting unsafe conditions, equipment, or practices to faculty;
- iv. Using safety equipment provided by BHCC at all times;
- v. Conscientiously observing all safety rules and regulations at all times;
- vi. Notifying faculty before the beginning of the class, of any medication they are taking that may cause drowsiness or other side effects that could lead to injury to them or their fellow students;
- vii. Knowing the locations of all fire and safety exits;
- viii. Smoking only in areas designated as smoking areas;
- ix. Never attempting to catch falling objects;
- x. Wearing Black, Non-slip, shined boots at all times;
- xi. Making certain all emergency equipment, such as fire extinguishers, alarms, and exit doors, is accessible at all times;
- xii. Avoiding horseplay and practical jokes which are prohibited;
- xiii. Maintaining all equipment in good repair; and
- xiv. Knowing and being familiar with all BHCC Health and Safety Plans including, but not limited to, BLOODBORNE PATHOGEN EXPOSURE CONTROL PLAN, TB Control, and Respiratory Protection Plan for TB, Hazard Communication, Workplace Violence Prevention, and Emergency Plan and Fire Safety.

Incident Report

POLICY

Incident Report

PROCEDURE

Form Attached

INCIDENT REPORT

Name of Student: _____ Date : _____

Home Address: _____ Tel : _____

_____ DOB: _____

Accident Location: _____ Dept.: _____

Date of Injury: _____ Time: _____

Date Injury Reported: _____

Name of Witness (es): _____

How did the accident occur?

Nature of the Injury:

Statement of Instructor/Clinical/Field Site Preceptor:

Recommendation/Advisement:

Student's Signature: _____ Date: _____

Instructor's Signature: _____ Date: _____

Note: Students are advised to contact their primary healthcare provider for review and any follow-up procedures.

Classroom Skills Practice

General

During the course of this program, students will be taught skills necessary for the assessment and management of patients in emergency situations. It is essential that students practice and perfect these skills using human subjects. All students are hereby advised that the practice of both non-invasive and invasive skills will be practiced on classmates, and that classmates will be practicing these same skills on you. The purpose of these practice sessions is to develop the tasks, dexterity, and tactile feel, necessary for each skill, in situations as real as possible, under the control and supervision of program instructors.

Specific skills which will be practiced in this program include, but are not limited to:

Traction Splinting

Patient Assessment/Physical Exam

Blood Pressure by Auscultation

Blood Pressure by Palpation

Dressing and Bandaging

Splinting

Auscultation of Breath Sounds

Assessment of Pulse and Respirations

Application of ECG Electrodes

Application of 12-Lead ECG Electrodes

Supine Spinal Immobilization

Seated Spinal Immobilization

Intravenous Access

The practice of skills is an essential part of the Paramedic Program. Students must come to laboratory sessions fully prepared to practice skills and scenarios. Additionally, scenario practice requires an attitude and demeanor which does not detract from the scenario created. Students must remain “in character”, communicate with the “patient” as if a real patient, and perform all skills as appropriate following procedures step-by-step.

Laboratory Safety, Security and Clean-up Rules

POLICY & PROCEDURE:

In order to safeguard student and instructor safety and ensure that the lab sessions provide the maximum learning environment for BHCC students, we ask for your assistance in enforcing the following lab safety, security and clean-up rules.

1. During all health laboratories, **NO FOOD OR DRINKS** may be brought into the lab or consumed there.
2. After all labs each student's work area must be left clean. Instructors will appoint students to be responsible for overall cleanup of the lab. It is unfair to the students and instructors who use the lab next to leave it a mess. It is ultimately the instructor's responsibility to clean up the lab if the students do not.
3. Waste must be properly disposed of. Sharps must be placed in the appropriate sharps containers and waste such as blood tubes or solid waste contaminated with human blood must be placed in a separate biohazard container or bag. All non-contaminated waste shall be disposed of in regular waste containers. Non-contaminated waste includes gloves, gauze, tape, and any packaging not visibly contaminated with blood.
4. All models, equipment and supplies removed from the cabinets or drawers are to be returned from where they came. Please keep the laboratories in an orderly shape for the next instructor.
5. **Students shall not use the Patient Simulators independently.** It is the Instructor's responsibility to ensure the safe and correct use of this highly technical and expensive equipment. Instructors should not alter settings (other than simulation settings) or the configuration of the associated equipment. If problems are encountered please seek assistance from the Program Director or his designee.

Equipment, Drug-Needle Policy and Supply Room

POLICY

BHCC strives to provide quality and well-maintained equipment to its Paramedic students for training purposes. Students will use this equipment frequently, and normal wear and tear from this use is expected. Any activity or use that causes purposeful damage or any reckless use resulting in damage will not be tolerated.

Federal and state laws and regulations classify many of the items used during practical skill sessions as controlled substances necessitating that they be secured under lock and key. All needles, syringes, demonstration medications, medications, IV administration fluids and IV administration sets shall be stored in a locked cabinet within a locked supply room. As such, access to the cabinet and supply room is restricted solely to BHCC faculty and staff.

PROCEDURE:

1. Instructor will remove the required controlled substances for a particular use immediately prior to the commencement of that practicum and shall be responsible for ensuring the tracking of these items is reconciled. At no time shall an instructor leave these items “out of sight” once removed from the locked storage room.
2. “Sharps” will be disposed of immediately after use in approved “sharps” containers.
3. No supplies other than those provided by BHCC may be utilized for training.

Policy for Invasive Laboratory Procedures

POLICY:

Only those invasive laboratory procedures determined by the BHCC Paramedic Program Faculty as necessary to support the learning experience shall be conducted.

PURPOSE:

In order to allow students the opportunity to gain practical skills, invasive procedures will be performed while in the controlled setting of a campus-based laboratory.

RECOMMENDATION:

It is highly recommended that students complete the Hepatitis B Vaccination series prior to participating in any invasive laboratory procedures.

REQUIREMENTS:

The following items MUST be completed prior to any person being permitted to engage in an invasive laboratory procedure.

1. Instructional training on Infection Control Procedures. Personal Protective Equipment, Standard Precautions, and Transmission-Based Precautions for airborne, droplet and contact. (NOTE: Students who willingly participate in invasive laboratory procedures will not be required to share their health and immunization status for the purposes of such participation. Therefore, willing participation in invasive laboratory procedures will be conducted without the knowledge of participants' health or immunization status. Consistent with clinical practice, Standard Precautions must be in place and used by all participants at all times.)
2. BHCC Informed Consent Form must be signed and submitted to the Program Director.
3. The Program Director will submit all original signed forms to the Division of Science, Engineering and Health Programs. The forms will be kept on file for at least one (1) calendar year following completion of the semester during which the student participates in any invasive laboratory procedures.

