



OREGON COAST  
COMMUNITY COLLEGE



**Emergency Medical Services (EMS/AEMT) Program**

**Policy Manual**

**2021 - 2022**



Oregon Coast Community College Advanced Emergency Medical Technician Program publishes this handbook to provide students with current information about our AEMT program. Changes sometimes occur after the handbook has been printed which affect programs, policies, and procedures. The Advanced Emergency Medical Technician Program will attempt to post important changes and new information on the OCCC web page. Students should periodically consult with their instructor or the Director of Allied Health Programs for updated information not available at the time of publication. This handbook shall not be construed as a contract between the student and the College.

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OREGON COAST  
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## College Vision, Mission, Values, and Core Themes

### Vision

#### Shaping the Future Through Learning

### Mission

At Oregon Coast Community College, we equip students for success by providing educational pathways and supports in response to the diverse needs of our community. Through accessible and engaging programs, we enrich the economic and civic vitality of Lincoln County and beyond.

### Values

The Board of Education, administration, faculty, staff and students of Oregon Coast Community College commit to these values:

- Accountability: We accept responsibility for our actions and commit to transparent practices.
- Collaboration: We purposefully build partnerships to achieve common goals.
- Excellence: We hold ourselves to the highest standards and are committed to continuously improving the work we do.
- Inspiration: We show curiosity, illuminate new possibilities and ignite the joy of thinking well.
- Integrity: We act with honesty and authenticity to foster a culture of ethics and respect that embodies our work and serves the community.
- Learning: We celebrate the life-long process of developing valuable knowledge and skills.
- Sustainability: We are responsible stewards of our financial, material, natural and human resources.
- Equity: We embrace diversity and address the inequities and barriers that prevent people from learning and working to their full potential.

### Core Themes

#### Core Theme: Student Success

*Objective: OCCC will improve post-secondary educational attainment across Lincoln County and close achievement gaps for underserved populations in our community.*

At Oregon Coast Community College, we equip students for success in college and in life by providing exemplary teaching, student development programs and support services. Students receive customized and relevant advising and enriched supports to maximize completion and success.

In response to the diverse needs and histories of our community we are institutionalizing a philosophy of student success and strengthening the College's policies, processes, and business practices to facilitate access and completion.

## **Core Theme: Educational Pathways**

*Objective: OCCC will offer rigorous and engaging academic programs and educational options comprised of clear pathways to transfer, employment and self-development that enrich individual lives and promote the economic and civic vitality of Lincoln County and beyond.*

At Oregon Coast Community College, we assess the needs of individuals and employers, and respond by designing pathways and partnerships that address community and regional priorities. We create bridges into our pathways from high school, adult education, non-credit, and other feeders. Educational pathways are accessible through place and modality and facilitate transitions to transfer or employment. We strengthen the economy and workforce through our business development, career technical and transfer programs. By narrowing achievement gaps in post-secondary education and raising post-secondary educational attainment, we advance the economic and civic vitality of Lincoln County and beyond.

## **EMS/AEMT Program Description and Prerequisites**

### **PURPOSE:**

To provide the EMS/AEMT student with the description and prerequisites of the EMS/AEMT Training Program

### **Course Objectives:**

Upon successful completion students, should be able to:

1. Employ basic and advanced elements of EMS and Advanced EMT patient assessment, to develop treatment plans for simulated patient encounters.
2. Perform interventions within the EMS and Advanced EMT scope of practice, about anatomical, physiological, and pathophysiological differences in a variety of simulated patient conditions.

## **EMS 105: Term One Course Description**

Develops skills for the recognition of symptoms of illness and injuries and proper procedures of emergency care. Requires passing criminal background check and drug screen; required vaccinations and current BLS CPR card before placement into mandatory clinical observation in hospital emergency department and ambulance ride-along experience. Part 1 of the 2-part Oregon EMT course. Department permission required. Prerequisite: WR 115; MTH 20; RD 90

### **Course Objectives**

Upon successful completion students should be able to:

1. Perform basic elements of patient assessment, in order to progress to EMS 106
2. Form a general field impression of patient condition based on basic patient assessment tools

3. Integrate knowledge and observations in the clinical setting to delineate the EMT-Basic roles and responsibilities
4. Assess, treat, transport, document, and verbally report for a variety of medical emergencies.

### **EMS 106: Term Two Course Description, Winter Term**

Continues EMS 105, Oregon EMT preparation, includes preparation for state and national certification exams. Department permission required. Prerequisite: Successful completion of EMS 105 within the last year; passing criminal background check and drug screen; required vaccinations and current BLS CPR card before placement into mandatory clinical observation in hospital emergency department and ambulance ride-along experience

#### **Course Objectives**

Upon successful completion students should be able to:

1. Integrate knowledge and observations in the clinical setting to delineate the EMT roles and responsibilities
2. Assess, treat, transport, document, and verbally report for a variety of medical emergencies.

This course may be eligible for financial aid if a student is pursuing an Associate of General Studies (AGS) Degree and following a health career pathway. Please meet with an academic advisor to discuss your options.

#### **General and Specific Expectations**

- Technical Standards:** Please review the technical standards and sign as indicated on the application attesting to your ability to function according to the Technical Standards as written by the program.
- Attendance:** The Oregon Health Division requires a specific number of hours to be eligible to apply for certification and thus if you do not attend classes as required you will not be eligible to take the final exam or the State exam. Hours required: as laid out in the course syllabus that you will receive the first day of class.
- GED/High School Diploma:** You must have a high school diploma or GED to register for the class

### **EMS 135: Term One Course Description**

Develops skills for recognizing symptoms of illness and injuries. Covers proper procedures of emergency care at the Advanced EMT level. Requires passing criminal background check and drug screen; required vaccinations and current BLS CPR card before placement into mandatory clinical and internship experience. Part 1 of the 2-part Advanced EMT course. Department permission required. Recommended: BI 121, BI 122, or higher, WR 121, and MTH 60. Prerequisite: EMS 106, WR 115, MTH 20, RD 90 (or higher levels); current BLS HCP CPR card; current Oregon EMT licensure.

#### **Term One Intended Outcomes for the Course**



- Employ basic and advanced elements of Advanced EMT patient assessment, in order to develop treatment plans for simulated patient encounters
- Perform appropriate interventions within the Advanced EMT scope of practice, with regard to anatomical, physiological, and pathophysiological differences in a variety of simulated patient conditions

### **Course Activities and Design**

Objectives are met through integrated lecture, lab, simulation, and field activities. Medical clinical rotation and ambulance field internship are required for successful completion of the AEMT sequence.

### **Outcome Assessment Strategies**

Student mastery of content is evaluated by using written and psychomotor examinations, simulation exercises, homework, clinical and field performance reports.

### **EMS 136: Term Two Course Description**

Develops skills for recognizing symptoms of illness and injuries. Covers proper procedures of emergency care at the Advanced EMT level. Continuation of AEMT Part I. Requires passing criminal background check and drug screen; required vaccinations and current BLS CPR card before placement into mandatory clinical and internship experience. Part 2 of the 2-part Advanced EMT course sequence. Department permission required. Recommended: BI 121, BI 122, or higher, WR 121, and MTH 60. Prerequisite: EMS 135 at OCCC within the last year and Current BLS HCP CPR card; Current Oregon EMT licensure.

### **Intended Outcomes for the course**

- Employ basic and advanced elements of Advanced EMT patient assessment, in order to develop treatment plans for live patient encounters in clinical and prehospital environments
- Perform appropriate interventions within the Advanced EMT scope of practice, with regard to anatomical, physiological, and pathophysiological differences in a variety of live patient encounters in clinical and prehospital environments

### **Course Activities and Design**

Objectives are met through integrated lecture, lab, simulation, and field activities. Medical clinical rotation and ambulance field internship are required for successful completion of the AEMT sequence.

