



program handbook 2012

EMT-PARAMEDIC certificate program

The purpose of this handbook is to familiarize the student with the policies of the program, so as to give direction to the student throughout their course of study.

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OUR MISSION

Mercy College of Ohio, a Catholic institution with a focus on healthcare, educates and inspires students to lead and to serve in the global community.

OUR VISION

We will be the leader in educating individuals committed to intellectual inquiry, social engagement, and life long learning.

OUR VALUES

Compassion - Displaying respect, empathy, and a willingness to listen.

Human Dignity - Respecting the significance of each individual.

Excellence - Pursuing distinction in our professional and personal lives through quality academics and intellectual inquiry.

Service - Engaging the college community to enrich the lives of students through professional and community service.

Sacredness of Life - Revering all life through our thoughts, words, and actions.

Justice - Acting with integrity, fairness, honesty, and truthfulness.

CREDIT CERTIFICATE PROGRAM

EMERGENCY MEDICAL TECHNICIAN-PARAMEDIC

STUDENT HANDBOOK

THE PURPOSE OF THIS HANDBOOK IS TO FAMILIARIZE THE STUDENT WITH THE POLICIES OF THE EMERGENCY MEDICAL TECHNICIAN-PARAMEDIC (EMT-P) PROGRAM AND TO GIVE DIRECTION TO THE STUDENT THROUGHOUT THEIR COURSE OF STUDY.

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DISCLAIMER

Information contained in this handbook is subject to change at any time. The College will make every effort to inform students in the program of any changes in advance of implementation. Questions concerning policies and procedures covered in this handbook should be referred to the Program Lead or Director of Short Term Education Programs.

MERCY COLLEGE

WHO WE ARE

Mercy College is a Catholic, undergraduate institution of higher education founded by the Sisters of Mercy and sponsored by the Mercy system. Our focus is to provide health care and health science related programs, Short Term Education Programs, and other community services. Mercy College values and provides the integration of general and professional studies as the basis for successful career preparation. Excellence in the teaching and learning experience is rooted in the correlation of theory and practice.

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INSTITUTIONAL LEARNING OUTCOMES

1. Exhibit proficiency and competency within one's discipline and in service to others.
2. Integrate critical thinking skills to reason logically using data from appropriate disciplines to solve problems and make decisions.
3. Communicate clearly in both written and oral forms of expression.
4. Demonstrate an understanding of Catholic beliefs and faith within one's ethical and professional decision-making.
5. Display an understanding of cultures and experiences that characterize the global community.

EMERGENCY MEDICAL TECHNICIAN-PARAMEDIC PROGRAM

The faculty and staff of the Emergency Medical Technician – Paramedic Program welcome you to an educational experience in the expanding field of Paramedical Technology. During your plan of study, we will be interacting closely with you to prepare you for independent work as well as the ability to function as an integral part of a quality healthcare team. If you need additional information or assistance while in this program, we encourage you to ask.

INTRODUCTION

The Handbook for the Emergency Medical Technician – Paramedic Program is provided to give complete and accurate information for students accepted into Mercy College’s Emergency Medical Technician – Paramedic Program. Students in this program are required to be aware of ALL the material contained in this handbook.

ACCREDITATION STATUS

Mercy College is accredited by The Higher Learning Commission of the North Central Association of Colleges and Schools.

Mercy College is seeking approval for the Emergency Medical Technician-Paramedic certificate program by the Ohio Board of Regents and the Higher Learning Commission. Program accreditation has been granted by the Ohio Department of Public Safety, Division of EMS for Emergency Medical Technician – Paramedic Education (OH-22). National programmatic accreditation will also be sought through the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP) and the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

GENERAL COLLEGE INFORMATION AND STUDENT SERVICES

The College Catalog is the source for all information regarding the College’s policies, procedures, and student services. The following list is a sample of information located in the Catalog.

- ACADEMIC ADVISING
- ACADEMIC CALENDARS
- CLASS STANDING
- GRADING SYSTEM
- ACADEMIC PROBATION
- ACADEMIC INTEGRITY
- COUNSELING
- CIVILITY STATEMENT
- ATTENDANCE POLICY
- CLASSROOM AND ONLINE ETIQUETTE
- STUDENT RECORDS AND REGISTRATION (SCHEDULING OF COURSES)
- ADDING AND DROPPING COURSES
- CHANGE OF ADDRESS
- TUITION AND FEES
- REFUND POLICY
- FINANCIAL AID
- STUDENT ID BADGES
- FERPA
- DRUG AND ALCOHOL POLICY
- STUDENT CODE OF CONDUCT

TUTORING

Math, Science, and Writing tutoring is available to all students free of charge. For more information, call the Division of Student Formation at 419-251-1734.

BASIC SERVICES

Basic office supplies are available for student use in the Mercy College Library including: pencil sharpeners, 3-ring hole punchers, staplers, and copy machines. Copy Cards are required to print from all College computers and copy machines. Cards are available for purchase at the Library and are re-loadable.

Vending machines are located in a variety of locations around the campus.