EXCLUSIONS:

The following procedures are excluded from this policy and are not permitted to be practiced on a human laboratory partner during the learning experience at BHCC.

1. Arterial puncture
2. Tracheal intubation
3. Tracheal suction

PROCEDURES:

The following procedures must be strictly adhered to during laboratory sessions in which invasive procedures are conducted.

1. Standard Precautions are to be practiced in the laboratory at all times.
2. All procedures involving blood or other potentially infectious materials shall be performed in a manner that minimizes splashing, spraying, spattering, and generating droplets.
3. Contaminated sharps are not to be re-capped.

4. Contaminated sharps must be discarded only in the sharps containers that are provided in the laboratory. These containers must be kept in the upright position and must not be overfilled. When a container is filled, another container must be obtained and used. The laboratory instructor or designee must secure the filled sharps container and make arrangements for its removal from the laboratory.
5. Contaminated vacutainers must be disposed of in the sharps containers in the laboratory.
6. Potentially infectious materials (non-sharps) must be disposed of in the biohazard bags provided in the laboratory.
7. Specimens of blood or other potentially infectious materials must be placed in containers that prevent leakage during collection, handling, processing, transport and disposal.
8. Mouth pipetting, and suctioning of blood or other potentially infectious material is strictly prohibited.
9. Students must notify the laboratory instructor in the event of a needle-stick injury. The student must complete an Exposure Incident Report and submit it to the Program Director within twenty-four (24) hours of the injury.
10. Should the instructor(s) incur a needle-stick injury, the instructor(s) must follow BHCC's established policy for an On-the-Job-Injury.
11. **Direct supervision by the instructor is required for all invasive procedures on a student's self or willing laboratory partner.** Direct supervision is defined as the instructor standing within five (5) feet of the procedure being performed; having a direct line-of-sight to the procedure being performed; and monitoring the procedure until completed, including proper disposal of any sharps. No individual, other than the instructor, student performing the procedure, and any willing laboratory partner upon which the procedure is being performed, should be within five (5) feet of the procedure area. Students are not permitted to perform any invasive procedure unless the instructor is available for direct supervision as defined in this section.
12. **Indirect supervision by the instructor is required when invasive procedures are being practiced on human simulation mannequins.** Indirect supervision is defined as the instructor being present the laboratory while the procedures are being performed, as well as being available to answer questions, to demonstrate the procedure, and to monitor any activities as necessary. Students are not permitted to perform any invasive procedures on a human simulation mannequin unless the instructor is present and available for indirect supervision as defined in this section.
13. Applying cosmetics, lip balm, and handling contact lenses is prohibited in the laboratory.
14. NO food or drinks are to be consumed or stored anywhere in the laboratory.

References:

Center for Disease Control, Division of Healthcare Quality Promotion. Guidelines for Isolation Precautions in Hospitals, accessed at <http://www.cdc.gov/nicidod/hip/ISOLAT.html>

U.S. Department of Labor, Occupational Safety and Health Administration, (Lack of) Universal Precautions, accessed at <http://www.osha.gov/SLTC/etools/hospital/hazards/univprec/univ.html>

**Policy for Invasive Laboratory Procedures
Verification Form**

I, _____, have read the BHCC Policy for Invasive Laboratory Procedures in its entirety. I am fully aware that my participation in any invasive procedure(s) performed either on myself or on a willing laboratory partner is completely voluntary. In addition, I acknowledge that willing participation in any invasive laboratory procedure(s) will be conducted without the knowledge of participant's health or immunization status. Consistent with clinical practice, Standard Precautions shall be used at all times.

I agree that all my questions have been answered and that I fully understand the BHCC Policy for Invasive Laboratory Procedures.

Student's Signature _____ Date _____

Witness _____ Date _____

Faculty/Staff Signature _____ Date _____

INFORMED CONSENT FORM

I, _____, a student in the BHCC Paramedic Program, acknowledge that I have successfully completed the training in Hepatitis B, Blood Borne Pathogens, and Standard Precautions. I further acknowledge that the risk of exposure to blood or other potentially infectious materials through activities (e.g. venipuncture) involving practicing on a human laboratory partner has been explained fully by the instructor. I also acknowledge that the risk of other complications that can arise from participating on a human laboratory partner, such as vascular, tissue, nerve injury has been full explained by the instructor. I am aware of these risks; however, I wish to participate voluntarily in the invasive procedures in order to refine my skills. I am participating of my own free will, without encouragement from the instructor. I am aware that refusing to participate in invasive procedures will not negatively impact my grade for this course.

I understand that BHCC will not be responsible for the cost of any medical care that may be required should an exposure incident occur.

I agree to participate in the following procedure(s):

NOTE: Students who do not wish to participate in any invasive laboratory procedures should write “NONE” across the previous section.

Signature of Student: _____ Date: _____

Signature of Witness: _____ Date: _____

Signature of Faculty/Staff: _____ Date: _____

Introduction to Clinical Practicums and Field Internships

General

Clinical rotations are an essential component of the BHCC's Paramedic program. Each clinical rotation is intended to offer the student both a positive learning opportunity and real life experiences. The primary purpose of clinical rotations is to expose the student to patient assessment including the gathering of pertinent medical information and past medical history. The practice of basic and advanced skills and patient documentation are highly essential parts of clinical rotations. While on clinical rotations:

- Students are to be dressed in the BHCC Clinical Uniform. (See Uniform Policy for additional information.)
- Students are to display a professional attitude while seeking out learning opportunities without interfering in the emergency care of patients or infringing on patient confidentiality.
- Students must function in the student capacity, regardless of previous affiliations or employment with the clinical site. Although employers are free to compensate students for clinical and field rotations, students must function 100% of the time as a student or intern. Students are not to be substituted for paid personnel.

To receive a passing grade for the clinical component of each course, students must accomplish the following, by the course completion date:

- Complete the required number of clinical hours (including all required repeat or make-up rotations), at each clinical site. Documentation of these hours must be submitted to the Clinical Coordinator on the proper form, and signed by the preceptor.
- Complete all minimum runs and minimum numbers of skills.
- Perform assessments and interventions to the satisfaction of the preceptor, as documented on the clinical forms.
- Meet the standards of professionalism set by BHCC, including appropriate dress, actions, demeanor and language.