### **Outcome Assessment Strategies**

Student mastery of content is evaluated by using written and psychomotor examinations, simulation exercises, homework, clinical and field performance reports.

## Program Requirements:

1. Complete the application and review the requirements.
2. Sign the Acknowledgement and Agreement Form.
3. Read the Disqualifying and Potentially Disqualifying crimes @ the OCCC College Website
4. Read the Technical standards required to complete the EMS/AEMT program OCCC College Website
5. Review the National Emergency Medical Services Educational Standards @ OCCC College Website
6. Meet with an academic advisor
7. AEMT Applicants must have a valid Oregon EMT License

## Vaccination and TB Testing Requirements

- Oregon state law requires that all persons working in healthcare facilities be screened for tuberculosis (TB). Regulations from the Oregon Occupational Safety and Health Administration require students in healthcare occupations to be immunized for Hepatitis B. In addition, clinical facilities require proof of current immunization against tetanus, diphtheria, varicella (chicken pox), rubella, rubeola, and mumps. All reports of TB screening and immunization status must be on official records, signed by a qualified healthcare professional, and must be complete before you are eligible to participate in clinic assignments.
- **TB screening report.** Screening shall consist of a Mantoux PPD Tuberculin skin test prior to the start of the Winter Term. Those with positive reactions to the skin test, or with a history of known positive reactions, must submit a recent medical evaluation certifying that they do not have active infectious tuberculosis. **Note: the written report of a TB skin test must include the results of the test as read by a health professional. Be aware that the results take 48 hours to obtain.**
- **Proof of current immunizations** shall consist of written documentation of:
  - **Tdap-Tetanus, Diphtheria and Pertussis** - - vaccination within the last ten years.
  - **Measles, mumps, and rubella:** two doses of MMR vaccine (reported by month and year of each dose) administered at least 30 days apart with first dose on or after the first birthday, **OR 2)** physician-documented disease, **OR 3)** positive titer.
  - **Hepatitis B**—series of three injections. At least the first injection is required before the Spring Term. Be aware that the recommended minimum timeframe between the second and third injection is two months.
  - **Varicella (chicken pox)** — 1) two doses of the Varicella vaccine **OR 2)** physician-documented disease **OR 3)** positive titer.

- Annual flu vaccines are highly recommended secondary to the nature of exposure of health care practitioners. If you decline the flu vaccine for reasons other than medical, clinical sites **can mandate** that you wear a mask while at their site.
- **COVID-19 Vaccine**

### **CPR certification**

**BLS Healthcare Provider Level from the American Heart Association** must be current while students are enrolled in the program.

### **Criminal Background Policy**

All prospective students are required by law to have a criminal background check before being considered eligible for admission into the EMS/AEMT Program. The results are used to determine if the prospective student is qualified to work with vulnerable people in the State of Oregon. Each student will be given access to the list of disqualifying and potentially disqualifying crimes according to the Department of Human Services available on the OCCC College Website.

- A. The purpose of these rules is to provide for the reasonable screening of subject individuals in order to determine if they have a history of criminal behavior such that they should not be allowed to provide services to vulnerable people.
- B. These rules are authorized under Department of Human Services, Administrative Services Division and Director's Office.
- C. These rules are to be applied when evaluating criminal history of a subject individual and conducting fitness determinations based upon such history. The fact that a subject individual is approved does not guarantee placement in an EMS/AEMT Class.
- D. The criminal background check and drug screening is conducted through American Databank.
- E. If the student has difficulty with the process, he or she must contact the OCCC Health and Human Services Administrative Assistant at 541-867-8548 to resolve the problem.
- F. All expenses incurred with the Criminal Background Check are the responsibility of the prospective student.
- G. The results are released to OCCC. The CTE Director will make the final decision based on requirements from the clinical rules utilized and based on the Department of Human Services Criminal History Check Rule

## **Drug Testing Policy**

- A. Each candidate will be given a drug test prior to being considered eligible for admittance to OCCC EMS/AEMT Program. A positive drug test will disqualify students from the clinical area and result in expulsion from the EMS/AEMT program.
- B. Cooperating with the drug testing policies of Oregon Coast Community College is a condition for continued enrollment in the course. A student will be required to comply with the drug testing policy.
- C. The candidate will be notified of when and where to schedule the drug test and be given directions prior to the test. The student will pay the cost.
- D. Candidates will be notified by OCCC of the results of their drug test.
- E. Random and unannounced drug testing may be required when a reasonable belief that class or clinical behavior may be the result of the presence of a drug
- F. The presence, as determined by the program's test procedures, of prescription or non-prescription drugs, controlled substances, or cannabis, for other than legal and legitimate uses, may result in immediate dismissal from the site and removal from the course.

## **Medical Marijuana Policy**

While Oregon voters approved a ballot measure in 2014 making Oregon the third state to allow possession and sale of marijuana for recreational use, students' and employees' welfare, as well as teaching and learning are the OCCC EMS top priorities. As a public institution, the OCCC EMS Program receives federal funding in the form of grants and financial aid, therefore, allowing any use of marijuana would be in violation of that law, thus jeopardizing the program's mission and the students' educations. Under federal law, marijuana is designated as a Schedule 1 drug. Students should note that since medical marijuana is not a federally approved prescription drug and several clinical facilities have a "no tolerance" policy regarding marijuana, its use during the program as evidenced by a positive urine drug screen will result in dismissal from the program.

## **Technical Standards for EMS/AEMT**

The OCCC EMS/AEMT Program has the responsibility to society to educate competent health care providers to care for their patients/clients using critical judgment, broadly based knowledge, and competent technical skills at the entry level.

The program has academic as well as technical standards (non- academic criteria) students must meet in order to successfully progress in and graduate from the program.

The purpose of this document is to assure that the students who enter the program know and understand the requirements and can make informed decisions regarding the pursuit of this profession.

Oregon Coast Community College provides the following technical standards with examples of learning activities to inform prospective and enrolled students of the skills required in completing their chosen profession's curriculum and in the provision of health care services. These technical standards reflect the performance abilities and characteristics that are necessary to successfully complete the requirements of clinical based health care program(s). These standards are not a requirement of admission into the program(s). Individuals interested in applying for admission to the program(s) should review these standards to develop a better understanding of the skills, abilities, and behavioral characteristics required to successfully complete the program.

Students admitted to the EMS/AEMT program are expected to be able to complete program requirements, which include physical, cognitive, and behavioral core competencies that are essential to the functions of the entry level professional EMT. These core competencies are considered to be the minimum and essential skills necessary to protect the public. These abilities are encountered in unique combinations in the provision of safe and effective care.

Progression in the program may be denied if a student is unable to demonstrate the technical standards with or without reasonable accommodations.

Oregon Coast Community College is obliged to provide reasonable accommodations to qualified students with disabilities, which may include academic adjustments auxiliary aids and or program modifications. However, accommodations that fundamentally alter the nature of the academic program, could jeopardize the health and safety of others, or cause an undue burden to the program are not considered reasonable accommodations.

Students with chronic or recurring performance limitations (physical or mental) that restrict ability to meet program requirements, including the consistent delivery of safe care, may be asked to provide a statement from a qualified healthcare provider addressing the applicant's/student's abilities to perform procedures and make decisions required of an EMS/AEMT. Any performance limitations that cannot be accommodated while maintaining standards of competent and safe care will interfere with admission to and completion of the EMS/EMT Program.

**Cognitive:**

- Recall, collect, and integrate information from a variety of sources.
- Measure, calculate, and reason data.
- Problem-solve and think critically in order to apply knowledge and skill.
- Communicate verbally, and through reading and writing, with individuals from a variety of social, emotional, cultural, and intellectual backgrounds.
- Relay information in oral and written form effectively, accurately, reliably, and intelligibly to individuals and groups, using the English language.
- Report verbally and in writing client data to members of the healthcare team.

