



MVHS Faxton St. Luke's Healthcare

PARAMEDIC PROGRAM

Student Handbook & Syllabus 2021-2022



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Welcome

We would like to take this opportunity to welcome you to the Faxton St. Luke's Healthcare Paramedic Program. You are about to embark on an interesting and challenging journey. The Paramedic is confronted on a daily basis with patients who are experiencing life altering emergencies. In the midst of this chaos the Paramedic has the opportunity to provide definitive and life-saving interventions. If you are excited by this challenge and your intent is to become a well-skilled compassionate pre-hospital provider, we can assure you that you have come to the right place.

The program that you are about to undertake involves a rigorous commitment of your time and energy. You will be responsible for attending classes, spending additional time studying outside of the classroom, performing clinical rotations, and completing a field internship. While we recognize the strain that this will place on your other important commitments, we cannot stress enough, the importance of prioritizing your participation in this program. Because it will directly compete with these other important responsibilities, it is important that you get organized early in the program. Taking this self-directed approach is imperative to developing the leadership qualities that define an excellent Paramedic. Reaching periodic class milestones in a timely fashion will make the class more manageable as well as freeing time for other priorities.

The staff of Faxton St. Luke's Healthcare Paramedic Program is committed to providing you with the finest quality instruction, clinical, and preceptorship experience. In addition to our own instruction, we will periodically employ physicians, nurses, college professors, and other professionals who have specialization in a particular field of study. In our many years of instruction we have developed a group of excellent Proctors and Certified Lab Instructors who will assist you in mastering the various practical skills that you will perform. We encourage you to draw on their knowledge and experience as you move through the program.



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Many of you reading this note may be returning to the classroom after a significant absence. Regardless of your previous academic experience we want to assure you that we will make every effort to assist in your successful completion of this program. We have encountered a wide variety of students in the past and have developed an extensive network of resources to assist students who might be struggling with the material. Access to these resources requires a commitment on your part to work as diligently as you can to achieve your goal.

We are excited about the challenge of providing this program for you. We hope that you are equally excited and that you will commit yourself to excellence in all aspects of the program. We look forward to helping you reach your objectives.

Your Instructors:

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Program Objectives

1. Graduates of the Faxton St. Luke's Healthcare Paramedic Program will demonstrate the ability to comprehend, apply, and evaluate patient information with regard to his/her role as an entry-level Paramedic
2. Graduates will demonstrate technical proficiency in all skills necessary to fulfill the role of entry-level Paramedic.
3. Graduates will demonstrate personal behaviors consistent with professional and employer expectations for an entry-level Paramedic.
4. Graduates will demonstrate the ability to make a differential diagnosis of a patient's condition based upon his/her evaluation of their pertinent signs and symptoms. Graduates will then be able to apply the appropriate treatment modalities in accordance with New York State and regional protocols.
5. Graduates will demonstrate appropriate affective skills in encounters with their patients, their co-workers, and other health care professionals.
6. Graduates will have competent instruction and experiences provided by the staff of the Faxton St. Luke's Healthcare Paramedic Program.
7. Graduates will abide by the policies and procedures outlined in the Faxton St. Luke's Healthcare Paramedic Program "Student Handbook and Syllabus". Graduates will have access upon request to appropriate remediation from the Instructors as well as access to the appeal process in the event of an unsatisfactory outcome.
8. Graduates will demonstrate competence in all practical laboratory skills as required in the National Standard.
9. Graduates will demonstrate their understanding of the role of the Paramedic specifically as it relates to other health care professionals.



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Program Accreditation Status

The Faxton St. Luke's Healthcare Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

To contact CAAHEP:

Commission on Accreditation of Allied Health Education Programs

9355 - 113th St. N, #7709

Seminole, FL 33775

727-210-2350

www.caahep.org

To contact CoAEMSP:

8301 Lakeview Parkway Suite 111-312

Rowlett, TX 75088

214-703-8445

FAX 214-703-8992

www.coaemsp.org





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1. SYLLABUS & LEARNING CONTRACTS

The New York State Department of Health (NYS DOH) recommends, and Faxton St. Luke's Healthcare Paramedic Program requires that a learning contract be drawn between the student and the Certified Instructor Coordinator (Hereafter referred to in this document as "The Instructor(s)" for this class. All students will receive a copy of this syllabus at the beginning of class and are encouraged to read it very carefully. After answering all questions from the students, the Instructors will ask the students to initial all pages of the syllabus, and sign and return the Student Learning Contract (SLC) to the Instructors. The Instructors will also sign the SLC, creating a binding agreement between the two parties to follow all guidelines outlined in this handbook.