A student who receives an unsatisfactory evaluation during a clinical rotation must repeat the rotation prior to the completion of the program.

Detailed information is contained within the *Paramedic Student and Preceptor Guidebook*. Information and instructions contained within these guides are considered policy and should be adhered to as such.

Clinical Practicum and Field Internship Course Requirements

POLICY

Prior to the start of any Clinical or Field rotation, the student must comply with the following requirements.

1. Massachusetts State Mandated Immunization Form must be completed and submitted.
2. Health Division Supplemental Immunization Form must be completed and submitted.
3. CORI/SORI requirements must be met.
4. All financial obligations must be satisfied.

IMPORTANT:

Before any student is allowed to attend the Clinical or Field portion of the program, the student **MUST** first meet with the Clinical or Field Coordinator, as the case may be, for a review of all requirements. Students who are not scheduled are not allowed on Clinical or Field sites without the permission of the BHCC Clinical/Field Coordinator.

Time Requirements

BHCC paramedic program, CoAEMSP, and Massachusetts OEMS, requires the paramedic students to participate in clinical (hospital) and field (ambulance) internships as an integral component of their education and as a requirement for program completion. Paramedic students are required to complete a minimum 400 clinical (hospital) hours and 100 field (ambulance) hours.

Practicing Advanced Skills

Students enrolled in the paramedic program may practice advanced skills, in the presence of a program instructor or clinical preceptor, while on clinical/field rotations or lab sessions only.

Students are limited to practicing only skills previously taught by the faculty of the BHCC Paramedic Program.

Students enrolled in the BHCC Paramedic program may accept invitations to ride with EMS agencies as a citizen of the community. However, students will not be considered by BHCC to be conducting a clinical rotation and are not permitted to wear a BHCC uniform or represent BHCC in any fashion.

Students must always function in the student or “third rider” role when performing advanced skills.

Violations of this policy may result in the immediate removal of the student from further clinical rotations, which would prevent the student from completing the paramedic program.

Clinical Objectives

POLICY

Students must complete the clinical practicum objectives for each clinical practicum course. In the event that a student's clinical practicum performance is unsatisfactory the Clinical Coordinator and the Program Director will meet with the student to discuss the area(s) of concern. This meeting will be documented.

Each clinical practicum requires that students successfully complete a specific number of clinical competencies as outlined by the National Registry of Emergency Medical Technicians. Students who fail to complete practicum objectives may receive a grade of incomplete for that practicum and/or be placed on clinical probation.

Students must successfully complete the missing clinical practicum objectives prior to the start of the next clinical practicum. In the event the missing clinical practicum objectives cannot be met, prior to the start of the next clinical practicum, the Instructor/Coordinator, Clinical Coordinator, and the Program Director may discuss the option of an extension for the student.

Ultimately, failure to complete the clinical practicum objectives will result in a failing grade for that practicum course. Since the clinical practicum courses and instruction courses for each semester are co-requisites to each other, those students who fail a clinical practicum course will be dismissed from the program.

PROCEDURE

1. At the start of each clinical practicum, the Clinical Coordinator will review the clinical practicum objectives for that rotation with the students.
2. Each practicum rotation contains a specific number and categories of competency evaluations that the student must complete.
3. The general objectives to be acquired in both practicums are as follows:
 - a. Demonstrate the cognitive and psychomotor abilities required to perform clinical and field procedures in an acute care setting.
 - b. Demonstrate competency in the following skills in a hospital clinical environment or ambulance setting:
 - i. Patient assessment (Adult & Pediatric)
 - ii. IV therapy
 - iii. IV medication administration
 - iv. ECG rhythm interpretation
 - v. Electrical therapy
 - vi. Endotracheal intubation
 - vii. Alternative airway management
 - viii. Childbirth
 - ix. Other skills as required by the preceptors

Clinical Attendance

POLICY

BHCC Paramedic students are required to attend clinical practicums throughout their program of study. Absence from the clinical practicum is strongly discouraged due to the time required to master the performance of a variety of paramedic procedures and the number of clinical competency evaluations that are required from each clinical practicum. Students are not permitted to schedule vacation time that conflicts with the Paramedic program schedule.

Recognizing that all individuals may become unexpectedly ill, or encounter an unforeseen emergency situation, the procedures listed below outline the steps to be followed in the event of the student's absence from the clinical practicum site.

Students are reminded that their attendance accounts for 30% of the clinical practicum grade. Unexcused absences from the clinical practicum will affect the student's overall grade point average for each clinical practicum.

PROCEDURE

1. In the case of illness/emergency the student must call their clinical site at least thirty (30) minutes prior to the start of their regularly scheduled clinical hours and speak with their Clinical Preceptor (CP) or designee, regarding their absence. They must then contact the BHCC Clinical Coordinator and relay the same information. An email or voice mail is sufficient as appropriate notice.
2. Failure to notify the CP or designee of an absence or to notify the CP or designee of the absence in the appropriate time frame may result in an unexcused absence. Such will be at the discretion of the CP and Program Director.
3. At the discretion of the CP, the Clinical Coordinator and the Program Director an unexcused absence will result in a point deduction for attendance for that semester, thus a zero (0) would be granted for attendance for that shift. A student must maintain at least a ninety-five (95) percent attendance for the semester.
4. In the event of a severe illness/accident in which the student was physically not able to notify the CP or designee of their absence, the absence will not be considered as an unexcused absence. Upon returning to the clinical site, the student must provide a note from their physician/healthcare provider to the Clinical Coordinator indicating the reason for their absence.