- 5th floor, Student Success Center Kitchen, Madison Building
- Ground Floor, near the Cafeteria, Madison Building
- 2nd Floor, near the Rad Tech Lab, 2nd floor Madison Building
- 3rd Floor, Student Lounge, Jefferson Building

It should be noted that eating in or during a particular class is up to the instructor.

CAFETERIA

An ala carte style Cafeteria is located on the ground floor of the Madison Building. Breakfast is served from 7:00 am to 9:00 am and lunch from 11:00 a.m. to 2:00 p.m. Monday through Friday. The Cafeteria offers hot meal options, deli made to order sandwiches, grab and go items, full salad bar, soup, and a variety of side items and desserts.

PARKING

Free, lighted, and monitored parking is available in College lots and the Mercy Healthcare Center parking garage for Mercy College students. Students are expected to comply with the parking regulations issued by the security departments of any affiliated facility. Students, faculty, and staff of Mercy College are required to register their vehicle. Vehicle registration is completed during orientation, and any time thereafter, by the Division of Student Formation, 419-251-1734. Please note that students are not permitted to park in a designated visitor parking space.

ACADEMIC AND PROFESSIONAL STANDARDS

HONOR CODE

As future professionals, it is expected that students will conduct themselves in an ethical, responsible and honorable manner at all times. Adhering to the EMT Code of Ethics (attached as Appendix A in this handbook), rules and regulations of the Emergency Medical Technician – Paramedic Program, Mercy College Core Values, as well as those established by clinical sites is required. Failure to behave in a professional manner can result in a warning and/or removal from the program.

RETENTION CRITERIA/STANDARDS OF PROGRESS

Once enrolled in the program the student is required to:

1. Maintain a 2.0 cumulative grade point average (GPA)
2. Maintain a “C” grade, or higher, in all courses listed in the Emergency Medical Technician – Paramedic Program of Study.

Any grade lower than a “C” is considered a failure. Students who fail a Emergency Medical Technician – Paramedic Program course or withdraw from a Emergency Medical Technician – Paramedic Program course failing may repeat the

course one time only. Please refer to “Progression/Repeating a Course” section in the College Catalog for more information. However, if a student should fail two EMT-Paramedic courses, the Program Lead reserves the right to consider the student for dismissal from the EMT-Paramedic program.

It is the expectation that EMT-Paramedic students should be maintaining grades far higher than the minimum requirements if they expect to be successful in passing the examination.

Students who are unable to meet these program requirements will be subject to academic probation and/or dismissal from the program as outlined in the College Catalog. Students who are dismissed from the program can readmitted as outlined in the College Catalog under “Readmission to the College.”

ACADEMIC DISMISSAL POLICIES

Students in the Emergency Medical Technician – Paramedic Program are subject to the “Dismissal” policy of Mercy College as outlined in the College Catalog.

READMISSION PROCEDURES FOR EMERGENCY MEDICAL TECHNICIAN-PARAMEDIC

Students dismissed from the program for academic reasons may request consideration for reinstatement and will be interviewed by the Admissions, Progression, and Graduation Committee. Complete details of the readmission policy can be found in the College Catalog.

GRIEVANCE POLICY

The grievance policy for student concerns is found in the Student Handbook. The complete policy is available in the library and by contacting the Vice President of Academic Affairs.

LEAVE OF ABSENCE POLICY

A student in good academic standing may request a leave of absence for health or other personal reasons. A “curriculum leave of absence” may be requested by a student needing a course that is not offered until a later term. The student must request the leave of absence in writing through the Student Records Office.

A leave of absence shall not exceed 12 months. After that, the student will be considered as a readmission applicant, unless an extension of the leave of absence has been granted.

EMERGENCY MEDICAL TECHNICIAN – PARAMEDIC PROGRAM

Emergency Medical Technician – Paramedic is a rapidly expanding health care field. The Paramedic is the highest level of pre-hospital care provider and a leader in the allied health profession. The diverse roles of a paramedic include health care, public health and education, and public safety. Through assessment and keen intervention, the goal of the Paramedic is to prevent and reduce mortality and morbidity due to illness or injury. Information obtained at the scene of an emergency is relayed to Emergency Department personnel to ensure the continuum of quality patient care.

EMERGENCY MEDICAL TECHNICIAN – PARAMEDIC PROGRAM DESCRIPTION

The Certificate program in Emergency Medical Technician – Paramedic is established as a three (3) semester full-time program of study. Classes are conveniently offered in a 2 day per week format to accommodate a working professional and to allow for other commitments. In addition to lecture and lab, there are clinical and field practicum requirements. The program is designed to train the Emergency Medical Technician – Paramedic to work as part of a pre-hospital healthcare team for patients of all age groups.

PROGRAM GOALS AND OBJECTIVES

Goals and objectives are determined for each student based on National Standard Curriculum, the NREMT, and CAAHEP standards and required knowledge clusters and learning domains. The goal is to produce a competent entry level paramedic who can function in a rapidly changing pre-hospital health care environment as well as pass the NREMT exam.