2. CURRICULUM

This course will be taught utilizing the National Highway Traffic Safety Administration (NHTSA) National Education Standards for Paramedic.

3. PROGRAM GOALS

It is the minimum goal of the Faxton St. Luke's Healthcare Paramedic Program to prepare competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder levels." The program is administered for graduates to exhibit the characteristics outlined in the Paramedic Functional Job Analysis (see Appendix A).

By successfully completing all class requirements, students will be eligible for the New York State Practical Skills Examination (NYS PSE). Upon passing the NYS PSE, students will be eligible to sit for the New York State Written Certification Exam. A student who passes this examination will become certified as a New York State Paramedic. Students who complete all of the course requirements will also be eligible for the National Registry Psychomotor and Cognitive Examinations.

This class is taught with the philosophy of understanding the pathophysiology of the problems we face in the pre-hospital setting, recognizing pertinent signs and symptoms, and confidently implementing the proper treatments. We believe with a true understanding of a problem, that a good pre-hospital provider can administer the highest standard of care.



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We will strive for excellence in our program, not only meeting minimum standards, but also exceeding them. Basic skills will be emphasized and practiced on the premise that they lay the foundation for solid advanced skills. Pre-hospital medicine is very dynamic, and students must stay current with the continuous changes in this field. Students are also expected to spend considerable time outside of the classroom on didactic and practical skills in order to excel in this class.

4. CERTIFICATION & RECERTIFICATION

A. Students must maintain at least an Emergency Medical Technician (EMT) certification with the NYS DOH throughout the course. Students may also be certified at the AEMT or Critical Care levels. Students whose EMT certification will expire during the course must sign an additional contract stating that they need to refresh their EMT before their expiration in order to remain in the program. All students must have at least an EMT card in order to participate in any clinical or field rotations. In all cases, it is the responsibility of the student to provide the program with a copy of their current EMT card and any extension verification forms that apply.

B. Students must not have any misdemeanor or felony convictions such as murder, manslaughter, assault, sexual abuse, theft, robbery, drug abuse, or the sale of drugs, or be currently under charges for such a crime. (Section F 800.6) Students with any type of conviction or pending charges, who still wish to take this course, will be given instructions for determination of their eligibility through the NYS DOH. This process is confidential and between the student and the NYS DOH only. Students involved in the eligibility determination process with the NYS DOH will be allowed to proceed through the program in the same manner as any other student. However, they must provide proof of clearance to the Instructors to be eligible for the NYS PSE and Written Examination. All provisions previously stated may be revoked as necessary at the direction of Faxton St. Luke's Healthcare or the NYS DOH. Students with convictions who desire National Registry Certification must achieve separate clearance directly from the National Registry.



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5. ATTENDANCE

A. As mandated by the NYS DOH, attendance is required for **ALL** sessions of the Paramedic Program including amended schedules issued to refreshers. In the event of an emergency absence, the student **SHALL** contact the Instructors within 24 hours from the start of the missed class. This notification shall be to the Instructors with an email for the student's permanent file. Missing a class without contacting the Instructors will constitute an unexcused absence and shall be grounds for dismissal from the course. In the event of an emergency absence, the Instructors will provide the student with options to make up the class depending on the nature of the absence and the subject matter missed. All absences must be made-up in order for a student to be eligible for the NYS PSE at the conclusion of the course. The Instructors will advise the students on make-up options based on subject matter and hours missed to include but not limited to taped versions of lectures, one on one remediation, virtual participation, or attending a similar session in another class.

B. All class sessions will begin promptly at the time specified on the class schedule and tardiness will not be tolerated. Tardiness is defined as arrival within the first 30 minutes **AFTER** a scheduled class session has started. Arrival after this 30 minute period will be regarded as an absence. Students arriving late should enter the classroom with as little disruption as possible and see the Instructor on the first break to discuss the reason for the tardiness. Students shall sign in and out for every class session using the exact times for their arrival and departure, not the scheduled times for the class session. Missed material due to tardiness will be made up as described in Item 5A. Students who are tardy more than 3 times may be dismissed from the course. During any virtual sessions attendance will be taken and monitored by the instructors. All students must maintain live video feed throughout all virtual interactions.

6. ANATOMY & PHYSIOLOGY

All students must complete an Introductory Anatomy & Physiology from a college or an accredited institution as a co-requisite for the program. A recommended A&P course is offered by Corexcel at the following link:

https://www.corexcel.com/anatomy.physiology.online.htm?gclid=EAIaIQobChMI2t3_xYPI8AIVGLbIch3_SAIIEAAYASACEgKY1_D_BwE

An unofficial transcript or completion certificate indicating where and when the course was taken and the grade awarded, must be provided to the instructors by the



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student. In all cases, A&P is required for course completion and for a student to be eligible for New York State or National Registry certification.