5. The following can be considered reasons for disciplinary actions regarding absences in the clinical/field:
 - a. Three (3) clinical absences with no call to the CP
 - b. Five cancellations for any reason even with proper notification
6. Tardiness should be avoided. In the event a student is to be late at a site, they should contact the CP at the site they are scheduled to attend. They then must notify the Clinical Coordinator. A total of six (6) late arrivals can result in lost privileges at the site.
7. If the CP would prefer the student notify them of their absence in a different manner, (i.e. email or voice mail) the CP should instruct the student on the proper procedure to follow as part of the student's orientation to that clinical site.
8. The student must make every effort to make up any absent days in order to meet the clinical practicum objectives.
9. The make-up time for absences will be performed at a time agreed upon by the student and the CP before the start of the next semester with written notice being provided to the Clinical Coordinator.
 - a. Students will receive a grade of incomplete for their clinical practicum until scheduled make-up days are completed.
 - b. If the student fails to make up the missing clinical days as arranged before the start of the next semester, the grade point for attendance will be calculated based upon the missing days.
10. Students who have accumulated three (3) absence days during the semester will meet with the BHCC Clinical Coordinator to discuss their situation and a Personal Behavior Counseling Record will be completed documenting the meeting and the expectations for the student's improvement in attendance.
11. When a student has exceeded three (3) absent days in a clinical practicum course they will be required to make up any absences that exceed the three (3) days. Students who exceed three (3) absences in a clinical practicum course will receive a grade of incomplete for that clinical practicum. Students must make up these absences prior to the start of the next semester. Students who fail to make up these excess absences may not be allowed to proceed to the next clinical practicum course.
12. Students with habitual absences (3 or more days per semester) may be asked to provide a physician's note indicating the cause of their absence, upon their return to their clinical site.
13. Habitual absences will not be tolerated.
 - a. A grade below "B-" for a clinical practicum is considered a failing grade.
 - b. Students who receive a failing grade for a practicum will not be allowed to continue in the program.

14. In the event a student must leave their clinical site prior to the end of their scheduled shift, the missed time will be documented and cumulative missed hours will be totaled. These missed hours will count towards absent days as outlined below:
 - a. Three (3) or more early dismissals on the student's part will be counted as one (1) absence.
15. Extended time missed from a clinical practicum due to a death in the family, family crisis, jury duty, military duty, or extended illness may impact the student's ability to meet the clinical practicum course objectives. Extended time is defined as three (3) days or more.
16. Students who require extended time off from their clinical practicum must meet with the Program Director and Clinical Coordinator to discuss their situation and to develop a feasible plan for meeting the clinical practicum.

Supervision of Students' Clinical Rotations

POLICY

BHCC Paramedic Students will be supervised by a qualified staff nurse at all times, through direct or indirect supervision, as outlined in the procedures below. A **qualified nurse** is defined as a nurse who holds a current license in nursing with the Commonwealth of Massachusetts. In the Operating Room, BHCC Paramedic students will be supervised by a qualified Anesthesiologist. A **qualified anesthesiologist** is defined as a medical doctor with the medical specialty of anesthesiology that holds a current license with the Commonwealth of Massachusetts.

PROCEDURE

1. Each student will be assigned to work under the **direct** or **indirect supervision** of a qualified nurse or anesthesiologist.
2. A student must have **direct supervision** while observing, practicing, or performing an exam in which the student has **not** yet achieved full competency.
3. **Direct Supervision** is defined as a qualified nurse or anesthesiologist in the room overseeing all activities associated with that procedure including:
 - a. The qualified nurse or anesthesiologist reviews the procedure in relation to the student's level of experience and achievement.
 - b. The qualified nurse or anesthesiologist evaluates the condition of the patient in relation to the student's knowledge.
 - c. The qualified nurse or anesthesiologist is present during the performance of the procedure.
 - d. The qualified nurse or anesthesiologist reviews and approves of the procedure.
4. After a student has achieved competency in a particular exam and/or skill procedure, the student may perform said exam or procedure with **Indirect Supervision**.
5. **Indirect Supervision** is defined as a qualified nurse or anesthesiologist immediately available to assist a student.

Minimum Skill Requirements for Paramedic

POLICY

Excerpted and modified from OEMS A/R 2-305 effective April 2010

Practicum Skills	Minimum Requirement
Patient Assessment-Adult (17 y.o. or greater)	60
Patient Assessment-Pediatric (16 y.o. or less)	10
Psychiatric Interview	5
Obstetrical Delivery	3
Endotracheal Intubation (human)	10
Cardiac ECG Recognition/Interpretation	50
Electrical Therapy (skill combinations)*	10
IV Cannulation	50
IV Bolus Medication Administration	25
IV Infusion Medication Administration	15
Miscellaneous Medication Administration **	15

The Clinical Coordinator and/or the Medical Director must verify a student's competency in the use of these skills listed below in a clinical or lab setting. Competency includes the understanding on indications and contraindications and competency in performing the skills. A written and signed statement must be included with the student's clinical course completion documentation.

LMA	Needle Chest Decompression
NG/OG	Needle Cricothyrotomy
King Airway/CombiTube	Intraosseous Infusion

* **Electrical Therapy:** This skill category requires performance of a minimum of ten (10) electrical skills consisting of any combination of the following skills: Defibrillation, Synchronized Cardioversion or Transcutaneous Cardiac Pacing (TCP).

NOTE: During clinical practicum, each student should perform electrical therapy skills on human patients whenever possible. However, due to limited opportunity for these skills, they may be performed on manikins in a skill lab. Whether in a clinical or lab setting, each skill must be observed and properly documented by an authorized BHCC preceptor.

**** Miscellaneous Medication Administration:** This skill category requires successful performance of five (5) medication administration skills utilizing any of the following methods of administration: endotracheal tube, inhalation, injection-intramuscular (IM), subcutaneous (SC), nebulized, or oral (including sublingual tablets/spray).

Field Internship Skills

Paramedic students must complete a field internship consisting of a minimum of one hundred (100) hours, must have a minimum of thirty (30) ALS patient contacts, and must be documented as the team leader for a minimum of ten (10) of those patient contacts. Completion of these minimum requirements does not constitute successful completion of the field internship. The BHCC Paramedic Program may require that the student do additional field internship hours and/or additional ALS patient contacts to successfully complete the field internship.

During the field internship, a student must perform a patient assessment for each patient contact. Other skills to be performed are: IV therapy, Endotracheal Intubation/LMA/CombiTube/King Airway, Electrical Skill Therapy, Cardiac ECG Recognition/Interpretation, IV Bolus and Infusion, Medication Administration, and Miscellaneous Medication Administration.

Some students may not have the opportunity to perform each type of these skills even though they have successfully completed their field internship. Should this occur, it is expected to be an exception and not a common occurrence.

If a student does not perform a category of a skill (i.e. Endotracheal Intubation), that student must be reevaluated in that skill by the Program's Medical Director after the field internship is completed. An appropriate NREMT ALS Skill sheet will be completed as documentation along with a video of the skill being performed which must be kept on file and is subject to audit by NREMT/OEMS.

