



CENTRAL OREGON COMMUNITY COLLEGE

2012 - 2013 EMS Program

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EMS Program Entrance and Technical Standards Policies

CENTRAL OREGON COMMUNITY COLLEGE EMS PROGRAM
EMS Program Entrance and
Technical Standards Policies

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Policies for Entrance into the EMS Program

TITLE: Immunizations / TB Screening / CPR

POLICY: In order to enter into the EMS Program, all of the following documentation must be on record with the EMS Department Admin Assistant. Student must show completion prior to the beginning of Fall term for paramedic courses or by the end of the second week for EMT courses and that will be valid through the end of the program. **Any student not turning in the required documentation by the deadline will forfeit his/her seat in the program.** The student will have to re-apply for admission. **NO EXCEPTIONS.** Please come and see us for help and questions before the deadline passes.

PROCEDURE Vaccines are required in accordance with signed clinical agreement between COCC and St. Charles healthcare system.

- **Influenza:** Official documentation must be provided to the Department Admin Assistant showing proof of receiving vaccination. This is required prior to the student being cleared to begin any clinical rotation.
- **Tetanus:** Documentation must be provided showing immunization or booster within previous 10 years.
- **Varicella(chickenpox):** Student must show official documentation of immunization or have a titer drawn to show immunity.
- **Hepatitis B:** Official documentation must be provided to the Department Admin Assistant of three dose series of Hepatitis B vaccines, or vaccine series in progress (dose #1 completed, #2 in one month, #3 approximately 5 months after #2) and/or anti-HBs serological testing showing immunity (taken 1-2 months after third immunization) or documentation of the 1st vaccine and documentation of dose #2 within first 4 weeks of the term, and dose #3 within first 4 weeks of second term.
 - People should not get hepatitis B vaccine if they have ever had a life-threatening allergic reaction to baker's yeast (the kind used for making bread) or to a previous dose of hepatitis B vaccine. Please Note: A letter from your physician (on letterhead) is required to document a medical exemption.
- **MMR vaccine:** Official documentation of two Measles, Mumps, Rubella (MMR) vaccines, at least 4 weeks apart, or if born before 1957, one vaccine; or vaccine series in progress, with first dose prior to the date indicated on the checklist for the term and second dose at one month, which must be completed prior to beginning the clinical component of the course; or laboratory evidence of measles, mumps and rubella immunity ["indeterminate" or "equivocal" level of immunity upon testing is considered non-immune]: or if medically exempt

(Retrieved from the Centers for Disease Control website on 11-17-09.
<http://www.cdc.gov/vaccines/vpd-vac/should-not-vacc.htm#mmr>):

- People should not get MMR vaccine who have ever had a life-threatening allergic reaction to gelatin, the antibiotic neomycin, or to a previous dose of MMR vaccine.
- People who are moderately or severely ill at the time the shot is scheduled should usually wait until they recover before getting MMR vaccine.
- Pregnant women should wait to get MMR vaccine until after they have given birth. Women should avoid getting pregnant for 4 weeks after getting MMR vaccine.
- Some people should check with their doctor about whether they should get MMR vaccine, including anyone who:
 - Has HIV/AIDS, or another disease that affects the immune system.
 - Is being treated with drugs that affect the immune system, such as steroids, for 2 weeks or longer.
 - Has any kind of cancer.
 - Is taking cancer treatment with x-rays or drugs.
 - Has ever had a low patient count (a blood disorder)
- People who recently had a transfusion or were given other blood products should ask their doctor when they may get MMR vaccine.

Please Note: A letter from your physician (on letterhead) is required to document a medical exemption.

Tuberculosis skin test: A negative tuberculosis skin test (PPD) is required annually and must be completed, read, and any follow up care completed Prior to beginning any clinical rotations. When the PPD is done, the test must be read within 48-72 hours to determine if it is positive or negative. The test is to be read by the institution that administered the PPD. If the test was positive, students are required to have a chest x-ray to determine state of health. If a student has had a positive T.B. test in the past, students are required to provide documentation of the positive TB test and a baseline chest x-ray completed within the last 5 years. If a chest x-ray has not been done, this must be completed before the deadline.

Healthcare Provider Level CPR: Students must hold a current American Heart Association Healthcare Provider CPR/AED card or American Red Cross AED/CPR for the Professional Rescuer card. These are the only approved CPR certifications, no other cards will be accepted. The CPR card must be valid through the end of all clinicals and/or field internships.