7. ASSESSMENTS & GRADING

Formative Assessments

The Paramedic Program will consist of six modules which include periodic quizzes and a module examination. Students will receive individual quiz and exam grades, as well as an overall grade for the module. The overall grade for each module will consist of 75% from the module exam and 25% from the quiz average. Students will be allowed two retests for failed module exams throughout the program, with a maximum possible grade of 75% regardless of the score achieved on the retest. There are no retests for quizzes. Each module examination, or retest, must be passed with a grade of 75% or greater in order to progress to the next module. Any student that fails a third module exam will be removed from the program. Removal in this manner supersedes the Progressive Discipline Policy in Item #14 of this document.

Summative Assessments

At the conclusion of the program, there are 3 summative assessments that must be passed in order for a student to progress to the NYS and/or National Registry certification process(es).

1. Final Written Examination-The final exam is a cumulative exam designed to provide an indication of how the student will perform on the actual state and national exams. This exam must be passed with a grade of 75% or higher. The final exam is included in the allowable retests described in the previous section, and when a third exam (including the final) is failed, the student will be removed from the program. At the conclusion of the program the overall grade for each module and the final exam will be averaged to obtain a cumulative class average. Students must achieve a cumulative class average of 75% or greater to proceed to the New York State and/or National Registry certification process. Any student who fails the cumulative class final exam will not be eligible for NYS and/or National Registry certification until a remediation plan has been approved by the Education Subcommittee.

2. Class Practical Examination-This examination is designed to be as close to the actual practical skills examination as possible. Students must pass all the stations to pass this examination and will be allowed one retest of each individual skill station.



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3. Simulation Lab Assessment- All students must pass a final assessment at the Faxton-St. Luke's Hospital Simulation Lab. This exercise will be administered by the Instructors with assistance from Sim Lab personnel, lab evaluators, and the course medical director. Students will be evaluated utilizing current AHA Guidelines as well as applicable protocols. This assessment is designed to incorporate all elements of the course into a life-like exercise. Students will be allowed one retest of this assessment at a time designated by the instructors.

Grades will be provided to the student for each module. In the event that a transcript is requested for the Paramedic Program, the class average will be utilized to award the letter grades listed below:

Class Average	Letter Grade Equivalent:
90-100%	A
80-89%	B
75-79%	C
Less than 75%	F

8. MEDICAL MALPRACTICE INSURANCE

Medical Malpractice Insurance will be provided by Faxton St. Luke's Healthcare for all students in good standing for field and clinical rotations. More details regarding this coverage can be found in the Field Internship and Clinical Internship Guides.

9. LABORATORY

Lab sessions are scheduled to demonstrate and practice the skills necessary to complete this course. All students must attend all lab sessions unless excused by the Instructors. Students may request additional access to lab areas and equipment during non-class hours by contacting one of the Instructors.

10. TEXTBOOKS AND SUGGESTED READING

The following are textbooks and other materials utilized in this course. Any materials not covered by the tuition will be the responsibility of the student.

- Caroline Textbook and supporting materials
- Workbook that accompanies the text (recommended)
- NYS BLS and ALS Protocols



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d. American Heart Association ACLS/PALS Textbook

11. SUPPLIES

Students will be responsible for all notebooks and supplies as needed for the class. Students shall also be responsible for the necessary attire to adhere to the dress code for clinical and field rotations, including the acquisition of the class uniform.

Each student is responsible for obtaining a subscription to the Fisdap tracking and scheduling program. The instructors will provide contact information for the supplier. The student will use Fisdap to document their experience in the lab, clinical, and preceptorship setting. The student will also schedule all applicable clinical rotations through this program. Students will be notified of any additional study tools required for the program during the first class session.

12. TUITION

All information about tuition and fees can be found on the Midstate website at <https://paramedics.midstateems.org/?reload>. Students will make all tuition payments directly to Faxton-St. Luke's Healthcare EMS Education. The contact person is Bill Perry (315) 738-8351, or Bill@midstateems.org

13. EVALUATIONS & REMEDIATION

Student progress will be monitored very closely throughout the class, with periodic evaluations and disclosure of attendance, grades, lab skills, clinical rotations, and the field internship. The evaluation process is designed to reinforce those students who are performing at or above the level required to succeed, and to provide positive suggestions for improvement to those who are not. Evaluations will take place at the discretion of the Instructors at various points throughout the course and will be documented in the student files. Students will be provided with all grades and results of assessments in a timely fashion and may request the same at any time. Over the years the program has assembled a vast network of resources that are available for remediation of students who are struggling. Students are encouraged to request help from the Instructors at the first sign of an issue.