The goal of the Emergency Medical Technician – Paramedic program at Mercy College is:

- To prepare competent entry-level paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains

The certificate completer will also be able to:

- Demonstrate clinical competence in performing pre-hospital assessment of the ill or injured victim in a professional manner.
- Demonstrate problem-solving and critical thinking skills in a pre-hospital environment.
- Articulate effective communication skills.
- Understand the importance of continuous learning, professional development and Christian values.

Education is a continuous process through which learners develop knowledge, skills and attitudes resulting in cognitive, affective and psychomotor changes. The faculty will facilitate the teaching/learning process through the sequential presentation of concepts, theories and experimental activities within an environment that promotes mutual trust, critical thinking and self-development.

CLINICAL STANDARDS AND REQUIREMENTS FOR EMERGENCY MEDICAL TECHNICIAN - PARAMEDIC

In order to meet the program competencies, and for successful completion of the objectives of the Paramedic program, students must be able to meet the following requirements:

PHYSICAL
<ul style="list-style-type: none">• Must be physically able to operate a variety of types of equipment including computer, monitor/defibrillator/pacemaker, and other medical equipment
<ul style="list-style-type: none">• Must be physically able to lift, carry, push, pull, or otherwise move objects up to 125 pounds
<ul style="list-style-type: none">• Must be able to lift and/or carry equipment and/or supplies weighing up to fifty pounds
<ul style="list-style-type: none">• Physical demands are in excess of sedentary work, including walking, standing, stooping, reaching, crouching, climbing, balancing, etc. for extended periods of time
<ul style="list-style-type: none">• Must possess refined auditory and visual discrimination. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.
INTERPERSONAL COMMUNICATION
<ul style="list-style-type: none">• Ability of speaking and/or signaling people to convey or exchange information, including the ability to receive information and instructions from instructors, patients, physicians, and other health care providers and provide feedback to same
LANGUAGE ABILITY
<ul style="list-style-type: none">• Ability to read and comprehend a variety of documents, reports, and books such as medical charts, various medical texts, etc.
<ul style="list-style-type: none">• Ability to prepare various documents and reports such as patient reports, etc., using proper format, punctuation, spelling and grammar
<ul style="list-style-type: none">• Ability to communicate with instructors, patients, physicians, other health care practitioners, etc. with poise, voice control, and confidence

INTELLIGENCE
<ul style="list-style-type: none"> • Ability to use critical thinking skills and problem solving skills in order to complete tasks accurately and within assigned time frames • Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems, to deal with nonverbal symbolism in its most difficult phases, and to comprehend the most obscure classes of concepts
VERBAL APTITUDE
<ul style="list-style-type: none"> • Ability to record and deliver information and to follow verbal and written instructions • Able to communicate with others via effective verbal communication • Able to integrate multiple abstract concepts and express them in a comprehensive and concise manner • Able to possess knowledge of medical terminology and symbolism
NUMERICAL APTITUDE
<ul style="list-style-type: none"> • Ability to utilize mathematical formulas; add, subtract, multiply, and divide numbers; determine percentages and decimals; determine time and weight; apply calculations; and utilize descriptive statistics • Ability to utilize metric systems on a regular basis
FORM/SPATIAL APTITUDE
<ul style="list-style-type: none"> • Ability to inspect items for proper length, width, shape, and depth
MOTOR COORDINATION
<ul style="list-style-type: none"> • Requires fine psychomotor coordination of hands and eyes in utilizing a variety of equipment and devices
MANUAL DEXTERITY
<ul style="list-style-type: none"> • Requires the ability to grasp, handle, hold, cut, push, pull, and feel • Must possess adequate finger dexterity to manipulate a variety of control knobs, switches, needles, etc.
PHYSICAL COMMUNICATION
<ul style="list-style-type: none"> • Requires the ability to talk or shout for additional help or assistance, and hear • Must be able to understand various types of nonverbal communication
PERSONAL TRAITS
<ul style="list-style-type: none"> • Requires the ability to build constructive and cooperative working relationships with others and maintain them over time and to develop specific goals and priorities to organize and accomplish work • Must demonstrate professionalism, show the ability to work alone or within a team, demonstrate integrity and sincerity, and show an attitude of caring and sensitivity • Able to maintain the presence of mind in stressful situations to utilize critical thinking skills in order to make appropriate decisions in an expedient manner • Must demonstrate neatness and good hygiene • Requires a positive attitude when receiving constructive criticism • Must be comfortable with physically touching others, including fellow students and patients, and being touched, in a manner consistent with practical learning
TRAVEL
<ul style="list-style-type: none"> • Requires the ability to travel to and from the College campus, clinical facilities, and other assigned locations off campus.

Students unable to accomplish essential program requirements due to learning, physical, mental or emotional disability should contact the Program Lead/Program Advisor.

Having special needs may not preclude a student from entering the program. Any student with a special need should seek help through the Division of Student Formation. More information can be found in The Office of Academic Accessibility, located on the fifth floor of the Madison Building, or on our website at <http://www.mercycollege.edu/current-students/student-formation/academic-accessibility/>.