**Physical-Motor:**

- Coordinate fine and gross motor movements.
- Coordinate hand/eye movements.
- Maintain balance from any position.
- Negotiate level surfaces, ramps, and stairs.

- Negotiate uneven surfaces
- Function with both hands free for performing psychomotor tasks.
- Maneuver in small areas.
- Attend to cognitive and psychomotor tasks for up to 8-12 hours.
- Lift and move patients weighing up to 250 pounds, (with a partner), with and without adjunct equipment.
- Step up to heights of 14 inches (entry into ambulance).

***Examples of learning activities found in the EMS/AEMT curriculum and related to industry standards:***

- Transfer patients/clients in and out of bed from stretchers and wheelchairs.
- Control a fall by slowly lowering client to the floor.
- Perform cardiopulmonary resuscitation (CPR)
- Lift or move (turn, position) clients or objects, pull or push objects, weighing up to 250 pounds, (with a partner), and maintain a “medium activity level” as defined by the State of Oregon Department of Insurance Index of occupational characteristics.
- Reach to shoulder or higher level to place or access equipment such as intravenous fluid bags, bend or squat to access equipment below bed level.
- Carry equipment and supplies to the client bedside.
- Manipulate small equipment and containers, such as syringes, vials, ampules, and medication packages, to administer medications.
- Dispose of needles in sharps container.
- Complete assigned periods of clinical practice (24-hour shifts, days, evenings, or nights).

**Sensory:**

- Acquire information from demonstrations and experiences, including but not limited to information conveyed through online coursework, lecture, small group activities, demonstrations, and application experiences.
- Collect information through observation, listening, touching, and smelling.

***Examples of learning activities found in the EMS/AEMT curriculum and related to industry standards:***

- Detect changes in skin color or condition. (pale, ashen, grey, or bluish)
- Detect a fire in the client care environment.
- Observe clients in a room from a distance of 20 feet away.
- Detect sounds related to bodily functions using a stethoscope.
- Observe and collect data from recording equipment and measurement devices used in client care.
- Communicate with client and members of the healthcare team
- Detect unusual odors of bodily fluids.
- Detect smoke from burning materials.
- Detect changes in skin temperature.
- Detect unsafe temperature levels in heat-producing devices used in client care.
- Detect anatomical abnormalities, such as subcutaneous crepitus or edema.

**Behavioral:**

- Demonstrate emotional stability to function effectively under stress and adapt to changing environments.

- Maintain effective, mature, and sensitive relationships with others.
- Examine and modify one's own behavior when it interferes with others or the learning environment.
- Possess attributes that include compassion, empathy, altruism, integrity, honesty, responsibility, and tolerance.

***Examples of learning activities found in the EMS/AEMT curriculum and related to industry standards:***

- Exercise judgment; meet acceptable timeframes for client care deliver, and adept to rapidly changing client care environments.
  - Accept accountability for actions that resulted in client care errors.
  - Deal effectively with interpersonal conflict if it arises; maintain effective and harmonious relationships with members of the healthcare team.

**Behavioral Expectations Policy**

Throughout the training, both in the classroom and clinical setting, the student will meet the following minimum objectives:

- Practice good health habits and personal hygiene
- Present a professional appearance in dress and attitude
- Be aware of cultural differences and help to promote the learning of fellow students
- Come to class on time, prepared to participate in the classroom discussions and activities
- Be prepared for the Skills Lab by reading the skills prior to class
- Adhere to the Policies and Procedures of the Training Program
- Maintain the learning environment by arriving on time, turning off cell phones, and not being disruptive during class
- Show improvement throughout the training as documented by your instructor.

**Dress Code Policy**

Appearance should at all times be professional. All attire and shoes must be clean and neat. The college name- tag must be worn and visible at all times. Some agencies may require additional nametags. Whenever a student is in a clinical facility as an EMS/AEMT, nametag must be worn. The nametag MUST have the "student" designation visible at all times.

- Shoes worn in the skills lab and clinical areas will be clean with minimal markings. No open toes or open heels will be allowed.
- Hygiene conducive to client/patient contact:
  - hair clean and off the collar
  - beards neat and clean, not presenting a safety hazard
  - finger nails trimmed and clean
  - no acrylic nails allowed
  - jewelry worn should be minimal and appropriate
  - students will be allowed one pair of stud-type earrings only
  - no other piercings such as eyebrows, tongues, ears, etc.

- 8. no heavy makeup, perfume, or aftershave
- C. Students may not wear any article of clothing or have affixed to their person anything such as pins, buttons, caps, shirts, etc., which contains vulgar or offensive written materials or symbols.
- D. Students must turn off cell phones during didactic, skills laboratory and clinical sessions.
- E. During all clinical experiences and when doing state testing, student's attire must be free of logos or identifications related to a facility or service agency.
- F. During hospital and ambulance clinical times, attire will be dark slacks and OCCC Logo EMT Student Tee Shirts or other alternative shirt.

### **Skills Laboratory Policy**

The students will follow these guidelines when using the classroom laboratory.

- A. Skills Laboratory is part of your training requirement. You will be provided an opportunity to practice after every class lecture. You will perform each skill in the presence of an instructor.
- B. The Skills Laboratory is a place for learning and working together. An instructor is available to assist you during your practice time.
- C. All designated skills must be completed in the Skills Laboratory before the clinical experience. All skills must be demonstrated during the laboratory time.
- D. Students are required to leave the lab area and equipment ready for use for the next laboratory class. Please allow time for this at the end of the class.
- E. The instructor may require student to continue practice or repeat skills as needed.
- F. Food and drink are not allowed in the skills laboratory at any time.
- G. Students must turn off cell phones and/or beepers during skills lab sessions Students will be required to master all the required skills according to the syllabus in order to be successful in the clinical environment and pass this segment of the course.
- H. Students will receive a grade for each skills lab required experience. Students who miss skills lab experiences are at risk of not meeting the competencies for the course and therefore, not passing the courses and thus not be eligible to take the state exam

### **Clinical Policy**

The student will meet the following clinical expectations:

- A. Be deemed qualified by a criminal record check and successfully passing a mandatory drug screen prior to providing client/patient care in the clinical setting
- B. Report to the clinical area on time.
- C. Complete the Samaritan Online Orientation
- D. Call and notify the instructor at least one (1) hour prior to the start of the shift if an absence is unavoidable and then notify the Emergency Room Charge Nurse.
- E. Notify the Emergency Room Charge Nurse upon arrival if late.
- F. Work closely with the licensed nurse assigned and when leaving the clinical area for breaks, meals, or at the end of the shift, students report off to the nurse to whom they have been assigned.
- G. Report to the Charge Nurse at the beginning of the shift and at the end of the shift. The student is under the supervision of the nurse assigned.
- H. One 15-minute break is allowed every 4 hours. One 30-minute meal break is to be taken. No additional breaks are allowed. No one is allowed to leave the clinical area before the end of the shift without permission from the instructor or charge nurse.



- I. Report any client change of condition to the nurse assigned. Follow all policies and procedures of the facility.
- J. Students must turn off cell phones during clinical experiences.
- K. Any student who performs an unsafe act that threatens client/patient safety or abandoning the duty station will result in termination of the student's registration in the course and he/she will not be able to complete the course.
- L. Charting/documentation will follow the guidelines of the facility where the clinical experience takes place.
- M. Students must complete the required clinical experience, or they will not pass EMS 135 and EMS 136 and therefore, will not be eligible to apply to take the state exam.