TITLE	Criminal History Checks
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**COCC
COLLEGE
POLICY:**

Purpose:

Criminal history checks are a crucial piece to a student's successful completion in a program that requires a clinical setting, State licensure or National certification, or before a student enters a facility that provides services to vulnerable people. Consistent with this principle, criminal background checks will be performed according to the following guidelines.

Guidelines:

1. Each Program Director will notify the student in advising and in printed material, i.e. college catalog, program shells, etc., that a criminal background check will be required in the beginning of his/her first term of EMT course and during the application process to the paramedic courses.
2. Completion of and payment for criminal background checks will be the responsibility of each COCC student.
3. Central Oregon Community College recognizes Verified Credentials, Inc. as the third party agency for background checks. Students will be provided directions on completing the background check during advising and in printed material.
4. Criminal background checks will be sent directly to the Program Director and a copy may be sent to the student if requested.
5. When the background check results in a positive result, the Program Director will notify the program's Dean. The Program Director will then notify the student and request a confidential face-to-face meeting to clarify the findings and discuss future options for the student. Students will have due process through the Student Code of Rights & Responsibilities.
6. Program Directors will not disclose student information concerning criminal background checks except as noted above and student privacy will be protected.
7. All criminal background check results will be kept confidential. Students reentering the program will be required to complete an additional background check.

Procedure: Verified Credentials

Students must initiate a criminal history check on or before the deadline date with COCC's designated agency. Go to the Verified Credentials website <http://scholar.verifiedcredentials.com/cocc>. The cost is ~\$55.00 and may be paid for by credit card or check. Students without home computers have access to computer labs in the Library and in the Pioneer building. **This is the only criminal history check accepted at COCC.**

- **Students failing to initiate a criminal history check by first day of class will forfeit his/her seat in the course.**

How It Works:

1. **Enter code for the program you will be attending** located above the "Get Started!" button on the right side of the page

Background Check - Bend Campus - EMS Program
JKHKJ-64642

2. Create an account
3. Enter all required information
4. Provide supporting documentation
5. Track your progress
6. Information will automatically be shared with your school

If you have any questions, our Client Services Team is ready to assist you. Please call us at 800.938.6090 or email us at ClientServices@verifiedcredentials.com.

TITLE: Conditions That May Affect Admission, Clinical Placement, and/or Continuation in the EMS Program

**EMS
Program
Policy**

The EMS Program is required to conduct a national criminal background check on all entering students through a college designated law enforcement data system that must be initiated prior to beginning or re-entering into the EMS Program, and no sooner than twelve months prior to enrollment in the EMS courses. Students that have not initiated this process by the deadline will be denied admission to the course per COCC EMS program policies. For students failing the record check, admission into or continuation in the EMS course will not be possible.

The EMS Program has the right to deny admission or progression in the course to any student whose background poses a threat to an individual, the college, the EMS profession, and/or the community, or to any student that is in violation of the Oregon Administrative Rule Chapter 682 — Regulation of Ambulance Services and Emergency Medical Services Providers: Students are required to submit to a criminal background check to identify criminal convictions that may: (a) Pose a risk to public safety; (b) Preclude the ability to complete required clinical practicum; or (c) Result in Notice to Deny Licensure on application for initial licensure in Oregon.

When admitted to the program, the student must disclose immediately any warrants, arrests, charges, or convictions that arise from the time the check was initiated and through the end of the program. Failure to disclose or concealing a crime is grounds for denial of admission to the program or for immediate dismissal from the program. The EMS Program reserves the right to require additional criminal background checks at the cost of the student. Students with new arrests or charges will be reviewed for progression in the EMS program. Progression will be reviewed by the Program Director and the appropriate College administrators, and may be reviewed with the appropriate clinical facility administrator. One outcome is the student may be required to withdraw immediately from an EMS course. A student may apply for re-entry into the program when charges have been cleared.

If an EMS License held by a student is encumbered or suspended, then he/she must immediately notify the Program Director. Progression in the course will be reviewed by the

Program Director and appropriate College administrators. The student must hold a current and valid EMT or higher license to enroll and/or continue in the paramedic courses

Any student acting in the role of a EMS student will be evaluated for progression according to **Mandatory Reporting Defined, OAR 333-265-01640**. As licensed providers, EMS Faculty are legally required to report any student whose behavior or practice fails to meet standards, or threatens public health, safety, and welfare to the EMS Program Director and Department Chair. The EMS Program Director is bound to report any certified or licensed student to the DHS EMS office, as well as EMS students demonstrating dishonest acts. For non-certified/licensed students, his/her progression in the EMS course will be evaluated by the EMS Faculty, EMS Program Director, Department Chair, and appropriate College representatives.