SERVICES FOR STUDENTS WITH UNIQUE LEARNING NEEDS

Mercy College is committed to making individuals with disabilities full participants in its programs, services, and activities through compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. It is the policy of Mercy College that no otherwise qualified individual with a disability shall be denied access to, the benefits of, or participation in, any program, service, or activity offered by the college.

As such, individuals with disabilities have a right to request reasonable accommodations. Individuals will receive reasonable accommodations in order to fully participate in or benefit from the college's programs, services, and activities in a non-discriminatory, integrated manner.

All college representatives, including faculty, staff, and students are responsible for the implementation of this policy and adherence to the principles of equal access.

INITIATING CONSIDERATION FOR ACCOMMODATION

Students who are seeking assistance from the Office of Academic Accessibility (OAA), on the basis of a specific disability are responsible for:

- Contacting the Office of Academic Accessibility. Students bear the responsibility for disclosure of a disability and the request of services. Official notification usually must be done in person, depending on the nature of the disability.
- Providing complete, adequate, and current documentation from an appropriately qualified professional regarding the disability and the need for accommodations (see OAA Documentation Guidelines).
- Providing notification of disability, request for accommodation, and the supporting documentation within a reasonable time frame. Many accommodations require ample notice to make available.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. In the performance of this job, the employee may be exposed to a variety of hazardous substances, and there may also be skin contact with these substances. The employee may also be exposed to infectious agents including blood-borne pathogens.

The EMT-Paramedic National Standard Curriculum describes the following skills and competencies required by Paramedic Training:

Position Summary

A Paramedic must be a confident leader, have excellent judgment, and be able to prioritize decisions and act quickly in the best interest of the patient. The paramedic must be able to provide quality care, handle high levels of stress, and be willing to take on the responsibility of using the knowledge and skills acquired in an emergency situation.

Description of Tasks

- Functions as primary direct care provider to injured or ill individuals in emergency pre-hospital settings
- Answers verbally to telephone or radio emergency calls from dispatcher
- Drives ambulance to scene of emergency
- Visually assesses scene of emergency
- Radios dispatcher or additional help or special rescue services
- Searches for medical identification as clue to providing emergency care
- Works with other emergency medical providers to safely remove and/or move patients
- Determines nature and extent of illness or injury
- Communicates with and provides direction to EMT-Basic personnel
- Provides quality care to patients of diverse age and cultural groups
- Determines appropriate pharmacological interventions and administers medications
- Provides pre-hospital emergency care of simple and multiple system trauma
- Uses basic and advanced life support equipment to maintain airway
- Assists with emergency vehicle checks, maintenance and repairs
- Maintains proper supplies and equipment, including cleaning and disinfection
- Prepares accurate medical documentation and reports
- Transports non-emergency patients as required

CAREER OPPORTUNITIES

Paramedics provide more extensive pre-hospital care than do EMT-Basics. Paramedics administer medications orally and intravenously, interpret electrocardiograms (EKGs), perform endotracheal intubations, and use monitors and other complex equipment. All fifty states require EMTs and paramedics to be certified. In most states, certificate renewal is required every two to three years, and EMTs and paramedics must take refresher training courses or complete continuing education requirements. Many states restrict certification based on an individual's criminal history.

Career opportunities in the field of Emergency Medical Services continue to expand as the field is shifting away from volunteer services toward paid professionals and the population grows and becomes more urbanized. Job growth through 2012 is projected to be faster than normal. As the baby boomer generation ages, they will require more medical services, spurring more demand for paramedics. Additional job openings will come as current paramedics leave the field because of modest pay, limited advancement opportunities, and stressful conditions. Private ambulance services will provide the biggest number of jobs; competition is keen for the higher-paying jobs found in local fire departments. EMT-Paramedics have the best opportunities as people demand better and better care.

Emergency medical care is required 24 hours a day, so paramedics often must work odd hours and be on call for long periods of time. Emergency medical personnel employed with private ambulance services work an average of 45 to 50 hours per week; with hospitals they work 45 to 60 hours a week; and those with fire departments average about 50 hours per week.

Wages for this occupation vary from state to state. In the state of Ohio, the mean hourly wage is \$16.01, or \$33,300 annually (<http://www.bls.gov/oes/current/oes292041.htm>). Wages vary considerably based on the type of emergency medical service by which one is employed.

EMERGENCY MEDICAL TECHNICIAN – PARAMEDIC PROGRAM REQUIREMENTS

GENERAL REQUIREMENTS

40/40.5* Credit Hours

Complete Emergency Medical Technician – Paramedic program course descriptions along with a curriculum plan can be found at the back of this handbook.