## **Academic Integrity Policy**

Learning is built on the fundamental qualities of honesty, fairness, respect and trust. At Oregon Coast Community College, academic integrity is a shared endeavor characterized by truth, personal responsibility, and high academic standards. Any violation of academic integrity devalues the individual and the community as a whole. One important aspect of academic integrity is academic honesty. Violations of academic honesty include:

- Plagiarism Collusion/Inappropriate Assistance Cheating
- Fabrication/Falsification/Alteration Unauthorized Multiple Submission
- Sabotage and Tampering

A student who violates academic honesty will be subject to disciplinary action according to Student Rights and Responsibilities.

### **Violations of academic honesty may include:**

#### **Plagiarism:**

- Presenting someone else's words, ideas, artistry, product, or data as one's own.
- Presenting as new and original an idea or product derived from an existing source.

#### **Collusion/Inappropriate Assistance:**

Helping another commit an act of academic dishonesty.  
 Knowingly or negligently allowing work to be used by others. It is a violation of Oregon State law to create and offer to sell part or all of an educational assignment to another person (ORS 1:65.114).

#### **Cheating:**

An act of deceit, fraud, distortion of truth, or improper use of another person's effort to obtain an educational advantage. This includes but is not limited to; unauthorized access to examination materials prior to the examination.

## **Academic Integrity Violation Process**

### **Action/Steps by Faculty**

#### ***Step 1: observation of a potential academic integrity violation***

*A faculty member observing a potential academic integrity violation will do the following:*

1. *The faculty member will document the potential academic integrity violation in Canvas and grade the assignment as zero (0).*
2. *Communicate with the student to notify them of the potential academic integrity violation and give the student an opportunity to explain the incident..*
3. *Collect and document evidence related to the potential academic integrity violation.*
4. *Document the potential academic integrity violation on the Academic Concern Form and submit this form and any other evidence to the Director of Allied Health Programs for review.*
5. *Meet with the Director of Allied Health Programs to review the potential academic integrity violation and either resolve the issue – no academic integrity violation – or continue to the next step.*
  - a. *If the potential academic integrity violation is resolved, the assignment will be regraded.*
  - b. *If evidence of an academic integrity is verified, the assignment will retain the zero (0) grade.*
  - c. *During this meeting, a comprehensive review of student work may take place. If additional evidence of academic integrity violations are identified on other assignments from the same course, those assignments will also be graded as zero (0).*

### **Step 2: identification of a first academic integrity violation**

*Upon identification of an academic integrity violation faculty will do the following:*

1. *The Director of Allied Health Programs will inform the student of the academic integrity violation via Canvas and place the student on departmental academic probation.*
2. *The Director of Allied Health Programs will schedule a meeting with the student and any relevant faculty to discuss the academic integrity violation, remediation plans, and the terms of departmental academic probation.*
  - a. *The remediation plans and terms of academic probation will be determined on a case-by-case basis.*
3. *The student is required to attend this meeting. Failure to attend this meeting may result in dismissal from the nursing program.*

### **Step 3: identification of a second academic integrity violation**

*Upon identification of a second academic integrity violation faculty will do the following:*

1. *Follow step 1 as above to identify an academic integrity violation.*
2. *The Director of Allied Health Programs will schedule a meeting with the student, any relevant faculty, and relevant members of administration outside the nursing department to discuss dismissal from the nursing program.*

### **Involvement of the Chief Academic Officer**

If the accused student contests the faculty member's decision, a meeting with the Vice President of Academic Affairs may be requested. Additional information regarding this policy and process may be found in the OCCC Student Handbook.

The faculty member observing or investigating an apparent violation of academic honesty meets with the student and shares the Oregon Coast Community College Academic Integrity Policy and Procedures. The faculty member explains to the student the procedures and penalties for violation of academic honesty.

The faculty member provides the student an opportunity to explain the incident. If, after initial investigation and conference with the student, the faculty member resolves the issue informally with the student and

determines that there was no violation of academic honesty, the process is concluded and there is no need to complete the Academic Integrity Concern Form. If, after initial investigation and conference with the student, the faculty member finds that there has been some violation of academic honesty, the violation is documented, using the Academic Integrity Concern Form.

The faculty member collects evidence by assembling all relevant documentary evidence and creating a paper trail of all that occurs after the alleged act of academic dishonesty. Often the evidence will include various samples of the student's work showing a radical disparity in style or ability.

If the faculty member finds the student to have been dishonest, the faculty member may resolve the matter by determining an appropriate course of action, which may include an oral or written warning; or a grade of "F" or zero on an assignment, project, or examination; or a lower grade or grade of "F" or "No Pass" for the course. The completed Academic Integrity Concern Form is submitted to the Associate Dean of Academics and Workforce.

In the event the faculty member's investigation is pending at the time course grades are due, the faculty member may elect to submit a mark of "I" (Incomplete), with the student informed in writing by the faculty the reason for the investigation and the incomplete mark via the Academic Integrity Concern form.

## **Consequences for Violations of Academic Honesty**

### **Involvement of the Vice President Academic Affairs:**

If the accused student contests the faculty member's decision, a meeting with the Vice President Academic Affairs may be requested.

If the faculty member wishes to assign a grade of "F" or "No Pass" for the course, or initiate further disciplinary action (e.g., place the student on program-based academic probation), the student is entitled to a meeting with the Vice President Academic Affairs for the purpose of further inquiry into the incident.

Within ten (10) working days of receiving the Academic Integrity Concern Form, the Vice President Academic Affairs coordinates a meeting between all parties regarding the alleged incident of academic dishonesty. Official notification of this meeting should be in writing. The purpose of the meeting is for the student to hear the charges and present his/her side of the case. The Vice President Academic Affairs will consider any evidence submitted within seven (7) days of the meeting, and interview persons as warranted. The Vice President Academic Affairs determines if the action recommended by the faculty member is appropriate. If the student misses the meeting, the faculty member and the Vice President Academic Affairs may proceed with the process to completion.

Within five (5) working days of the meeting, the Vice President Academic Affairs sends written notification of the results of the inquiry to the student and faculty member. The decision of the Vice President Academic Affairs is final. Further consequences may be imposed by the Vice President Academic Affairs in cases of grievous violations of academic honesty or for a continued pattern of violations. See the OCCC College Catalog and the OCCC Student Handbook for additional information. Both are available on the college website.

## CLASSROOM AND TESTING POLICY

Exams are primarily used to test learning of theory in the EMS courses. Students are responsible for learning based on textbook assignments, other required reading, required audiovisuals, and lecture content. Exams may include some questions that require math calculations; only approved calculators may be taken into the testing area. Most exams are completed using computers.

1. Exams are criterion-referenced, and knowledge is compared to a set standard, not to how other students perform on the test. Knowledge and comprehension level questions will be the minority of questions on exams. Being able to remember and understand information is a basic way of learning. However, while this type of knowledge is important and the basis for the other levels of knowledge, it alone is not enough to guarantee the provision of safe care. Two-thirds or more of program exams will typically involve application, judgment, and/or evaluation. The ability of the AEMT student to make decisions about patient care at these high levels of knowledge is the best indication of thought processes required to meet the needs of clients for the promotion, maintenance, and restoration of health.
2. Exams will be given as scheduled. Test-taking times will be strictly adhered to; students arriving late will submit their test when time is called.
3. If unable to take an exam or arrive on time, students are required to notify the instructor giving the exam and the department administrative assistant by calling and leaving a voicemail message BEFORE the exam is given. Students must make arrangements to take missed exams with the instructor within a 24-hour period. Students who repeatedly arrive late for or miss exams may endanger their progression in the Program.
  - a. In no instance, may students keep or copy their exams or test forms. Once you have submitted your exam electronically you will be allowed to view it once in the proctored classroom. If it is determined that you are accessing exams once you have left the proctored setting this will be considered a violation of academic policy.
  - b. Retests or extra credit exams or projects are not available.
4. Computerized testing
  - a. Students may have a pen or pencil at their desk (which will be turned in at the end of the test). All other personal items are to be placed under their seats when entering the classroom on test days. Scratch paper will be provided.
  - b. No apparel or device is permitted that obscures students' eyes from observation by the test proctor(s) (e.g. brimmed hats, sunglasses).
  - c. If a student needs technical assistance, he/she may signal the test proctor, otherwise no questions will be answered during the exam time
  - e. No talking, signaling, or sharing materials with other students is allowed during any test situation unless specifically directed by the instructor as part of the requirements for the exam.