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14. PROGRESSIVE DISCIPLINE PROCEDURE

The principal of progressive discipline is to inform the student that there is a problem and to present strategies to solve the problem. This should come in the form of documented Student Counseling Forms.

If the issue is not resolved after counseling, you may have to move to the next step which is a Verbal Warning. This begins the formal process and a written account should be made of the verbal warning. Again, a plan for improvement should be presented to the student with deadlines for the improvement to be met.

If the issue occurs again, you will move to the second step which is the Written Warning. This should detail the issue and/or behavior that is unacceptable and describe the remedy with deadlines to meet the expectations.

If there is another occurrence, the process would move to the third stage which is the Final Written Warning and/or termination depending upon the circumstances. This step would include a detailed account of the steps taken to try to correct the issue and the failure of the student to meet those deadlines and expectations.

In the event a student is removed from the class, the student will be notified in writing by the Instructors prior to the next scheduled class session the student would normally attend. The reasons for expulsion will be clearly identified to the student. Any student that is removed from the program may appeal this decision in the usual manner as outlined at the end of this document.

15. PERSONAL CONDUCT AND ETHICS

Faxton St. Luke's Healthcare Paramedic students are expected to conduct themselves in a professional and courteous manner in all classroom, clinical, and preceptorship situations. Confrontations with students, staff, or patients may result in termination from the program. Any deviations from acceptable behavior will be dealt with by the Instructors and referred to the Education Subcommittee for disciplinary action.

Any student who appears to be intoxicated or under the influence of drugs while attending class will be asked to leave immediately. Law enforcement will be called for assistance for any student who is asked to leave but refuses to do so. Further discipline in such cases will be determined by the Education Subcommittee and the Medical Director.



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All students are required to maintain academic honesty at all times. Students suspected of cheating will be subject to disciplinary action which may include termination from the program.

Smoking, electronic cigarettes, chewing tobacco, and the use of all tobacco related products is prohibited on all Faxton-St. Luke's Healthcare property. Students will be advised of acceptable smoking/tobacco use locations at the beginning of the program.

In accordance with Faxton St. Luke's Healthcare policies, no weapons of any kind shall be allowed in the classrooms or any location where a class activity takes place including clinical and ride rotations. Failure to comply with this policy may result in progressive discipline or removal from the program.

Students are expected to use common sense with regard to food and drink in the classroom. While they are not strictly prohibited, they should be consumed in a manner that is not offensive or distracting to the other students or the Instructors. The Instructor reserves the right to restrict this activity should students not act in an appropriate manner. Eating can only take place before class or on breaks. Only drinks are allowed while class is actually in session. Students are asked to leave the classroom at least as clean as it was found.

Cell phone use of any kind is prohibited during all class sessions, labs, and clinical rotations. Cell phones are to be kept out of sight and placed on vibrate at all times. The use of laptop computers in the classroom must be approved on an individual basis by the Instructors.

During all class sessions, students will be given adequate breaks to use the restrooms and/or attend to any pressing personal matters. Other than an emergency, students should refrain from leaving the classroom at any time other than the breaks designated by the Instructors. Any student who feels they may have to leave during a class session, should discuss this with the Instructors prior to the start of class whenever possible.



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16. CLASS UNIFORM

Students are required to obtain the uniform for Faxton St. Luke's Healthcare Paramedic Program. The uniform consists of:

- Black or Dark Navy BDU/Uniform Style EMS Pants
- Light Blue Uniform Dress Shirt
 - Program patch on the left sleeve
 - Patch for current EMS certification level on the right sleeve
 - Last name embroidered on the right chest
- Black shoe/boots capable of taking a polish
- Black leather or nylon belt

The uniform shall be worn during all class sessions (including virtual instruction), the preceptorship ride experience, and clinical rotations unless specifically noted by the instructors. Students arriving for classes or rotations without the appropriate uniform may be dismissed from the class/rotation and the incident will be counted as a class absence.

Sweatshirts approved by the program which include the program patch and the patch for the student's current level of certification can be worn over the class uniform. However, no apparel representing any EMS Agency shall be worn in any class session, the preceptorship, or hospital rotations. Appropriate outerwear or lab coat may be worn over the uniform in approved preceptorship or clinical settings. Hats of any kind shall not be part of the class uniform. Failure to comply with the uniform policy constitutes a breach of the student learning contract and may result in dismissal from the program.

Body art of any type must be covered at all times when participating in classroom, lab sessions, clinical rotations, or preceptorship ride rotations. If the artwork extends beyond the uniform it may be covered using an appropriate undergarment (i.e. long sleeve tee shirt). Uniform shirts must be tucked in at all times.