Supervision of Students' Field Internships

POLICY

BHCC Paramedic students will be supervised by a qualified paramedic at all times, through direct or indirect supervision, as outlined in the procedures below. A **qualified paramedic** is defined as a paramedic with at least two (2) years of experience and who holds a current license/certification from the Commonwealth of Massachusetts.

PROCEDURE

1. Each student will be assigned to work under the **direct** or **indirect supervision** of a qualified paramedic.
2. A student must have **direct supervision** while observing, practicing, or performing an exam or skill in which the student has **not** yet achieved full competency.
3. **Direct Supervision** is defined as a qualified paramedic overseeing all activities associated with that procedure including:
 - a. The qualified paramedic reviews the procedure in relation to the student's level of experience and achievement.
 - b. The qualified paramedic evaluates the condition of the patient in relation to the student's knowledge.
 - c. The qualified paramedic is present during the performance of the procedure.
 - d. The qualified paramedic review and approves of the procedure.
4. After the student has achieved competency in a particular exam or skill procedure, the student may perform that exam or skill procedure with **Indirect Supervision**.
5. **Indirect Supervision** is defined as a qualified paramedic immediately available to assist a student.

Clinical Practicum & Field Internship Shift Scheduling

POLICY

This policy is to establish guidelines to follow in the process of scheduling hospital and field experience shifts. As there are variations in scheduling for each clinical and field site, this will serve to provide a template for students. The specific requirements for scheduling are outlined in the procedure below.

PROCEDURE

1. The student will be scheduled at hospitals and field services based upon the contract guidelines and policies of each facility/agency.
2. Hospitals and Field sites will be assigned as available.
3. BHCC students will be assigned a primary site for clinical and field internship. Should they be interested in competing some of their hours at an alternative site, they must contact the BHCC Clinical or Field Coordinator to discuss their options and availability. Once determined, the BHCC Clinical or Field Coordinator will schedule an orientation and the alternate site scheduling policies and procedures will be adhered to.
4. The student must attend the appropriate orientation at the facility/agency prior to beginning their clinical/field time. This must be scheduled through the Clinical/Field Coordinator.
5. Minimum scheduling: The student is required to schedule a minimum of sixteen (16) hours per week of clinical and/or field time for the respective semester. Planned schedule hours will include alternate and sick days. Once scheduled hours are completed, the student will enter the hours on their respective log sheets countersigned by their preceptor.
6. Upon completion of the orientation for any clinical/field site, the student will then schedule time through the BHCC Clinical/Field Coordinator.
7. Students' scheduled clinical/field hours should not exceed thirty (30) hours per week.
8. Normal clinical/field scheduling times are based upon hospital/field agency policies.
9. Students may not schedule for more than sixteen (16) hours in one shift.
10. No student will schedule hours or orientation on their own. All scheduling will be done by the Clinical/Field coordinator.

Clinical and Field Skills Performance

POLICY

This policy is to establish the requirements for how clinical and field skills shall be performed in these settings.

PROCEDURE

1. The student will be assigned to an area within the site by the preceptor or Clinical Coordinator for their experience. They should stay within the assigned area unless asked to move by an appropriate staff member of the site.
2. Only one intern is allowed to work on any one patient or patient care scenario.
3. There shall be no “sharing” of skills or hours by interns arriving at the same EMS incident. Only one (1) student shall be allowed in the ambulance for the purpose of attending hours and obtaining skills.
4. During the field internship, the student shall always serve as the third rider as a minimum. The student is never part of the assigned or “duty” ambulance crew. In cases where the minimum staffing for the ambulance is three (3) persons, the student shall serve as the fourth rider if permitted. In no way should the student be considered part of the primary ambulance crew for the purposes of meeting OEMS staffing requirements.
5. Students shall at all times conform to Massachusetts OEMS regulations. Guidelines and applicable advisories and special orders, Regional Protocols and EMS system protocols are applicable.
6. Students must perform skills only within their scope of practice. Paramedic level skills shall only be performed under the direct/indirect supervision of a Physician, Physician Assistant, Nurse Practitioner or Registered Nurse (in the clinical practicum) or a Paramedic with at least two (2) years of experience (in field settings).
7. BHCC reserves the right to negate any skills and/or hours performed by the student if those skills or hours are inconsistent with BHCC Course Policies, Procedures, or Guidelines and all applicable OEMS regulations, advisories and Administrative Requirements.

Clinical Performance Assessment

POLICY

A student's clinical performance is assessed throughout the clinical practicum course. The student will be provided with a master copy of the student's clinical progress report. These reports will be used by the clinical/field site preceptor in their evaluation of the student.

PROCEDURE

1. The student will provide a weekly progress report sheet to the clinical preceptor for evaluation of the student's performance in the clinical practicum.
2. These sheets will be calculated as part of the final course grade for the student.
3. The Clinical Instructor(s), Clinical Coordinator and student may meet to review the Progress Report Form.
4. These forms must be submitted in the final clinical log book and/or any time the BHCC Clinical Coordinator determines a need to evaluate them.

Clinical & Field Log Book

POLICY

This policy sets the guidelines by which the student will document their clinical and field experiences. This is a mandatory part of the course and will be used as part of the grading process.

PROCEDURE

1. All clinical and field hours will be documented in the student's log book and entered in their tablet or iPad.
2. Documentation provided shall be detailed in nature and expected to reflect the hours, appropriate rotation, signature of the preceptor, skills performed with an accurate but brief description.
3. Clinical assessments and skills performed should be documented on the BHCC Clinical Assessment sheet.
4. Field assessments and skills are logged on the service run report where the student is performing their ride time. A copy of the PCR should be obtained with all demographic and identifiable patient information redacted and should accompany the student field log.
5. Signature of a preceptor is required to consider the skill being completed.
6. The Paramedic Student's Clinical/Field log book shall be reviewed bi-weekly by the BHCC Clinical/Field Coordinator and /or the Program Director.
7. Upon completion of the program the log book will be turned in becoming part of the student's personal record of course completion and grading. Log books will be stored in a locked secure location. Copies are expected to be made by the student throughout the program so they have a working copy of the book should a discrepancy arise or their original book is lost or damaged.
8. All students are required to enter their information regarding completion of clinical/field hours and skills within forty-eight (48) hours of the skills completion.
9. Failure to properly document clinical/field time and skills is grounds for disciplinary action.
10. Errors made in the log book shall be documented as those in medical documentation, with a single line through the error and initials of the student. At no time should white out or correction tape be used in a log book.