## Disability Services

The College provides a variety of support services to students with disabilities. All such services are elective and must be requested by the student. Any student who requires accommodation for any type of disability should make an appointment with Student Affairs. All information volunteered by students about disabilities is treated in a confidential manner.

## General Policies

### Attendance in Bad Weather Conditions

1. Students should follow College Policy for campus classes. On mornings when weather may force the College to be closed, or classes delayed, radio and television stations will be notified of the closure by Public Safety, hopefully by 6:00 a.m. and or your clinical instructor.
2. Students may access school closure information via local radio and television stations and the college website. In addition, a recording of delay/closure information will be put on the main campus telephone number (541-265-2283).

Oregon Coast Community College now uses FlashAlert, an Internet-based system for delivering changes in schedule (such as snow closures), and other news, to the news media. Message delivery is also available directly to students, staff, faculty and the public through FlashAlert Messenger.

You may self-register and manage up to three home or office email addresses and receive emergency information moments after we post it, at no cost to you.

To get started, visit [www.FlashAlert.net](http://www.FlashAlert.net) and click on our region on the map. Use the search field to find Oregon Coast Community College.

You start the subscription process by filling in your email address. You may enter one or two more email addresses. After entering them, you will be led through a simple validation process for each address.

Note: There is no clinical even if students and faculty are on-route or have arrived at a clinical site when a decision to close OCCC or to open late is made.

1. If OCCC is closed, there is no clinical experiences for that day.
2. If OCCC opens late on a campus lecture day, class will begin at the later time providing the campus opening occurs within the usual classroom meeting time.
3. When OCCC is open, individual instructors may use their own judgment to make decisions about clinical as follows:
  - a. Clinical may be canceled at a site within Lincoln County or its environs when the weather in that area is bad.
  - b. Clinical may be canceled when travel to clinical is hazardous for the instructor.
  - c. Students may be dismissed early from clinical if the weather worsens after faculty and students arrive.
4. When clinical is canceled by an individual instructor, this information will be conveyed to students by telephone.

5. Students need to exercise good judgment regarding their own safety before deciding to drive to either clinical or campus when the weather is bad.

## **Children and Pets**

Arrangements must be made for children and pets. They **may not** be brought to class, conferences, counseling sessions, Skills Lab, or clinical environment.

## **Tobacco-Free Campus Policy**

Oregon Coast Community College Board of Education is committed to providing a safe and healthy environment for its employees, students and visitors by designating and maintaining each OCCC facility as tobacco-free environment.

Considering U.S. Surgeon General findings, OCCC will communicate to its employees and students that exposure to secondhand tobacco smoke and use of tobacco products are significant health hazards.

Consequently, use, distribution, or sale of all tobacco and nicotine products except those approved by the FDA for smoking cessation, in College buildings or on College premises, including in parking lots or outdoor spaces, without exception, or in College-owned, rented or leased vehicles, is prohibited. For this policy, "tobacco" is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product; and smokeless or spit tobacco, also known as dip, chew, snuff or snus, in any form, vaporizing, electronic and any other form of device used for the purposes of smoking, vaporizing, dissolving, inhaling or ingesting any form of tobacco or nicotine product not approved by the FDA for smoking cessation.

## **Emergency First Aid**

Oregon Coast Community College does not require, nor does it have the expectation that students in the EMS/AEMT Program will provide emergency first aid to staff, students, or visitors on our campuses. If a student administers first aid, he/she assumes the liability for such action.

## **Injury/Illness**

Student may not be in the clinical setting with the following:

Students with a fever, diarrhea, an open lesion (e.g. "weeping" sores), a contagious disease, an uncontrolled productive cough, or an uncontrolled cold symptom. This may include you being required to obtain a medical release from your health care provider before returning to class or clinical. Questions regarding clinical attendance should be directed to the clinical instructor.

For any condition, e.g. an illness, injury, prescription medications or surgery that could impact the student's ability to safely perform client care while maintaining their own safety and that of the client, a statement will be required from a physician/licensed primary health care provider stating that the student is medically cleared to perform patient care responsibilities without restriction as spelled out in the program's Technical Standards.

If the physician identifies restrictions are required, faculty will review the medical release form information provided by the physician/licensed health care provider and determine if the student can continue in clinical experiences.

The student must share a copy of the program's "Technical Standards document with the physician/licensed primary health care provider when requesting the medical release and must provide the program director or instructor with a copy of the medical release by the time frame specified by the instructor.

Students must report all body fluid splashes, needle sticks, and other accidents or events that could endanger their health occurring during clinical training to facility, instructor and College immediately. The instructor will assist the student in obtaining treatment, if required, and completing the required forms in accordance with institutional policy and OCCC policy. Worker's Compensation Insurance covers student injuries in a clinical facility. Worker's Compensation Insurance does not cover student injuries in the skills lab setting and students are responsible for any associated costs.

### **Pregnancy**

A pregnant student must understand that the course outcomes expected of her, is the same as that expected of any other student. The student must share a copy of the program's "Technical Standards document with her health care provider and must notify (via medical release form) the Director of Allied Health Programs. If the physician places any restrictions on clinical performance of those functions. Faculty will review the medical release form information provided by the physician/licensed health care provider and determine if there are any restrictions in the skills lab environment based on the physician's recommendations or orders.

### **FERPA and Release of Educational information**

In compliance with The Family Educational Rights and Privacy Act (FERPA), Oregon Coast Community College releases only very limited information regarding students. All students should be aware that some confidential information may be posted/shared. Information includes posting of student name with physical location of campus and clinical assignments, and reporting immunization, TB testing, Criminal Background Checks; Drug Screening and CPR certification to some contracted clinical sites. For more information regarding FERPA, contact student services.

### **Insurance**

All students are required to be covered by student nurse liability insurance to complete program objectives in the off campus clinical facilities. This insurance covers claims of malpractice that might be lodged against students. The college supplies the insurance. The cost of the insurance is part of the general College lab fees collected at registration. Students are not covered by health and accident insurance by the College. The College does provide workers' compensation coverage for student illnesses or injuries that result directly from activities required by course objectives at off campus clinical sites. This coverage is not available for on-campus laboratory activities. Student health insurance is recommended. Information on student health plans is available through Student Services.

## **Non-Discrimination/Non-Harassment**

Oregon Coast Community College is committed to maintaining a learning and working environment that is free of harassment for all persons. It is the policy of OCCC that all its students and employees will be able to learn and work in an environment free from discrimination and harassment. Therefore, it is a violation of College Policy for any student or employee to engage in harassment (including sexual harassment) of any other college student or employee based on personal characteristics, including, but not limited to race, religion, color, gender, sexual orientation, national origin, age, marital status, parental status, veteran status, or disability.

Any student, employee, or organization with a substantiated violation of this policy will be subject to disciplinary action including possible suspension and/or expulsion, or dismissal.

The College has regulations and procedures to disseminate this policy, to train supervisors, to provide channels for complaints, to investigate all complaints promptly and carefully, to develop and enforce appropriate sanctions for offenders, and to develop methods to raise awareness and sensitivity among all concerned.

## **No-Show/Drop**

Oregon Coast Community College has a No-Show/Drop procedure. If a student does not attend orientation and the first- class session or does not contact the instructor prior to missing the first- class session, the student may be dropped at the discretion of the program director. If a student is dropped under this procedure, the student will be mailed a notice informing him/her of the date they were dropped, the course number and name, and the instructor name. **Note:** This may affect the student's eligibility for tuition assistance if he/she is a veteran, on financial aid, or sponsored by an agency.