GRADING POLICY OF THE EMERGENCY MEDICAL TECHNICIAN – PARAMEDIC PROGRAM

The grading scale used in the Emergency Medical Technician – Paramedic program courses is as follows:

92-100%-	A
84-91% -	B
76-83% -	C
68-75% -	D
67% and below-	F

EXPENSES

Tuition and Fees – See Mercy College Cost Information Sheet

Textbooks and Supplies

Uniforms for clinicals/field experience

Miscellaneous Expenses: living expenses, transportation, costs for affiliations, field trips, personal insurance, testing fees, hospitalization, workshops, immunizations, physicals, license fees, announcements, etc.

PROGRAM ASSESSMENT PLAN

The program is assessed in the following ways:

• Institutional assessment plan and the plan for assessment of student academic achievement
• Program assessment plan to assess student learning and program outcomes
• Paramedic Advisory Committee supports program planning, evaluation, and improvement
• Student evaluations of the course and the instructor at the end of each semester
• Student evaluations of the course learning objectives at the end of each semester
• Instructors utilize classroom assessment techniques (CATS) during each course
• Students review the clinical component of the program
• Program completers complete an Exit Survey
• Completers are asked to complete a Six-Month Post Completion Survey
• Employers of the program completers are given a satisfaction survey to complete

CLINICALS AND FIELD PRACTICUM

Clinicals consist of two (2) semesters of practical experience, while the field practicum is completed during the final semester. Clinical experiences will be available in area hospitals, and field experiences will be available through a variety of local emergency medical services providers (ambulance services).

Supervision and instruction are provided by a variety of clinical and field preceptors. Students are visited at least once per semester by an EMT-Paramedic instructor. It is possible for clinicals to vary considerably from one site to another. However, clinical student objectives will be consistent for all sites. Students are responsible for providing their own transportation and other associated expenses for the clinicals, i.e., food/parking.

Placement for clinicals requires “C” grades in all Paramedic courses prior to placement. High academic performance does not, in itself, assure placement in the clinical site. Along with academic excellence, Program Lead approval is required for placement in the clinical facility. Inappropriate behavior may preclude clinical placement.

***Not all situations are covered in these guidelines and are left up to the discretion of the Program Lead.**

CLINICAL REGISTRATION

Students register through Empower for clinical and field practicum courses as they would any other course at the College. Tuition and fees apply to all clinical and field practicum courses.

REQUIREMENTS PRIOR TO CLINICAL AND FIELD PRACTICUM

A report of sound health is a requirement of the college and must be completed prior to the start of the first clinical course (EMS 111) or the student will not be able to begin their clinical. The following is required:

1. Annual history/physical examination by a physician of the student’s choice
2. Complete immunization record, including satisfaction of immunization requirements
3. Negative TB test
4. BLS Certification
5. Background check/fingerprinting

Students are required to complete a course for cardiopulmonary resuscitation for healthcare providers (CPR/BLS) certification prior to beginning the first clinical course. It must be HEALTHCARE PROVIDER certification, *American Heart Association* certification preferred. *American Red Cross* Healthcare Provider certification can be accepted initially, but renewals MUST be American Heart Association Healthcare Provider certification. The CPR card must be copied front and back of the card and must be signed. CPR/BLS courses are offered through the Division of Short Term Education at Mercy College as well as at other community agencies. It is the student’s responsibility to maintain certification throughout the entire program.

CRIMINAL CONVICTION NOTICE

Many employers now require employees and students to undergo a criminal background check. The Paramedic program requires students to submit to a criminal background check in accordance with College policy enacted Fall Semester 2011 and Ohio Revised Code 4765.301.

According to Ohio law, (Ohio Administrative Code 4765-08-02), an applicant for a certificate to practice who has pled guilty to, had a judicial finding of guilt for, or had a judicial finding of eligibility for treatment and/or intervention in lieu of conviction for any offense listed in rule 4765-8-01 of the Administrative Code must, at the applicant’s expense, submit with the application a certified copy of the judgment entry from the court in which the conviction occurred, a civilian background check from the bureau of criminal identification and investigation (BCI&I), and a certified copy of the police report or law enforcement agency report, if applicable. Subject to the discretion of the division, failure to submit this documentation will render the application incomplete.

EVIDENCE (DOCUMENTATION) OF COMPLETION OF ALL ABOVE REQUIREMENTS IS MAINTAINED BY A THIRD PARTY ADMINISTRATOR, CERTIFIED BACKGROUND. THE PROCESS FOR COMPLETING AND SUBMITTING THIS DOCUMENTATION IS OUTLINED IN EMAIL NOTIFICATIONS SENT TO STUDENTS PRIOR TO THE START OF THE SEMESTER IN WHICH CLINICALS BEGIN. STUDENTS FAILING TO COMPLETE THESE REQUIREMENTS BY THE DESIGNATED DATE WILL NOT BE ALLOWED TO ATTEND CLINICAL COURSES.

INDIVIDUAL CLINICAL SITES MAY HAVE ADDITIONAL LEGAL OR MEDICAL REQUIREMENTS FOR STUDENTS TO COMPLETE. THIS INFORMATION WILL BE PROVIDED TO THE STUDENTS ASSIGNED TO THAT SITE BY THE CLINICAL SITE SUPERVISORS.