17. VISITOR POLICY

Visitors may attend class with pre-approval from the Instructors. However, visitors are not allowed for lab, clinical, or ride sessions. This policy is subject to change at any time due to issues such as the COVID-19 pandemic. Students will be notified of any such changes.



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18. STUDENT FILES

A confidential academic file containing all class paperwork will be maintained for each student in the class. This file can be reviewed at the request of the student and the availability of the Instructors.

19. STUDENT/CIC CORRESPONDENCE & OFFICE HOURS

All students will be asked to provide contact information for the purposes of communication with the Instructors. Students are encouraged to contact the Instructors by cell phone or email when necessary between class sessions. Students should report all changes in their contact information to the Instructors. Office hours are by appointment only. Texting is not an acceptable medium for any official communication related to the class.

20. IDENTIFICATION BADGES

Each student will be issued a photo ID to be worn during all clinical and field rotations without exception. All ID's will have an expiration date. It is the responsibility of the student to make sure that his/her ID is current at all times. In the event that a student leaves the course, his/her ID MUST be returned to the Instructors. Students who need to continue clinical and/or field rotations beyond the expiration date of their ID must apply to the Instructors for a new ID or an extension of their existing ID. The Instructors will advise the students if additional documentation is necessary to issue or maintain an ID.

21. SOCIAL MEDIA POLICY

The use of Social Media is a matter of individual choice and freedom of expression. However, throughout the Paramedic Program students may become aware of confidential information and situations in class, ride rotations, labs, and clinical rotations. This information is not to be shared on social media at any time. Social Media is also not an acceptable means of communication with the Instructors. See Section 19 for the proper methods of communicating with the Instructors.



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22. MEDICAL EXAMINATIONS

In order to begin Clinical Rotations and the Field Internship, students must complete a physical examination utilizing the form provided. PPD's (Mantoux tests) will be provided during a regularly scheduled class session. Students must provide proof of two MMR immunizations. Any student who cannot provide MMR documentation may provide a titer. Titers showing lack of immunity shall require a booster. All students must show proof of a flu shot or they will be required to wear a mask during all clinical and ride rotations. Students will be asked to sign a form regarding the status of their Hepatitis B immunization. Students will also be asked to sign a form allowing their physicals to be released to clinical locations. Student ID's will be issued and maintained based on current physical information being on file.

23. COURSE SCHEDULE, LOCATION, AND CHANGES

A course schedule will be issued to each student which states the locations and times for all class sessions. From time to time, it may be necessary to make changes in the schedule. The Instructors will make every effort to minimize these changes and inform the students of any changes in a timely manner.

24. EMERGENCY CANCELLATION PROCEDURES

In the event of an emergency class cancellation students will be contacted by the Instructors via group email. Students may also check the midstateems.org website for information regarding emergency class cancellation. The decision to cancel a class will be made by 10:00 AM on the scheduled class day.

25. CLINICAL EXPERIENCE

Students will be required to complete clinical rotations in various settings with their progress being gauged by a combination of hours completed and proficiency of skills. All clinical rotations must be completed for the student to be eligible for certification. Any reduction in clinical hours must be requested by the student in writing to the Medical Director and the Education Subcommittee. The Clinical Internship Guide will be distributed separately that clearly outlines all policies and procedures pertaining to clinical time.



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26. **FIELD INTERNSHIP**

Students will be required to complete a Field Internship to ensure competency as an entry level Paramedic. The Field Internship is designed to provide the student with a progression of increased patient care responsibilities. The Field Internship must be completed for the student to be eligible for certification. The Field Internship Guide will be distributed separately that clearly outlines all policies and procedures pertaining to the Field Internship.

27. **TERMINAL COMPETENCIES**

The Terminal Competencies for graduation from the Faxton St. Luke's Healthcare Paramedic Program are listed below. Each bold item is followed by the minimum number of contacts or experiences required to fulfill the Terminal Competency. Terminal Competencies are completed through a combination of classroom/laboratory experiences, clinical rotations, and ride time with an approved Field Mentor/Preceptor. It may be necessary in some cases for students to complete additional field and/or ride rotations to achieve the terminal competencies for the program. A Terminal Competency Form will be completed for each student to chart their progress toward graduation and will continue to be utilized post-graduation to document positive placement and the completion of Accreditation surveys.