## **Sexual Harassment Policy**

It is the policy of Oregon Coast Community College that all students and employees learn and work in an environment free from sexual harassment and discrimination. OCCC will not permit sexual harassment in the academic environment or workplace at any time. Each student and employee is responsible for assuring that the college environment is free from sexual harassment.

As defined in OAR 839-07-550, sexual harassment is a form of discrimination related to or because of, a person's gender. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when the conduct is directed toward an individual because of his/her gender and:

- a. submission to the conduct is made either explicitly or implicitly a term or condition of his/her student status or employment status, or
- b. submission to or rejection of the conduct by an individual is used as the basis for academic or employment decisions affecting him/her, or
- c. the conduct has the purpose or effect of unreasonably interfering with an individual's performance as a student or work performance or creating an intimidating, hostile, or offensive working relationship.



Students who have been the subject of sexual harassment from OCCC staff, faculty or fellow students will report the problem to the Vice President of Student Affairs or the Human Resources Director. Investigations will be conducted with discretion and concern for the protection of individual privacy. Upon the determination that an act of harassment has occurred, immediate and appropriate corrective action will be taken.

Students who instigate or participate in sexual harassment will be subject to disciplinary action up to and including expulsion. Employees who instigate or participate in sexual harassment will be subject to disciplinary action up to and including dismissal. No student will be expelled, suspended, or otherwise harassed or discriminated against because he/she has filed a complaint, or has objected to, or testified about, a possible violation of the law and/or OCCC policy. No form of retaliation will be taken against any student or employee who reports an incident of alleged harassment. Students or employees who knowingly bring false or fabricated complaints of sexual harassment will be subject to disciplinary action up to and including expulsion and/or dismissal respectively.

### **Transportation**

Students are responsible for their own transportation to and from school and clinical facilities. Students may also share rides with other classmates when this does not interfere with their assignments.

### **Confidentiality of Information/Social Media/Publication Policy**

*(Also refer to the Samaritan Social Media Policy in this handbook)*

1. Confidentiality is one of the primary responsibilities of every student in a clinical setting. Confidential information is defined as any information, written, spoken or electronically transmitted, whose unauthorized or indiscreet disclosure could be harmful to the interest of a **client, employee, physician, the institution, a student or an instructor**. **Examples of such** information include, but are not limited to, personally identifiable medical and social information, professional medical judgments, classroom and post-conference learning activities and discussions.

2. All information about clients, including the nature of the client's disease, diagnosis and treatment is to be considered protected by applicable state and federal laws and by this policy. Incident reports relating to risk management issues and any other information designated as of a private or sensitive nature is also included in the category of confidential information.

3. This policy applies to information maintained in an electronic fashion by the facility's computerized information system as well as to written or spoken information and records. Computer or medication dispensing machine passwords are solely for the use of the person to whom they are assigned (unless the facility assigns one password to an instructor for the use of students) and must not be shared to prevent unauthorized access to confidential information. **No portion of a client's record is to be photocopied or removed from the facility.**

4. Students will be required to complete facility specific **HIPAA** education within the facility's timeframe and will not be allowed into clinical in the facility if the HIPAA training is not completed.

5. Students are expected to follow the Samaritan Social Media Policy and HIPAA policies, regardless of placement, unless otherwise directed.

6. Students must understand that clinical affiliation agreements state the following: “at no time while a student or in the future shall any student publish or cause to have published any material relative to their learning experience at any clinical facility unless approved by both OCCC and the clinical facility.”
7. **Absolutely no reference to a patient** (even if all identifying factors have been removed) should ever be shared electronically via any social networking site such as Facebook or via email outside of the password protected Canvas email. Communication of any patient information should be only for clinical education purposes. In addition, clinical facility or staff information must never be shared via email or social networking sites. Students must never take pictures of patients whether a patient gives permission or not. Only clinical facility or OCCC staff following facility and OCCC policies with appropriate signed permissions will take any pictures needed for educational purposes.
8. Students must request permission before audiotaping or videotaping an instructor, and when they are permitted, such tapes or pictures must only be used for educational purposes within the program unless other express, signed permission is given by the instructor. Educational material (e.g. lesson PowerPoints or outlines) posted on Canvas for course student use are not to be posted by students on any other media or site.
9. A class formed social media site such as, Facebook, blogging, or group me, that references the college (OCCC), any college class, any student, or any instructor is not considered private. The college may request access to any social media site that references any of the above. This must be provided, or the student(s) involved may face disciplinary action.
10. Students should understand that negative information about any person posted on any social networking site or other site reflects on the professionalism, integrity and ethical standards of the person posting the information. Employers are known to periodically and randomly search public blog and profile sites.
11. Violation of this policy will result in the initiation of a disciplinary process and may result in dismissal from the Medical Assistant program.

### **HIPAA (Health Insurance Portability & Accountability Act)**

The New HIPAA Regulations & Guidelines for Dispersing Patient Information for Student Clinical Assignments: A general guiding principle for having and using any clinical data is that no person should be able to link the information that is recorded on a piece of paper with an actual patient. Specific implementation of the guidelines may vary, as the school must abide by the rules of a particular clinical facility, and the more stringent standard must always be followed. The college shall reinforce the policy that no portion of the patient’s medical record should ever be photocopied. Do not use a patient’s name, medical record number, or social security number on any recorded information. Samaritan Health Services HIPAA Policy is followed at all facilities unless as otherwise stated.

### **Violations of HIPAA regulations:**

Violation of patient confidentiality and HIPAA guidelines will result in the student being placed on probation or possible dismissal from the Program. Students placed on probation for HIPAA violations will remain on probation for the remainder of their enrollment in the EMS/AEMT whether enrollment is consecutive or interrupted by time out of the Program. A second occurrence of HIPAA violations will result in dismissal from the Program.

Because opportunities to demonstrate a satisfactory level of competence with performance-based outcomes may be limited based on patient availability in sites, students are expected to exert a maximum effort to avoid absences and to demonstrate competence with every opportunity that presents. A maximum effort to demonstrate competence is especially important for the critical elements of a course including those that require written work to demonstrate competence. Repeat opportunities to demonstrate competence for critical elements may not be available.

### **Student Responsibility Related to Injury and/or Exposure to Contaminated Body Fluids**

1. EMS students are required to report all injuries sustained in their assigned facility or skill lab to the instructor immediately. The instructor will assist the student in obtaining treatment, if necessary, and completing the required forms in accordance with institutional policy. If an injury occurs in the clinical facility Worker's Compensation Insurance covers it.
2. Student Responsibility if Exposed to Contaminated Body Fluids
  - a. Clean your wound immediately with disinfectant soap
  - b. Notify your instructor or the Director of Health & Human Services
3. Your instructor will contact Samaritan Occupational Health Services at 775 SW 9th St., Suite E, Newport, OR 97365, phone 541-574-4675 and tell them you need to be seen for a potential occupational exposure to BBP. Treatment needs to be within 2 hours of exposure. If the Occupational Health Department is closed seek treatment in the local emergency room.

### **Alert Progress Record (APR)**

This document is submitted when faculty observes a student's behavior that is not consistent with meeting the program-based competencies. This form is utilized to identify areas of concern and assist the student with a plan to succeed in the program.

During the term, the student may receive an Alert Progress Record which includes, but not limited to: arriving late for the class, being unprepared for class and unable to perform a skill previously learned, identified unprofessional behavior, observed repeated negative actions or issues, or grade average is below 75%. This documentation will become part of the student's permanent file, however, if the problem is resolved, then no further action will be taken. If the problem continues to exist, instructor and student will meet the Director of Allied Health Programs about further action that needs to be taken such as a probation contract.