PERSONAL HEALTH AND LIABILITY INSURANCE

Students are required to provide documentation of personal health insurance. However, if a student does not have health insurance a document must be signed indicating personal responsibility for healthcare related fees. All students admitted to the Paramedic Program are provided with required liability insurance by the College.

CLINICAL/FIELD PLACEMENT AND LOCATION

The Clinical Coordinator is the College's authorized representative responsible for placing students at clinical sites. The College cannot assure any student placement in the clinical site of his or her choice with regard to geographical location of the facility or the student's residence. However, whenever possible the student may be placed in the site of his or her choice with the final decision being left to the Program Lead. Clinical sites may be located up to one and a half hour driving distance from the college.

The following criteria are used for placement:

1. Completed clinical requirements-see previous section on Requirements Prior to Clinical and Field Practicum.
2. Students will select clinical day and time once evidence of ALL clinical requirements have been submitted.
3. Student's place of residence
4. Compatibility of a student schedule with prospective site's schedule
5. Grade point average

Students must accept the clinical placement for the semester it is assigned. If the student is unable to accept the assigned clinical, or is not eligible for placement, he or she must direct a letter to the Program Lead stating the reason and a solution as soon as possible and before the end of the semester preceding the clinical. The Program Lead and Director of Short Term Education will evaluate the situation and make recommendations. The student understands that placement is conditional on availability. If the student is unable to meet this commitment, he or she may be unable to complete the program.

DRESS CODE

Students are required to order all clinical uniforms, including polo shirts from the Mercy College Clothing Store, located on the 2nd floor of the Madison Building. Mercy College polo shirts are required for all Emergency Medical Technician – Paramedic program Labs and Clinical sites. All uniforms must be kept clean and neat. Students are encouraged to place polo shirt orders as soon as possible prior to the beginning of Semester 1 and must pay in full before the order will be processed. Students must wear clean dark safety shoes to EMT-Paramedic clinical and field assignments. Croc-like shoes are not permitted.

WHEN AT CLINICALS/FIELD PRACTICUM

- Nametags must be worn at the site at all times.
- Makeup should be natural looking and professional.
- Jewelry should be conservative and in good taste, facial jewelry must be removed if applicable.
- Hair will be a "natural" color (not green, purple, blue, etc.) with hair accessories kept small/tasteful.
- Nails should be clean, of appropriate length, and neutral/business appropriate shades of color. Most healthcare facilities do not allow acrylic nails due to infection hazards.
- Maintain a neat, clean, professional appearance at all times.
- No visible tattoos are permitted in the clinical site.

Dress code in all Paramedic clinical sites will be supervised by the individual site. STUDENTS MAY BE DISMISSED FROM A PARAMEDIC CLINICAL SITE IF DRESS CODE IS VIOLATED.

CLINICAL AND FIELD PRACTICUM TIMEKEEPING

Students are expected to validate their clinical attendance. The method of validation will depend on the clinical assignment. Falsification of attendance records will result in disciplinary action or possible dismissal from the program.

CLINICAL AND FIELD PRACTICUM ABSENCES

Students should notify the Clinical Coordinator, who will then notify the clinical site supervisor, if illness or emergency causes them to be absent from clinical time.

Students may be withdrawn from the clinical sites due to excessive absences. All absences must be made up.

CLINICAL AND FIELD PRACTICUM GRADING

Details of clinical and field practicum grading will be included in the Paramedic course syllabi. Performance evaluations, clinical projects, documentation, compliance with professional appearance standards, and attendance will determine the clinical grade.

CLINICAL AND FIELD PRACTICUM EVALUATION

Student academic and clinical progress is evaluated continually throughout the program. The Program Lead or Clinical Coordinator is informed of the student's progress through the clinical site supervisor. High academic performance does not assure continuance in the program or placement in a clinical site if the student is otherwise deemed unsuitable.

Misconduct which will prevent placement in clinical education includes, but is not limited to:

1. Any form of dishonesty, including but not limited to, cheating on written, oral, or practical examinations.
2. Absenteeism
3. Uses of profane or vulgar language
4. Using or being under the influence of alcohol or other drugs
5. Violation of any college, or EMT-Paramedic Program policy
6. An incomplete or the omission of pertinent information from the health record
7. Omitting pertinent information from the employment record
8. Uncooperative, hostile, negative, or non-constructive attitudes toward college faculty, clinical instructors, or fellow students

WITHDRAWAL/REMOVAL FROM THE CLINICAL FACILITY OR FIELD SITE

Students receiving instruction at affiliated clinical sites during the clinical experience are under the jurisdiction of the college. Students frequently have the false impression that assignment to a site is permanent. The college will immediately withdraw any student from clinicals for reasons of health (physical and/or emotional which is impeding the student's ability to do the work required), attendance, performance, or at the request of the clinical site supervisor.