Clinical/Field Suspension/Impaired Student

POLICY

If any concerns should arise relating to the inappropriate conduct of a BHCC Paramedic student, and/or a situation where the student appears to be a danger to themselves, to other staff or to the patients (i.e. student appears intoxicated or exhibits violent behavior), or when a student is behaving in an inappropriate manner, the Clinical /Field Coordinator reserves the right to immediately suspend a student from the clinical practicum site pending further investigation by the Program Director.

If the investigation by the Program Director determines that the suspension from the site was for valid reasons and/or the clinical site refuses to allow the student to return to their site the BHCC is under no obligation to re-assign that student to another clinical site.

PROCEDURE

1. The reason for the student's suspension must be documented in an incident report. This form should be signed by the Clinical Site/Field Site Preceptor and student. Lack of a signature by the student does not negate the implementation of the clinical/field suspension.
2. In the event a student is suspended from a clinical/field site because the student appears to be a danger to themselves, to other staff or to the patients (i.e. student appears intoxicated or exhibits violent behavior), or when a student is behaving in an inappropriate manner, the Clinical/Field Site Preceptor in collaboration with the Clinical/Field Coordinator and the Program Director may immediately remove the student from the clinical/field site and/or the Program.
3. The Dean of Science, Engineering and Health Programs, the Program Director, the Clinical/Field Coordinator, and Clinical/Field Site Preceptor will review the situation which resulted in the clinical/field suspension, and a decision will be made regarding any future action that may be taken, including a student's dismissal from the program.
4. In the event a clinical/field site refuses to allow a student to return to their site BHCC is under no obligation to re-assign that student to another clinical site.
5. BHCC students have the right to implement the Student Grievance Procedure as outlined in the BHCC Student Handbook if they feel the College and/or any representative of the College have treated them unfairly.

Clinical/Field Practicum Grading

POLICY

The clinical practicum grading policy applies to clinical and field practicum courses:

Clinical/field practicum grades will be based on the student meeting the specific goals and objectives for that clinical/field practicum, included but not limited to: successfully completing a specific number of clinical/field competency evaluations; the overall clinical performance assessment; and evaluation of a student's professional behavior as reflected by meeting established standards for that clinical practicum in the areas of attendance, punctuality, and clinical/field documentation.

PROCEDURE

1. The grading system for the clinical practicum is a system of combining attendance, competence (as defined by mastery of skills through direct observation by the BHCC Clinical Coordinator and/or the Medical Director as well as site preceptors), meeting scheduling objectives and weekly progress reports.
2. The Clinical practicum grade is determined by the total number of points a student receives from the categories listed below:
 - a. Competence with all skills 20%
 - b. Attendance – must be 95% or higher with excused absences only 20%
 - c. Meets the minimum of 16 hours weekly clinical time 20%
 - d. Weekly progress reports indicating satisfactory or higher grading 40%
3. Clinical evaluation includes assessment of a student's cognitive, affective and psychomotor domains and evaluates a student's problem solving and critical thinking skills when completing the required clinical competencies evaluations and when caring for patients.
4. Student clinical performance assessment will occur throughout the semester. Final clinical performance assessment will occur upon completion of a student's clinical rotation.

5. The Clinical Coordinator will elicit information regularly on a student's performance from the clinical staff who provide the student with direct or indirect supervision.
 - a. The Clinical Coordinator will review the performance assessment with each student providing feedback and suggestions for improvement.
 - b. Each weekly progress report form must be dated and signed by the student, the Clinical Instructor and the Clinical Coordinator.
 - c. A grade of C is considered a failing grade for the clinical practicum course.
 - d. The BHCC Professional Behavior Evaluation form will also be used to determine the student's performance in clinical and field rotations. This is to be completed by site preceptors and/or the BHCC Clinical Coordinator on a weekly basis.
6. In the event a student does not satisfy the required course objectives and complete all required competencies by the end of a semester the following will occur:
 - a. The student may receive a grade of incomplete for that clinical practicum course. The student will then be assigned to a clinical practicum site during the semester break, to provide the student with additional opportunities and experiences to meet the required course objectives prior to the start of the next semester.
 - b. When a student receives a grade of incomplete for a clinical practicum course and the student fails to complete the required competency evaluations and course objectives prior to the start of the next semester, the Instructor/Coordinator, Clinical/Field Coordinator and Program Director will meet in order to determine the student's status in the program.

Field Internship Skills Completion

POLICY

This policy is to establish the requirements for how field skills shall be completed in the absence of a cardiac arrest or intubation experience for the paramedic student.

PROCEDURE

1. Per OEMS regulations, students may now complete their paramedic field internship time without managing a prehospital cardiac arrest or respiratory arrest (electrical therapy or intubation).
2. OEMS regulations require the training institution to have a system in place by which students are appropriately evaluated on these skills should they not obtain them in the field setting.
3. BHCC's policy regarding these types of completions is as follows:
 - a. A student must have completed a minimum of two times the mandatory one hundred (100) hours without an electrical or intubation therapy opportunity presenting.
 - b. At such time, the student must contact the Program Field Coordinator and set an appointment to come in and be evaluated based upon the National Registry of Emergency Medical Technicians (NREMT) Advanced Life Support skill sheets on a hi-fidelity manikin.
 - c. The student will complete a scenario based cardiac arrest situation complete with electrical therapy and intubation required. The student will be examined and evaluated on these skills as a pass/fail using the NREMT ALS Skill sheets. The scenario will be performed and videotaped in the presence of the Medical Director of the Program. The signed skill sheets and DVD of the scenario will be placed with the student's clinical/field documentation.
 - d. After successful completion and signatures, they may be presented to the NREMT for scheduling of their practical and written examinations.

Clinical Practicum & Field Internship Parking/Transportation Costs

Students in need of transportation to, or a parking space at, their clinical practicum site or field internship rotation will receive information during the orientation to their assigned clinical practicum or field internship. The clinical site may have parking spaces available for students. Students are solely responsible for the total cost of parking/transportation incurred by participating in their clinical practicum/field internship rotation of the program

Uniform, Attire, and Personal Hygiene

Uniforms

BHCC Paramedic students are required to dress in a professional manner at all times while in their clinical or field internship phase of their education at their clinical practicum and/field internship sites. Good personal hygiene must be maintained at all times. Students enrolled in BHCC's clinical/field courses must purchase uniforms. The cost of clinical/field uniforms is not included in any fees.