TITLE: Disqualification Based on Background Checks

POLICY: All applicants whose background checks reveal potentially disqualifying information will be reviewed individually by the EMS Program Director and Department Chair as well as appropriate College Administrators as necessary. Potentially disqualifying information includes, but is not limited to:

- Potentially Disqualifying Crimes
 - Seriousness of the crime
 - Applicability of the crime to the practice of EMS
 - Elapsed time since the date of conviction
- Arrests that have not resulted in convictions
 - Alleged behavior is job-related
 - When the criminal matter is pending adjudication
- Other potentially disqualifying background information
 - Intentional failure to disclose requested or relevant background information.
 - History of conduct contrary to generally accepted codes of conduct and behavior pertinent to pre-hospital EMS care.

Conditions That Might Affect Certification

Conduct or Practice Contrary to Recognized Standards of Ethics

The following list includes, but is not limited to, conduct or practice by an EMS Provider that the Authority considers to be contrary to the recognized standards of ethics of the medical profession:

- Knowing or willful violation of patient privacy or confidentiality by releasing information to persons not directly involved in the care or treatment of the patient;
- Illegal drug use on or off duty;
- Alcohol use within eight hours of going on duty or while on duty or in an on-call status;
- Violation of direct verbal orders from a physician who is responsible for the care of a patient;
- Violation of orders given by an online medical resource physician, whether delivered by radio or telephone;
- Violation of standing orders without cause and documentation;
- Use of invasive medical procedures in violation of generally accepted standards of the medical community;
- Any action that constitutes a violation of any statute, municipal code, or administrative rule that endangers the public, other public safety officials, other EMS Provider, patients, or the general public (including improper operation of an emergency medical vehicle);
- Instructing, causing or contributing to another individual violating a statute or administrative rule, including EMS Provider acting in a supervisory capacity;
- Participation in the issuance of false continuing education documents or collaboration therein, including issuing continuing education verification to one who did not legitimately attend an educational event;
- Signing-in to an educational event for a person not actually present;
- Knowingly assisting or permitting another EMS Provider to exceed his or her lawful scope of practice;
- Unlawful use of emergency vehicle lights and sirens;
- Providing false or misleading information to the Authority, to the State EMS Committee, to the Subcommittee on EMT Licensure and Discipline, to an EMS teaching institution or clinical/field internship agency;
- Responding to scenes in which the EMS Provider is not properly dispatched ("call-jumping"), whether in a private auto, ambulance, or other vehicle, in contravention of local protocols, procedures, or ordinances, or interfering with the safe and effective operation of an EMS system;
- Cheating on any examination used to measure EMS related knowledge or skills;

- Assisting another person in obtaining an unfair advantage on an EMS Provider examination;
- Defrauding the Authority;
- Knowingly providing emergency medical care aboard an unlicensed ambulance;
- Violation of the terms of a written agreement with the Authority or an order issued by the Authority;
- Sexual misconduct that includes but is not limited to:
- Sexual harassment; and
- Engaging or attempting to engage in a sexual relationship, whether or not the sexual relationship is consensual, with a patient, or key party;
- Using the EMT-patient, or EMT-key party relationship to exploit the patient, or key party by gaining sexual favors from the patient, key party.
- Arriving for duty impaired or in a condition whereby the EMS Provider is likely to become impaired through fatigue, illness, or any other cause, as to make it unsafe for the employee to begin to operate an ambulance or provide patient care;
- Failure to cooperate with the Authority in an investigation, including failure to comply with a request for records, or a psychological, physical, psychiatric, alcohol or chemical dependency assessment; and
- Any violation of these rules or any law, administrative rule, or regulation governing ambulances, EMS Providers, or emergency medical service systems.