Misconduct that will result in immediate withdrawal and course failure (and possible program dismissal) from the clinical facility includes, but is not limited to;

- | |
|---|
| <ul style="list-style-type: none">• Failure to maintain required 2.0 "C" GPA in all Paramedic courses. Final letter grades of "D" or "F" are not permitted. |
| <ul style="list-style-type: none">• Absenteeism |
| <ul style="list-style-type: none">• Uses of profane or vulgar language |
| <ul style="list-style-type: none">• Cheating on written or practical examinations. Dishonesty, avoiding responsibility and evidence of lying will not be tolerated as well. |

<ul style="list-style-type: none"> • Inconsiderate, unprofessional, discourteous, and disrespectful treatment of patients, clinical instructors, or health information staff.
<ul style="list-style-type: none"> • Entering the clinical site or college under the influence of alcohol or other drugs.
<ul style="list-style-type: none"> • Drinking alcoholic beverages on clinical site or College property.
<ul style="list-style-type: none"> • Illegally obtaining, possessing, selling, or using narcotics, amphetamines, or hallucinogenic substances.
<ul style="list-style-type: none"> • Using abusive, obscene or threatening language to clinical instructor, health information staff, patients, visitors or fellow students.
<ul style="list-style-type: none"> • Failure to maintain strict confidentiality of patient records.
<ul style="list-style-type: none"> • Unsatisfactory technical performance.
<ul style="list-style-type: none"> • Uncooperative, hostile, negative, or non-constructive attitudes toward clinical instructor(s), site staff, visitor(s) or fellow students.
<ul style="list-style-type: none"> • Failure to notify both clinical site and the college when absent.

CELL PHONES AND CALLS DURING CLINICALS AND FIELD PRACTICUM

No personal cell phones and/or pagers or other personal electronic devices are to be used during clinical and/or field experiences. Office or clinic business phones are not to be used to make or to receive personal phone calls except in the event of an emergency. Students may make personal calls on their scheduled break or during lunch from phones within the office/clinic, or from cell phones outside of the office/clinic.

HAZARDOUS MATERIALS/WASTE MANAGEMENT

It is the policy of Mercy College to provide a safe environment for all students based on guidelines established by the Occupational Health and Safety Act (O.S.H.A.). During orientation to the clinical education site, the student will be shown: the location of the Hazardous Materials/Waste Management Manual, the Materials Safety Data Sheets (M.S.D.S.), the inventory of hazardous materials, hazard warning labels and their significance, and measures that a student can take to protect him/her from hazardous materials.

EXPOSURE PROTOCOL

Although protocol may vary among clinical/field sites, upon exposure, it is the responsibility of the student to immediately notify their clinical preceptor and the Clinical Coordinator. Students should follow the appropriate exposure protocol in effect at that clinical/field site. Any subsequent health care costs are the responsibility of the student.

SERVICE WORK POLICY

No stipend is paid to Paramedic students during Paramedic Clinicals. Paramedic clinical and field experiences are education and, as such, are just as important as time spent in the classroom. Students may not take the responsibility or the place of qualified staff, in accordance with Ohio Revised Code 4765.43 (Ambulance staffing). However, after demonstrating proficiency, students may be permitted to undertake certain defined activities with appropriate supervision and direction.

CERTIFICATE REQUIREMENTS EMERGENCY MEDICAL TECHNICIAN – PARAMEDIC PROGRAM

40/40.5* credit hours

SEMESTER I

	Lecture	Lab	Practicum	Total Credit Hrs
GEN 100: College Academic Skills Seminar	.5			
EMS 110: Introduction to Pre-Hospital Care	8	2(1:2hr ratio)		10
EMS 111: Pre-Hospital Emergency Directed Practice			2(1:6hr ratio)	2
Semester I Total = 12/12.5* credit hrs				

SEMESTER II

	Lecture	Lab	Practicum	Total Credit Hrs
EMS 120: Emergency Cardiovascular Disease	8	2 (1:2hr ratio)		10
EMS 121: Pre-Hospital Emergency Directed Practice II			2(1:6hr ratio)	2
Semester II Total = 12 credit hours				

SEMESTER III

	Lecture	Lab	Practicum	Total Credit Hrs
EMS 130: Medical Emergencies	9	2 (1:2hr ratio)		11
EMS 131: Emergency Medical Operations	2	2 (1:2hr ratio)		4
EMS 132: Pre-Hospital Emergency Directed Practice II			2(1:6hr ratio)	2
Semester III Total = 17 credit hours				

Program Total = 40/40.5* credit hours

EMERGENCY MEDICAL TECHNICIAN – PARAMEDIC PROGRAM COURSE DESCRIPTIONS

Title: Introduction to Paramedic Pre-Hospital Emergency Medicine

EMS 110, 10 Hours (8-2)

This course will introduce the student to preparatory pre-hospital care including roles and responsibilities, wellness of the EMT-Paramedic, injury and illness prevention, and medical/legal & ethical issues. A general review of anatomy and physiology as well as pharmacology, venous access and medication administration, therapeutic communications and life span development will be covered. Important techniques such as airway management and ventilation, patient assessment and trauma integration & management will be included.