Psychomotor Skills

- 1. The student must demonstrate the ability to safely administer medications.**
20 Medication administrations on live patients
- 2. The student must demonstrate the ability to effectively manage the airway of patients.**
Manage 50 airways through a combination of live and manikin experiences in the field, clinical, and laboratory, including a minimum of 5 Instructor reviewed intubations in the lab setting
- 3. The student must demonstrate the ability to safely gain venous access in all age group patients.**
25 Successful IV starts on live patients
- 4. The student must demonstrate the ability to effectively ventilate patients of all groups.**



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Ventilate 10 patients of various age groups to include live and manikin based experience

Ages

- 1. The student must demonstrate the ability to perform a comprehensive assessment on pediatric patients.**
30 Pediatric Assessments with at least 2 newborns, 2 infants, 2 toddlers, 2 preschoolers, 2 school age children, and 2 adolescents.
- 2. The student must demonstrate the ability to perform a comprehensive assessment on adult patients.**
50 Adult Patient Assessments
- 3. The student must demonstrate the ability to perform a comprehensive assessment on geriatric patients.**
30 Geriatric Patient Assessments

Pathologies

- 1. The student must demonstrate the ability to perform a comprehensive assessment on obstetric patients.**
8 Obstetric Patient Assessments
- 2. The student must demonstrate the ability to perform a comprehensive assessment on trauma patients.**
25 Trauma Patient Assessments
- 3. The student must demonstrate the ability to perform a comprehensive assessment on psychiatric patients.**
10 Psychiatric Patient Assessments

Complaints

- 1. The student must demonstrate the ability to perform a comprehensive assessment, formulate and implement a treatment plan for patients with chest pain and cardiac arrest.**
25 Chest Pain Patients, 2 Cardiac Arrests
- 2. The student must demonstrate the ability to perform a comprehensive assessment, formulate and implement a treatment plan for patients with dyspnea/respiratory distress.**
20 Adult Patients and 3 pediatric patients including newborns, infants, toddlers, and school age children



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3. **The student must demonstrate the ability to perform a comprehensive assessment, formulate and implement a treatment plan for patients with syncope.**
15 Patients with syncope
4. **The student must demonstrate the ability to perform a comprehensive assessment, formulate and implement a treatment plan for patients with abdominal complaints.**
15 Patients with abdominal complaints (ex. Abdominal pain, n/v, GI Bleeding, Gynecological, etc.)
5. **The student must demonstrate the ability to perform a comprehensive assessment, formulate and implement a treatment plan for patients with altered mental status.**
15 Patients with Altered Mental Status
6. **The student must demonstrate the ability to perform a comprehensive assessment, formulate and implement a treatment plan for patients with various medical complaints.**
General Medical 40, Dizziness 2, headache-blurred vision 2, Weakness 5, Neurological Complaints 2, CVA 5

Team Leader Skills

1. **The student must demonstrate the ability to serve as a team leader in a variety of pre-hospital emergency situations.**
Team leader for 25 emergencies, 20 of which must be ALS Capstone calls where actual care is rendered and a minimum of 5 from Phase I of the ride time. At least 5 Team Leads must be pediatric patients.

28. PARAMEDIC PSYCHOMOTOR COMPETENCY PORTFOLIO

The New York State Department of Health and the National Registry of Emergency Medical Technicians both require the completion of a Paramedic Psychomotor Competency Portfolio (PPCP) to be eligible for certification. The PPCP is a comprehensive document that will include sections for the skills/scenarios, clinical, and field internship phases of the program. The PPCP will be prepared by the student with the assistance of the Instructors and must be completed in order to graduate from the program. Specific instructions for the completion of the PPCP will be distributed separately.



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29. COURSE COMPLETION

It is the intent of the Faxton St. Luke's Healthcare Paramedic Program to provide competent entry level Paramedic candidates the ability to pursue certification with the NYS DOH, as well as the National Registry of EMT's, within the timeframe outlined by the original course schedule. Individual candidates who do not complete the course requirements by the original date of eligibility will be considered in breach of the student contract and will have failed the program regardless of their other academic progress. Students who fail to meet the course requirements through no fault of their own may appeal to the Paramedic Education Subcommittee for consideration of additional time to complete the requirements. In all cases, candidates must complete the course requirements within 12 months of the End of Course date listed on the original course schedule to be eligible for NYS and/or NR Certification.

30. COLLEGE CREDIT & AAS DEGREE

Any student who completes the Paramedic Program may apply for transfer credit toward an A.A.S. Program at Herkimer College or Mohawk Valley Community College. Please refer to the individual college catalogs for more information and consult the Instructors for any questions.

31. PROGRAM POLICIES

Students must adhere to all policies and procedures contained in this document to remain in good standing in the program. All questions regarding policies should be directed to the course Instructors. Students are also urged to review the appeal process at the end of this document in the event the Instructors cannot solve a problem, or if the Instructors are the source of the problem.