### **Probation Record (PR)**

PR is notice to a student that immediate changes are needed in some behavior(s) to prevent either failure or dismissal from the Program. Subsequent occurrences of problem behavior during a probationary period will result in disciplinary action, which may include dismissal from the program. The instructor identifying the problem behavior informs the student and schedules a three-way conference among the student, the instructor(s), and the Director Allied Health Programs or the Director's delegate. The PR documents the problem

and a plan to remedy the problem, specifies the conditions for retention and progression in the AEMT Program, and documents the conference. Students receive a copy of the PR.

## **Campus Resources**

OCCC makes available an array of services to assist students. Descriptions of these services are available in the College Catalog and on the OCCC website ([www.oregoncoastcc.edu](http://www.oregoncoastcc.edu)) under Student Services. Examples of a few of these services follow.

### **Academic Advisement**

OCCC offers academic advising to students through the Student Services Department. All EMS students should meet with an advisor in Student Services on a regular basis to ensure that graduation requirements are being completed in a timely fashion. It is required that students meet with their advisor each term before registering for the subsequent term.

### **Your College Store**

Students may purchase textbooks and supplies at the College Store. In addition to textbooks and supplies for classes, the College Bookstore has available for purchase Oregon Coast clothing and food products. Each term during finals week, the Bookstore has a used book buy-back for textbooks that are needed for the next term.

### **Career and Transfer Readiness Center**

The Career and Transfer Readiness Center (CTRC) offers several resources to assist students as they transition from OCCC. We offer resume assistance, career goal setting and interview preparation. We also have access to career databases and have connections to almost every four-year university in Oregon.

### **Computer Labs**

The computers in the College Commons Area are available to students. They may also use the computers in the lab at the North County Campus Center in Lincoln City.

### **Counseling Services**

Student Services is open during regular school hours for students who may need educational and vocational counseling. Appointments are to be scheduled.

### **Disability Services**

The College provides a variety of support services to students with disabilities. All such services are elective and must be requested by the student. Any student who requires accommodation for any type of disability should make an appointment with Student Affairs. All information volunteered by students about disabilities is treated in a confidential manner. (See Technical Standards section for more details.)

## **Financial Aid**

Any student needing financial assistance should contact the Financial Aid Advisor in Student Affairs. Loans, scholarships, and awards specifically designated for students are available through this office.

## **Health Insurance**

The EMS/AEMT Program recommends that all incoming students carry some type of health insurance. Preventive measures such as immunizations are a student responsibility. Students are *not* covered by the College for health and accident insurance.

## **Job Search & Placement**

OCCC does not provide job placement services. However, many resource materials are available for resume writing and interviewing techniques in the library. [www.OLMIS.org](http://www.OLMIS.org) lists openings throughout Oregon.

## **Library Services**

The Library contains a collection of onsite materials that focus on courses taught at OCCC as well as an interlibrary loan service capable of locating materials throughout Oregon and the world and having them sent to OCCC. Computers in the Commons are available to access library materials, electronic information resources, the Internet, and word processing programs.

## **Student Clubs**

Several clubs on campus are open to students who desire to be involved in student activities. The Associated Student Government of OCCC is open to all. The Aquanauts focuses on Aquarium Science topics and is also open to all students. Phi Theta Kappa is an honorary society designed for students with a 3.50 or higher GPA. The OCCC chapter is Beta Delta Lambda. Membership in this organization can benefit students with the prospect of scholarships and awards.

## **Tutoring Services**

Tutoring assistance is available. Please contact Student Affairs, OCCC Central Campus.

## **Writing Center**

Assistance with writing is available. Contact Student Affairs for current contact information.



## **OCCC EMS/AEMT Program Policy: for Occupational Injury or Bloodborne Pathogen Exposure during Clinical Experiences**

### **PURPOSE**

To establish a standardized procedure to protect students and faculty members from exposure to blood borne pathogens (BBP) or occupational injury and to manage any unanticipated or inadvertent exposure to blood borne pathogens or occupational injury during assigned educational clinical experiences. The protocol includes the standards established by the Center for Disease Control (CDC) and the Occupation Safety and Health Administration (OSHA).

### **RATIONALE**

Students enrolling in medical programs participate in invasive or exposure prone procedures, such as the provision of care to patients in health care facilities.

The educational program prepares students to practice in the safest possible manner to prevent exposure and injury. However, in the event of an unanticipated or inadvertent exposure or occupational injury the procedures outlined here will provide the most current approach to the protection of student health.

Blood borne pathogens are potentially infectious materials, including Hepatitis B virus (HBV), Human immunodeficiency virus (HIV) and hepatitis C virus (HCV). Such infectious materials may be found in all human body fluids, secretions, and excretions, except sweat. Exposure to blood borne pathogens may be unanticipated or inadvertent exposure via eye, mouth, other mucous membrane, non-intact skin, or parenteral contact (such as a needle stick) with blood or other potentially infectious materials.

Occupational injury includes direct patient/client care in the clinical environment or by the nature of being exposed to occupational hazards as noted by the Center for Disease Control (CDC) Occupational Safety and Health Administration (OSHA).

### **PROCEDURES**

1. All clinical faculty and students that are enrolled in Oregon Coast Community College EMT/AEMT Program with a clinical component are required to be immunized against Hepatitis B Virus (HBV).
2. All students and faculty members are required to practice standard precautions when caring for patients and take reasonable precautions to prevent exposure to blood borne pathogens through the use of standard precautions and personal protective equipment, such as gloves, masks, gowns, etc.
3. Health care facilities are expected to supply students and faculty members with the personal protective equipment, safety guidelines and equipment needed to protect against exposure to bloodborne pathogens (BBP) and injury in their settings.

4. Health care facilities are expected to advise the College about any site-specific training needs for students and faculty members related to protection against exposures to BBP and occupational injury prevention.
5. The College will provide students and faculty members with the required annual training regarding protection against exposure to BBP, and occupational injury according to OSHA and CDC guidelines. In addition, the college will ensure that students and instructors have at least started the hepatitis B vaccination series before clinical assignments begin and provide for any post-exposure follow-up evaluations and care of students and faculty.
6. Faculty members will advise students to report to them immediately any injury or BBP exposure incident that occurs during required clinical experience.
7. In the event of a BBP exposure the student or faculty member needs to cleanse the wound/site immediately with disinfectant soap. The faculty member will take the responsibility to contact Samaritan Occupational Health Services (SOHS) at 775 SW 9<sup>th</sup> Street, Suite E, Newport, OR 97365, phone 541-574-4675. SOHS is to be notified that an individual needs to be seen for a potential occupational exposure to BBP. Treatment needs to be within two hours of exposure. If the Occupational Health Department is closed, then the faculty member or student is to seek treatment in the closest emergency room department.
8. If a student or faculty member experiences an exposure incident for BBP or injury in a health care facility during required clinical placements, complete the form titled "Oregon Coast Community College Incident Report," and the Oregon Coast Community College incident report form and any site-specific documentation that is required.
9. If any other non-BBP-occupational related injury or exposure incident requires treatment, it cannot be assumed that the College will pay the cost of any care or services provided to students or instructors for injuries. For this reason, the Safety Officer requests that we refrain from making statements like "The College will pay for care." However, the same protocol as noted in # 7 and 8 must be followed.
10. Notify Dr. Crystal Bowman, Director Allied Health Programs @ 541-867-8520 after the injury or exposure incident has been attended to. Unless there is a problem handling the incident and you need the Director's help, this notification can be done at your first opportunity during regular college office hours.