Stat. Auth.: ORS 682.017

Stats. Implemented: ORS 682.017, 682.220, 682.224

Hist.: PH 13-2010, f. 6-30-10, cert. ef. 7-1-10; PH 15-2011, f. 12-28-11, cert. ef. 1-1-12

TITLE: Technical Standards

PURPOSE: Clear academic and technical standards assure that decisions concerning entrance for all students are based upon nondiscriminatory criteria. Federal law requires the provision of reasonable accommodations to persons with disabilities who possess “the academic and technical [nonacademic] standards” for admission or participation in the EMS program and courses. In courses where enrollment is limited and based on selective criteria, having clearly spelled out academic and technical standards assures the absence of discrimination against qualified persons with disabilities who could have succeeded with reasonable accommodations. Having technical standards available also assists potential applicants with or without disabilities to assess their ability to succeed in the program/courses and the EMS profession. **Technical Standards** for admission are all nonacademic criteria that are essential to participate in the EMS program/courses. These technical standards include personal and professional attributes, skills, knowledge, physical, medical, safety, and other requirements that an individual must meet in order to be eligible for admission to and retention in the EMS program/courses.

682.208 License from Oregon Health Authority; form and contents. (1) A person desiring to be licensed as an emergency medical services provider shall submit an application for licensure to the Oregon Health Authority. The application must be upon forms prescribed by the authority and must contain:

- (a) The name and address of the applicant.
 - (b) The name and location of the training course successfully completed by the applicant and the date of completion.
 - (c) A statement that to the best of the applicant’s knowledge the applicant is physically and mentally qualified to act as an emergency medical services provider, is free from addiction to controlled substances or alcoholic beverages, or if not so free, has been and is currently rehabilitated and is free from epilepsy or diabetes, or if not so free, has been free from any lapses of consciousness or control for a period of time as prescribed by rule of the authority.
 - (d) Other information as the authority may reasonably require to determine compliance with applicable provisions of this chapter and the rules adopted thereunder.
- (2) The application must be accompanied by proof as prescribed by rule of the authority of the applicant’s successful completion of a training course approved by the authority, and if an extended period of time has elapsed since the completion of the course, of a satisfactory amount of continuing education.
- (3) The authority shall adopt a schedule of minimum educational requirements in emergency and nonemergency care for emergency medical services providers. A course approved by the authority must be designed to protect the welfare of out-of-hospital patients, to promote the health, well-being and saving of the lives of such patients and to reduce their pain and suffering. [Formerly 682.145; 2009 c.595 §1083; 2011 c.703 §10]

POLICY:

In order to be admitted and to progress in the EMS Program/Course one must possess a functional level of ability to perform the duties required of a Pre-hospital care provider. At admission, the individual must sign a statement confirming that he/she is able to perform all of the technical standards with or without reasonable accommodations. Admission or progression will be denied if a student is unable to demonstrate the technical standards. If an individual experiences a change during the program/course, so that the technical standards cannot be met with or without reasonable accommodations, the student may be withdrawn from the EMS program/course. The EMS faculty reserves the right at any time to require an assessment by a qualified healthcare provider at the student's expense in order to assist with the evaluation of the student's ability to perform the technical standards.

Disclosure of a Disability. Students with documented disabilities who may need accommodations, who have any emergency medical information the instructor should know or, should make an appointment with the Course Director as early as possible, no later than the first week of the term. Students may also wish to contact the COCC Disabilities Services Office in Boyle Education Center. Individuals will be asked to provide documentation of the disability in order to assist with the provision of appropriate reasonable accommodations. The college will provide reasonable accommodations but is not required to substantially alter the requirements or nature of the Program/Course or provide accommodations that inflict an undue burden on the respective College. Students who disclose a disability and request accommodation after the educational program/course begins may experience a delay in Program/Course progression, although all efforts will be made to promptly accommodate the student.

PROCEDURE:

Central Oregon 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 Program/Courses are expected to be able to complete curriculum requirements which include physical, cognitive, and behavioral core competencies that are essential to the functions of the entry level EMS provider. 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 EMS care. Progression in the program/Course may be denied if a student is unable to demonstrate the technical standards with or without reasonable accommodations.

Central Oregon Community College is obliged to provide reasonable accommodations to qualified students with disabilities, which may include academic adjustments auxiliary aids and or program modifications. 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.

Cognitive:

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

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

- Process information thoroughly and quickly to prioritize and implement EMS care.
- Sequence or cluster data to determine patient needs.
- Develop and implement a EMS plan of care for patients in the pre-hospital setting
- Discriminate fine/subtle differences in medical word endings.
- Report verbally and in writing patient data to members of the healthcare team.
- Perform math computations for medication dosage calculations both with and without a calculator.