32. CONTINUING MEDICAL EDUCATION

Individuals seeking Continuing Medical Education (CME) hours are welcome to sit in on the didactic portions of the class at the discretion of the Instructors. The Instructors will only sign paperwork for the subject matter and the hours for which these individuals have attended class. The didactic instruction for the Paramedic Program does not follow the Core Content for any level of the NYS DOH CME



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Based Recertification Program and therefore, our Instructors are unable to sign paperwork under any circumstances for that program.

33. DISTANCE EDUCATION

Faxton St. Luke's Paramedic Program may, in any given program year, offer a distance education component to the existing program. Students enrolled in the distance education sections shall be subject to all of the rules and responsibilities outlined in this document along with any regulations specific to the distance sections. Students enrolling in the distance education section(s) shall be subject to an additional fee and only students enrolled in distance education sections will be allowed to attend classes in the alternate location(s).

The distance education sections shall include portions of the didactic instruction and may include some laboratory components. A proctor will be present in the classroom during all sessions of a distance section. Students in the distance sections will be issued a schedule indicating the sessions to be held at the distance location and the sessions to be held at the traditional classroom sites. Students in the distance education sections may attend a traditional session with instructor approval.

A minimum number of students may be required to run a particular distance section. In the event the minimum number is not met, students initially enrolled in the distance section shall have the opportunity to enroll in one of the traditional classroom offerings or another distance section. The decision to run (or not to run) a distance learning component will be made each year on or before the day of the first class meeting so students can decide whether to continue before the actual start of classes. The instruction in the distance classroom shall be two-way synchronous instruction with one of the traditional classroom offerings. In the event of two-way communications failure that cannot be rectified in a reasonable amount of time, the sessions will be cancelled and made up on a later date. Any questions regarding content shall be directed to the primary instructors via the synchronous communication link or through individual correspondence with the instructors.

34. AMERICANS WITH DISABILITIES ACT

All students enrolled in the Paramedic Program will be provided with a copy of the Functional Job Analysis for the Paramedic. Students will be given time to review this and have all of their questions answered. After this review the students will be asked to complete an Americans with Disabilities Act Form to be kept in their student file.



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Signature

N/A

Date

N/A

HARASSMENT INCLUDING SEXUAL HARASSMENT:

In accordance with the NYS DOH Policy Statement 00-11, Faxton St. Luke's Healthcare Paramedic Program prohibits harassment of any student because of the student's sex, race, religion, national origin, handicap or age. Any individual who believes that he/she has been subjected to such harassment should immediately report that harassment through the complaint procedure outlined below.

While everyone should understand what it means to harass someone through derogatory comments, name calling or otherwise, "sexual harassment" has a specific legal definition that every student should understand. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature (e.g. physical contact, name calling, sexual suggestive comments or conduct, or sexual profanity) when any one of the following three factors is met:

1. Submission to that conduct is made either explicitly or implicitly as a term or condition of academic progress.
2. Submission to or rejection of such contact by an individual is used as a basis for academic decisions affecting the student.
3. The conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating, hostile, or offensive environment.

If any student believes that he/she is the victim of any type of harassment, that student should tell the individual who is subjecting him/her to harassment that their conduct is unwelcome, and also report it to the Instructors in confidence. The Instructors reserve the right to require that complaints be made in writing.

Faxton St. Luke's Healthcare Paramedic Program will investigate every incident of claimed harassment. Such investigation will be conducted in a professional and confidential manner



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that protects the identity of both the person lodging the complaint and the person accused. Pursuant to this investigation, the following policy has been established:

1. If you believe that you are the victim of harassment arising while a student in this program, you should immediately contact your Instructors for a thorough investigation of all allegations. If for any reason you prefer not to discuss the matter with your Instructors, your concerns must be reported to Faxton-St. Luke's Healthcare administration.
2. Instructional staff shall register any complaints directly to Faxton-St. Luke's Healthcare administrative staff.
3. The investigation of complaints under this policy will be as confidential as practical and consistent with discovering the facts. It is to be remembered by all, that both complainant and accused have a right to careful confidential hearing of such complaints through the investigation
4. Under no circumstances will a student or staff member be retaliated against as a result of registering a harassment complaint. Individuals are encouraged to come forward with all complaints as soon as an incident occurs. If it is determined that a complaint was filed with malicious intent, the matter will be dealt with in accordance with the Faxton St. Luke's Healthcare Paramedic Program Policy.
5. If you are not satisfied with the initial investigation of your complaint, it will be referred to the Medical Director for final determination, and the Medical Director will review the report of the initial investigation and may discuss the allegation further with the persons involved. After carefully reviewing all pertinent information relative to the allegations, the Medical Director will issue a final determination.
6. If an allegation against a member of the instructional staff is determined to be valid, immediate disciplinary action will be taken. The scope of sanctions will range from a written warning to immediate termination.