Proper Uniforms

All BHCC Students will maintain the highest standard of dress and appearance at all times.

Uniforms will be properly fitted, clean, and ironed as necessary. Paramedic Students must project an image in keeping with the high standards and conduct expected of BHCC students. Boots will be cleaned and shined.

Although some uniform items are made of wash-and-wear materials or treated with a permanent press finish, some pressing may be required to maintain a neat and orderly appearance.

Clinical & Field Uniform Components

- i. Navy blue BDU pants
- ii. BHCC burgundy polo shirt (embroidered)
- iii. BHCC burgundy under T-Shirts (must be worn at all times under uniform pieces)
- iv. Black slip resistant shined boots

Care and Maintenance

You are responsible for the care and maintenance of your uniform. If any component of your uniform is damaged you must make arrangements for replacement as soon as possible.

Wearing the Uniform

Students are to abide by the following guidelines when dressed in a BHCC uniform.

- While dressed in the uniform and in the public view; whether on a clinical rotation, in school, before or after class or before or after a clinical rotation; all policies regarding the wearing of the uniform will be followed.
- The uniform is not to be worn in public venues, in other than in an official capacity.
 - At no time should the uniform be worn where alcohol is served or consumed, other than while on a call during a field rotation.
- The Clinical uniform is highly recognizable in all settings. While in the public view:
 - Students are to wear their uniform with the shirt properly buttoned and tucked.
 - Boots are to be proper laced or zipped.
 - Hats are not permitted at any time other than in cold weather.
 - Students are to be clean and neatly shaved at the beginning of each shift.
- While at BHCC it is required that:
 - Shirts are properly buttoned and tucked.
 - Boots are to be proper laced or zipped.
 - Hats are not permitted at any time other than cold weather and must follow the cold weather policy.
 - Students are to be clean and neatly shaved upon arrival on campus.
 - Uniforms are to be worn from the moment the student is in the public view.
- Students may wear the uniform to restaurants for meals while in class or on clinical rotations permitted they show professionalism and represent the program and EMS at the highest level.

Personal Hygiene

- Hair must be kept neat and clean. Hair longer than shoulder length must be tied up/back for their own safety. Unnaturally colored hair is not permitted, i.e. purple, orange, red, etc.
- Beards, sideburns and mustaches must be neatly trimmed. Facial hair that interferes with the seal of a respirator is not permitted. All personnel must be clean-shaven.
- Nails but be kept short and clean, and long or false/acrylic nails are not allowed due to potential infection control problems.
- No gum chewing is allowed while working with patients in the clinical setting.
- Students must wear a radiation monitoring device during their clinical practicum if their clinical experience requires proximity to a radiation source and the hospital requires one.
- Operating room scrubs, that are the property of the clinical affiliate, are to be worn during an Operating Room/Suite clinical rotation only and may not be removed from the clinical site.
- Discrete use of cosmetics and light scents are acceptable. Students must refrain from using strongly scented colognes, perfumes, aftershaves, body sprays and body lotions since these strong scents can be offensive or harmful to ill patients.

- Students are not permitted to have facial piercing jewelry in place during their clinical practicum, including but not limited to: jewelry for piercings of the nose, eyebrow, tongue, lip, chin or cheek since these types of facial piercing may be upsetting to patients and their family.
- BHCC reserves the right to remove students from the classroom or clinical site for poor hygiene. This includes strong body or breath odors, including and especially tobacco, failure to shave, and unkempt hair.

Wearing of Jewelry

- NO jewelry may be worn at any time during clinical rotations with the following exceptions:
- Watches, wedding bands (not diamonds), approved necklaces (must be worn inside shirt), and Medic Alert Bracelets.
- Female students may wear ONE stud earring per ear. Dangling or hoop earrings are not permitted.
- Visible Tattoos must be covered while the student is at their clinical site and field rotation.

Program ID

Massachusetts State Law requires individuals in healthcare to wear identification badges that indicate their name and their credentials. In addition, State law protects the rights of the patients by stating that patients may refuse to be treated by individuals in training without hindering their access to healthcare. Once issued, the BHCC program ID is to be worn by all students while at their clinical and field practicum sites.

Relationships with Preceptors

General

BHCC prohibits relatives of paramedic students, through blood or through marriage, from functioning as clinical or field preceptors to that student. This has the potential to create a conflict of interest situation. The Program Director should be made aware of any situations of this nature that arise.

Non-Fraternization Policy

General

The faculty and staff of the Program assist in meeting its mission of providing a quality educational environment for its students that supports the goals of the Program. Students should be assured that the relationships they develop with faculty and staff members will always be built upon the highest ethical precepts of the educational profession.

Virtually all faculty members, administrators and staff members are, or can appear to be, in a position to exercise power or authority, directly or indirectly, over students in the Program. Many students are at a stage when they may be particularly vulnerable to the influence of faculty members, administrators, and staff members who are in positions where they can affect the terms and conditions of a student's standing in the Program.

If a student consents to a romantic relationship with a faculty member, administrator or staff member, the existence of such a relationship could have unintended adverse effects on the educational environment of the Program. In some cases such a relationship can end unhappily or become problematic, resulting in charges of sexual harassment, and even physical or psychological abuse.

Because of the commitment to maintaining an environment that supports our educational goals and in order to promote the efficient and fair operation of the Program, and to avoid misunderstandings, complaints of favoritism, supervision problems, security problems, morale problems, questions regarding academic achievement, and possible claims of sexual harassment, the Program strictly prohibits romantic, sexual and exploitative relationships between employees and students including but not limited to: dating, pursuing to date, and pursuing or having romantic or sexual relationships with students. Employees who violate this policy will be subject to discipline, up to and including termination of employment.

There are exceptional circumstances in which the spouse or partner of an employee is a student in the Program. This fraternization policy does not apply in such circumstances. The Dean of Science, Engineering and Health Programs, in consultation with the Program Director, is the administrative officer who determines whether an exceptional circumstance applies.

Withdrawing From the Program/Returning Students

General

Students leaving the program are advised to contact the Program Director for an exit interview prior to withdrawing or immediately after receiving a failing grade. The exit interview will establish requirements for returning to the program at a later date.