Physical:

Motor:

1. Coordinate fine and gross motor movements.
2. Coordinate hand/eye movements.
3. Maintain balance from any position.
4. Negotiate level surfaces, ramps and stairs.
5. Function with both hands free for performing psychomotor tasks.
6. Maneuver in small areas.
7. Attend to cognitive and psychomotor tasks for up to 48 hours.

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

- Transfer patients/patients in and out of bed from stretchers and wheelchairs.
- Control a fall by slowly lowering patient to the floor.
- Perform cardiopulmonary resuscitation (CPR)
- Lift or move (turn, position) patients or objects, pull or push objects, weighing up to 50 pounds 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.
- Carry equipment and supplies to the patient location.
- 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 practice (24-48 hour shifts, days, evenings, or nights).

Sensory:

1. Acquire information from demonstrations and experiences, including but not limited to information conveyed through online coursework, lecture, small group activities, demonstrations, and application experiences.
2. Collect information through observation, listening, touching, and smelling.
3. Use and interpret information from diagnostic maneuvers.

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

- Detect changes in skin color or condition. (pale, ashen, grey, or bluish)
- Draw up a prescribed quantity of medication into a syringe.
- Detect sounds related to bodily functions using a stethoscope.
- Observe and collect data from recording equipment and measurement devices used in patient care
- Communicate with patient and members of the healthcare team in person and over the phone in a variety of settings.
- Detect foul odors of bodily fluids or spoiled foods.
- Detect changes in skin temperature.
- Detect unsafe temperature levels in heat-producing devices used in patient care.
- Detect anatomical abnormalities, such as subcutaneous crepitus, edema, or infiltrated intravenous fluids.
- Feel vibrations such as an arterial pulse.

Behavioral:

1. Demonstrate emotional stability to function effectively under stress and adapt to changing environments.
2. Maintain effective, mature, and sensitive relationships with others.
3. Examine and modify one's own behavior when it interferes with others or the learning environment.
4. Possess attributes that include compassion, empathy, altruism, integrity, honesty, responsibility and tolerance.

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

- Exercise judgment, meet acceptable timeframes for patient care delivery (acceptable timeframes are reflected by ability to carry out the usual patient care assignment for a particular point in the program within the allotted clinical time), work effectively under stress, and adapt to rapidly changing patient care environments.
- Accept accountability for actions that resulted in patient care errors.
- Deal effectively with interpersonal conflict if it arises; maintain effective and harmonious relationships with members of the healthcare team.

Please Note: Pregnancy may pose special problems for women students. While the student's continuation in the Program/Course during pregnancy is encouraged, it is necessary that the faculty be informed of the pregnancy as soon as possible. When a student becomes pregnant, she must notify the Team Coordinator/Primary Instructor. The student will be required to obtain a signed statement from the primary health care provider verifying that the student may safely participate in the Program/Course, including meeting relevant technical standards. Changes in condition must be reported and further documentation may be required. A student who is less than six weeks post partum must also have written documentation from her primary health care provider that states the student can meet the technical standards of the EMS Program/Course in order to return to clinical practice.

Please Note: A student who suffers an injury, or has a surgical procedure during the EMS Program/Course, will be required to provide written documentation from their healthcare provider that states the student can meet the technical standards of the EMS Program/Course in order to return to the clinical practice.



EMS Program– Letter of Agreement

This **Letter of Agreement** is to be read and signed by every student upon entering the EMS Program or upon enrollment in a EMS course at Central Oregon Community College.

Student Name: _____
Please Print Clearly

Student ID Number: _____

My signature confirms the following: that I have been provided with a copy of the *EMS Program Student Entrance and Technical Standards Policies*, and have read and understand its content; that I possess a functional level of ability to perform all of the technical standards with or without reasonable accommodations; and that I agree to abide by the policies detailed therein. Furthermore, I understand that failure to abide by the policies will result in a review of my progression in the EMS Program/Course and will result in a progression Communication Record or a Probationary Record as determined by the EMS Faculty; or could result in immediate dismissal from the EMS Program/Course as determined by the EMS Faculty, EMS Program Director and Department Chair and appropriate College Administrator representatives. I understand that this signed *Letter of Agreement* will be placed in my student file and that I am to retain the student copy for my personal files.

STUDENT COPY

Date: _____
Student's Signature

Date: _____
EMS Program Director



2600 NW College Way • Bend, Oregon 97701

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OFFICIAL COPY
TO BE ON FILE

Date: _____
Student's Signature

Date: _____
EMS Program Director