***In addition, the Safety Officer at OCCC will need to be contacted regarding BBP exposure or any injury to faculty or students in the clinical skills lab or classroom environment @ 541-867-8549 or the HR Manager @ 541-867-8515.***



**OCCC EMS/AEMT Program Policy: for Occupational Injury or Bloodborne Pathogen Exposure during Clinical Experiences**

**Acknowledgement Statement Form**

*Oregon Coast Community College EMS/AEMT Program requires that each student and faculty must sign and return this form prior to any clinical placement affiliated with their experiences at Oregon Coast Community College EMS/AEMT Program. The policy has been developed for your safety and that of the clients for whom you and your students care for.*

I. I understand that prior to beginning of an assignment through Oregon Coast Community College in a clinical agency I must review the following content related to blood borne pathogens:

- Epidemiology & symptoms of blood borne diseases
- Models of transmission
- Methods to control exposure
- Information on protective clothing and equipment
- Emergency information Policy Related to Injury or Bloodborne Pathogens Exposure
- Bloodborne Pathogen Exposure Policy at assigned facility
- OSHA Safety Guidelines for healthcare facilities; fire safety, electrical safety and hazard communication guidelines
- Explanation of the college's exposure control plan (contained in the *Policy Related to Injury or Bloodborne Pathogens Exposure*)

II. I acknowledge having reviewed the following on an annual basis related to my assignment with the Oregon Coast Community College EMS/AEMT Program

\_\_\_ Reviewed the policy and procedures related to standard transmission-based precautions @ the assigned facility

\_\_\_ Completed the online training through Samaritan Health Services

\_\_\_ Reviewed CDC and OSHA Guidelines and Documents related to:

\_\_\_ CDC Coronavirus Guidance for Healthcare Workers@ <https://www.cdc.gov/coronavirus/2019-ncov/hcp/testing.html>

\_\_\_ Workplace Safety and Health Topics: Bloodborne Infectious Diseases: HIV/AIDS, HEPATITIS B, HEPATITIS C @ <http://www.cdc.gov/niosh/topics/bbp/#prevent>

\_\_\_ Healthcare-associated Infections (HAIs): Tools for Protecting Healthcare Personnel @ <http://www.cdc.gov/HAI/prevent/ppe.html>



\_\_\_\_\_ Protecting Healthcare Personnel @ [http://www.dcc.gov/HAI/prevent/ppe\\_train.html](http://www.dcc.gov/HAI/prevent/ppe_train.html)

\_\_\_\_\_ OSHA Recommended Safety Guidelines @ Occupational Safety & Health Administration  
<https://www.osha.gov/SLTC/healthcarefacilities/index.html>

\_\_\_\_\_ Hazard Communication @ <https://www.osha.gov/dsg/hazcom/index.html>

\_\_\_\_\_ Healthcare Wide Hazards: Fire @  
<https://www.osha.gov/SLTC/etools/hospital/hazards/fire/fire.html>

\_\_\_\_\_ Electrical Safety @  
<https://www.osha.gov/SLTC/etools/hospital/hazards/electrical/electrical.html>

III. I have been provided a copy of the Oregon Coast Community College EMS/AEMT Program Policy for OCCO EMS/AEMT Program Policy: for Occupational Injury or Bloodborne Pathogen Exposure during Clinical Experiences for my current and future reference. I have read the policy, agree to abide by the contents and shall retain it for future reference:

**Faculty/Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Adapted from Policies and procedures from Chemeketa Community College, University of Washington and Villanova University College of Nursing



**Oregon Coast Community College  
Incident Reports**

An incident report (or Quality Assurance report) is required under any circumstance when real or potential injury or loss has occurred to a student or patient. The incident reporting process is part of a quality improvement process as well as a formal tracking mechanism when untoward outcomes may have occurred. Situations involving a student, or a patient being cared for by a student, will likely require completion of two sets of reporting documents, one for the college and one for the facility.

	Facility Incident Report submitted to Dept. manager	OCCC Incident Report Form
Student's patient involved	X	
Student only involved		
Student injured	X	X
Potential for injury due to violation of standards	X	

**Incidents involving a patient assigned to a nursing student:**

- The first action must be attending to the well-being of the patient and reporting to the appropriate person(s). The student with staff or instructor supervision should then complete a facility Incident Reporting form. Students may enter content on the form, but the signature must belong to staff person
- The student or staff person will need to notify the instructor who will complete and submit an Incident Report form for Oregon Coast Community College

**Note: For any accidents and/or medical occurrences involving a student**

- Notify the OCCC Faculty who is responsible for completion of an OCCC College Incident Report Form.
- The student is to be seen in the facility ER (or Occupational Health if at SPCH)
- Complete the correct facility incident report form.

***This form is to be submitted by the Clinical Faculty to the Director of Allied Health Programs within 24 hours***



**Report all incidents that occur resulting in bodily injury or damage to someone else's property.**

Location: \_\_\_\_\_ Time of incident: \_\_\_\_\_ Date Reported: \_\_\_\_\_

Injured Person's Name: \_\_\_\_\_ Age: \_\_\_\_\_ Sex:  Male  Female

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Parent's Name (if under 18): \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Time: \_\_\_\_\_: Day of Week: \_\_\_\_\_

Where did the incident happen? \_\_\_\_\_

Who was supervising? \_\_\_\_\_

How did the incident happen? (Describe fully, stating whether the customer fell, etc.): \_\_\_\_\_

Description of injury, extent and part of body involved: \_\_\_\_\_

Procedure followed and first aid performed: \_\_\_\_\_

Who administered first aid? (Name and title): \_\_\_\_\_

Were others involved?  Yes  No Names: \_\_\_\_\_

What action is being taken to prevent a reoccurrence (if applicable)? \_\_\_\_\_

Were others notified?  Yes  No Name of person notified: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_



## **EMS/AEMT Student Policy Manual**

I have read the material in the current 2021-2022 - OCCC EMS/AEMT Program Policy Manual and understand it. As an Oregon Coast Community College student, I understand that I must comply with the policies contained in this manual to include the policy on student cheating and plagiarism to continue in the program.

I consent/do not consent to having fellow students perform instructor selected and approved non-invasive and invasive medical procedures (i.e. injections and capillary blood sugar sticks) on me after appropriate instruction and under instructor supervision. I understand that all information regarding clients is strictly confidential, whether written in the clinical record or coming to my knowledge from being in the health care facility and I will comply with the Confidentiality of Information Policy contained within this handbook and HIPAA guidelines and other policies for the clinical facilities. I understand that if I violate the policies I may be subjected to civil penalties and/or disciplinary action.

I am aware of the inherent problems present in the clinical settings regarding lifting clients, communicable diseases that clients may have the potential for needle sticks, exposure to latex, exposure to hazardous materials and radiation, etc. I am also aware that these hazards are always present and proper precautions must be taken at all times. I am also aware that I must use "standard precautions" in caring for all clients.

**Name (Print):** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please sign, date, and return this form to the Administrative Assistant in Health & Human Services**



**Oregon Community College EMS/AEMT Program**

\_\_\_\_\_  
**PRINT NAME**

\_\_\_\_\_  
**DATE**

**CONFIDENTIALITY OF INFORMATION**

During your participation in courses at the OCCC EMS/AEMT Skills Lab sessions, you will likely be an observer of the performance of other individuals in managing healthcare events. It is also possible that you will be a participant in these activities. You are asked to maintain and hold confidential all information regarding the performance of specific individuals and the details of specific scenarios.

By signing below, you acknowledge having read and understood this statement and agree to maintain the strictest confidentiality about any observations you may make about the performance of individuals and the clinical simulation scenarios.

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

**RELEASE FOR STILL PHOTOGRAPHS AND VIDEOTAPES**

I authorize instructors and administrators of the OCCC EMS/AEMT Program to photograph (slides or prints) and/or perform image recording of me during the course of training in the EMS Skill labs. I understand that the photographs will be shown only for educational, research or administration purposes. No public or commercial use of the photographs (slides or prints) and/or videotapes will be made without my additional written permission.

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

**Please sign, date, and return this form to the Administrative Assistant in Health and Human Services**