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7. If an allegation against another student is determined to be valid, Faxton St. Luke's Healthcare Paramedic Program will exercise actions based on the nature of the offense and the findings of the investigation.

NOTICE OF NON-DISCRIMINATION:

Faxton St. Luke's Healthcare Paramedic Program, in accordance with Title VII of the Civil Rights Act of 1964, as amended, and all other applicable New York State and Federal Laws, does not discriminate on the basis of race, creed, color, national origin, religion, sex, marital status, age, or handicap in any of its policies, procedures, or practices.

CONFIDENTIALITY

From time to time, and depending on the situation, you may receive information designated as "confidential." If you receive information so designated, it is not to be discussed with or distributed to anyone, including other students of the EMS Training Program, without the consent of the Instructors. Such information should only be discussed with the Instructors or with other members of the staff designated to discuss the particular matter.

It should be remembered by all students that information concerning patients is extremely confidential and should NOT be released to or discussed with anyone, including the patient's family, the press, or social media without authorization from the Instructors. You should not discuss matters concerning particular patients in the hallways or in other public areas except in extreme emergencies.

Any violation of this policy will be considered extremely serious. Faxton St. Luke's Healthcare Paramedic Program will take immediate disciplinary action against any student found to be in violation of this policy. Such disciplinary action may include, depending on the circumstances, suspension or dismissal from the program.



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ADVANCED STANDING POLICY

Allied Health Personnel often request the opportunity to challenge sections of the Paramedic Program. New York State Department of Health recognizes the experience of these individuals and offers specific opportunities to apply for “advanced standing” status. To be considered for “advanced standing” the prospective student must be certified/licensed in New York State as a(n):

- Advanced EMT
- EMT-Critical Care
- Registered Nurse
- Nurse Midwife
- Nurse Anesthetist
- Nurse Practitioner
- Physician Assistant
- Physician
- Respiratory Therapist

The following procedure applies for all students interested in applying for “advanced standing” in Faxton St.Luke’s Healthcare Paramedic Program.

- A) The student shall submit their written intention to apply for advanced standing within seven days of the start of classes



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- B) Students wishing to challenge the didactic portion of the class will be given a written exam designed to test their cognitive knowledge. Sections of the exam correspond to didactic portions of the Paramedic Original Schedule. A student must obtain at least 80% on the exam section to be excused from the corresponding didactic sessions.
- C) Following the administration of the written exam the CIC will schedule an interview between the student and the Paramedic Subcommittee for Education. At the time of the interview the student will supply all documents supporting their application for “advanced standing”. These documents should include:
- i. Applicable Degree, License, or Certification
 - ii. Proof of Current BLS Certification
 - iii. Proof of previously performed clinical rotations
 - iv. Any other pertinent documentation supporting the application for “advanced standing”.
- D) The Paramedic Subcommittee for Education may waive all or part of the didactic, clinical, or preceptorship experience based on the results of the interview. Based on the results of the interview the student will be issued an individualized Learning Contract highlighting their mandated requirements. The Learning Contract becomes a binding agreement between the student and the Paramedic Subcommittee for Education.
- E) New York State Department of Health does not allow any student to challenge the New York State Written or Practical Final Exam.
- F) All students must maintain a current EMT-Basic Certification with an expiration date after the scheduled New York State Written Final Exam.



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COVID-19

COVID-19 has presented a number of challenges to all Paramedic Programs. Since this is an ever-changing situation, all policies and procedures regarding COVID-19 will be distributed in a separate document. In all cases, the Faxton St. Luke's Healthcare Paramedic Program will follow the most current guidelines and take measures to keep students safe in all aspects of the program.

APPEAL PROCESS

Students may appeal any action taken by the staff of the Paramedic Program. All appeals shall be submitted in writing to the Instructors within seven days of the occurrence. The Education Subcommittee will review the appeal and respond to the student in writing in a timely fashion. If the student is not satisfied with the response from the Education Subcommittee, the student will have the option to continue their appeal in the same manner to the Medical Director for a final decision. The ability to continue attending class during an appeal will be determined on an individual basis and will be communicated to the student in a timely fashion. Any student who has completed the Appeal Process and is still dissatisfied with the result may continue their appeal to the NYS Department of Health, Bureau of EMS at the address below:

NYS Department of Health
217 South Salina Street
Syracuse, New York 13202
PHONE: (315) 477-8544
PHONE: (315) 477-8491
FAX: (315) 477-8587



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