- Students who do not complete an exit interview must reapply to the program from the beginning, regardless of the students' last successful semester. No special considerations can or will be made.
- Students who are able to finish the instruction or clinical portion of the program but are unable to finish the other, must complete both components upon re-enrolling.
- Students who re-enroll must repeat all aspects of the course. No credit will be given for previously passed examinations, instruction or practical.
- BHCC has a two attempt policy. This policy limits the number of times an individual may enroll into the Program to two (2) attempts.

Working While Enrolled

The Program places no restrictions on a student's ability to work a full-time job while enrolled in the program. Students are strongly cautioned not to work over-time, additional part-time jobs, or anything other than minimal involvement with volunteer agencies. Excess responsibilities will greatly detract from the time needed to study and learn.

Readmission to the Paramedic Program

POLICY

A student who has previously matriculated in the Paramedic program, either Degree or Certificate options may be readmitted to either option one (1) time. To apply for readmission, the student must do so in writing to the Paramedic Program Director by April 1st for the fall semester or November 1st for the spring semester. All students who withdrew from or failed a first semester course must complete the admission process again as their academic record does not support Program success. Any student applying for readmission after two (2) years from the last completed paramedic course must repeat the entire option.

All students who withdraw from or fail a paramedic course must meet with the Program Director and Instructor/Coordinator to participate in an exit interview to identify areas of weakness, develop a plan of remediation and discuss recommendations for readmission. One copy of the remediation plan will be given to the student and a second copy placed in the student's file. Students who leave the paramedic program in good standing (satisfactorily passing theory and clinical components) should apply in writing to the Program Director with a statement attesting to the reasons why the paramedic program was interrupted and the proposed date of resumption of coursework. Students applying for readmission after failure/imminent failure will submit a letter to the Program Director prior to the deadline date. Included in this letter, the student will give written statements and attach documentation of evidence that the remediation plan recommendations were completed. Students are encouraged to contact the Program Director prior to submission of this letter to discuss progress on completion of the remediation plan.

All applicants for readmission will be reviewed and readmitted on a space-available basis only according to the following priorities:

1. Students who successfully completed previous paramedic coursework.
2. Students who withdrew while passing previous paramedic coursework.
3. Students who failed previous paramedic coursework.

Upon readmission, each student must sign a statement of understanding that failure to meet paramedic course objectives after readmission will make them ineligible for any subsequent readmission to the paramedic program. In the event that a student believes extraordinary circumstances have occurred that interfered with paramedic program success, that student has the right to petition the Dean of Science, Engineering and Health Programs for a second readmission.

Student Clinical Practicum and Field Internship Record Storage

POLICY

The student's clinical practicum and field internship records are stored in a secure area in the office of the Program Director.

PROCEDURE

Upon completion of the Program, the student's clinical practicum and field internship records will be kept on file at BHCC for a period of five (5) years.

Parking on Campus

General

Parking at the Charlestown and Chelsea College Campuses is restricted to permit holders. On the Charlestown Campus, student parking is available in the large Parking Lots numbers 1 and 2. The perimeter roadway and Lots 3, 4, 5 and 6 are reserved for faculty and staff. Charlestown Campus Lot 4, adjacent to B-Building, provides designated one-hour visitor parking spaces as well as spaces for persons with disabilities. The Chelsea Campus provides parking in designated spaces for faculty and staff only. There is no student on the Chelsea Campus. Please refer to BHCC's most current Student Handbook regarding parking regulations. BHCC is not responsible for any damage to and/or theft of any vehicles. A map of the Charlestown campus and parking lots is available for your review in the Appendix section of this booklet.

Public Transportation

All College campuses and satellites are accessible by public transportation. Directions to each College location and a MBTA map are listed in the BHCC College Catalog. Please keep in mind that although some areas of the parking lot are recorded by unmonitored security cameras, the facility is generally unattended and parking is at your own risk. A map of the MBTA system is available for your review in the Appendix section of this booklet

Charlestown/Chelsea Campus – Shuttle Service

BHCC also provides a shuttle service that transports students between the Charlestown Campus and Chelsea Campus. Students may park at the Charlestown Campus and use the shuttle. Students using our shuttle service will be picked up and dropped off at designated areas at the Charlestown and Chelsea Campus. Please observe the BHCC Shuttle Schedule posted at each campus.



Changes and Modifications to Policies and Procedures

General

From time to time, BHCC reserves the right to modify or change any part of the policies and procedures document as it deems necessary to improve the quality of our program. Changes will be updated on the student-accessed network and all students will be notified.

APPENDIX I

BHCC CLINICAL SKILL DOCUMENTATION FORMS

- a. Clinical Preceptor Log
- b. Clinical Internship Time Log
- c. Student Daily Log Sheet
- d. Skill Documentation: Patient Assessments & Encounters
- e. Skill Documentation: Obstetrical Deliveries
- f. Skill Documentation: Endotracheal Intubation
- g. Skill Documentation: Miscellaneous Airway
- h. Skill Documentation: Intravenous (IV) Line Cannulation
- i. Skill Documentation: Medication Administration, IV Bolus
- j. Skill Documentation: Medication Administration, IV Infusion:
- k. Skill Documentation: Medication, Administration, Miscellaneous
- l. Skill Documentation: ECG Recognition & Interpretation
- m. Skill Documentation: Electrical Therapies
- n. Skill Documentation: ECG Recognition Mounts
- o. Skill Documentation: Pediatric Patient Assessments
- p. Skill Documentation: Psychiatric Patient Interviews/Assessments
- q. Skill Documentation: Miscellaneous Skills
- r. BHCC, EMT-Paramedic Clinical Internship Correction Page
- s. BHCC, EMT-Paramedic Clinical Coordinator Skill Documentation Summary Log

APPENDIX II

BHCC FIELD SKILLS DOCUMENTATION FORMS

- a. Field Internship Documentation Guidelines
- b. Field Internship Time Log
- c. Advanced Life Support (ALS) Patient Contacts
- d. Intravenous (IV) Line Cannulation
- e. IV Infusion Medication Administration & Miscellaneous Medication Administration
- f. Cardiac ECG Recognition/Interpretation & IV Bolus Medication Administration
- g. Patient Care Report
- h. Field Internship Evaluation
- i. BHCC EMT-PARAMEDIC Field Coordinator Skills Documentation Summary Log