Prerequisite: Acceptance into the EMT-Paramedic certificate program, including BIO 105 or equivalent as a pre-requisite and possession of valid and current EMT-Basic certification

Title: Pre-Hospital Emergency Directed Clinical Practice I

EMS 111, 2 HOURS (2-0)

This course will focus on demonstration and performance of accurate patient assessments, safe venous access, and administration of medications, endotracheal intubation, and ventilation of patients of all age groups.

Prerequisites: Acceptance into the EMT-Paramedic certificate program, including BIO 105 or equivalent as a pre-requisite and possession of valid and current EMT-Basic certification.

Title: Emergency Cardiovascular Disease

EMS 120, 10 HOURS (8-2)

This course will cover the aspects of the cardiovascular system including disease pathology, cardiac arrhythmias and vascular disorders. Students will understand cardiovascular complaints, cardiac monitoring and management of cardiovascular emergencies.

Prerequisites: EMS 110

Title: Pre-Hospital Emergency Directed Clinical Practice II

EMS 121, 2 HOURS (2-0)

This course will enhance the clinical skills of the paramedic student to perform comprehensive patient assessments and integrate assessment findings while formulating a treatment plan in the pre-hospital clinical setting.

Prerequisites: EMS 110, EMS 111

Title: Medical Emergencies

EMS 130, 2 HOURS (0-6)

Students will review orders, history and physical characteristics of patients, conduct patient assessments and orientations, organize PSG equipment, perform hook up procedures, calibrate PSG equipment, perform documentation and monitoring, and participate in event recognition.

Prerequisites: EMS 120, EMS 121

Title: Emergency Medical Operations

EMS 131, 3 HOURS (2-1)

Assessment-based management and ambulance operations will be covered in this course. Students will learn general incident and multiple casualty incident management techniques, as well as rescue awareness.

Prerequisites: EMS 130

Title: Pre-Hospital Emergency Medicine Practicum

EMS 132, 2 HOURS (2-0)

In this course, the paramedic student will exhibit behaviors indicative of a team leader in a field setting, utilizing critical thinking and decision making skills in the assessment, management and treatment of the pre-hospital emergency patient. Important considerations regarding continuing education, job requirements and professionalism will be included.

Prerequisites: EMS 130, EMS 131

PROFESSIONAL ASSOCIATION

The National Registry of EMT (NREMT) is the professional organization for those who have passed the NREMT exam. Successful completion of the program meets eligibility requirements for the NREMT-P exam.

Numerous professional organizations, in addition to state and local organizations, exist for the paramedic. There is a listing of several national organizations in the paramedic textbook. The student is encouraged to join the organization of their choice as it is beneficial.

CERTIFICATE TO PRACTICE

According to Ohio Revised Code 4765.28 and as outlined in Ohio Administrative Code 4765-8-01, applicants for a certificate to practice as an EMT-Paramedic must meet the following requirements:

- Completed application on form approved by board
- Successful completion of an EMS training program through an accredited institution, receipt of certificate verifying completion, no more than two years prior to making application
- Documentation of successful completion of training courses in National Incident management system IS-700, and Incident command system IS-100, available online or in classroom
- Passage of initial certification examination
- Attained the age of 18
- No criminal record of any of the following: a felony, a misdemeanor committed in the course of practice, a misdemeanor involving moral turpitude, a violation of any federal, state, county, or municipal narcotics or controlled substance law; any act committed in another state or jurisdiction that, if committed in Ohio, would constitute a violation
- Have not been adjudicated mentally incompetent by a court of law
No indictments for any felony or charges for any misdemeanor at time of application
- Does not engage in illegal use or acquisition of controlled substances, alcohol or other habit forming drugs or chemical substances while on duty
- No commission of fraud or material deception in applying for or obtaining a certificate
- No convictions in this state or any other state of providing emergency medical services or representing him/herself as an EMS provider without a license or certificate
- If currently certified or licensed as EMS provider in this state or another state, certificate or license is not currently on probationary status nor has it been suspended or revoked
- In deciding whether to grant a certificate to practice, the board has three options:
 - Issuance of a certificate to practice to an applicant who meets all requirements listed above
 - Refusal to issue a certificate to practice to an applicant who fails to meet one or more of the first five requirements
 - Issuance, refusal to issue or limitation of a certificate to practice to an applicant who meets the first five requirements but fails to meet one or more of the remaining seven requirements
- There is no fee required for an application for a certificate to practice in the State of Ohio.

Incomplete applications will not be considered. Applicants who have a criminal record as outlined in rule 4765-8-01 must submit a certified copy of the judgment entry from court, a civilian background check from BCI&I and a certified copy of the police report or law enforcement agency report, if applicable. All such documentation will be at the applicant's expense.

**EMT
Code of Ethics**

This Code of Ethics sets forth ethical principles for registered paramedics. Members of this profession are responsible for maintaining and promoting ethical practices. This Code of Ethics, adopted by the National Association of EMTs, shall be binding on all individuals who hold an EMT-P card..

Professional status as an Emergency Medical Technician and Emergency Medical Technician – Paramedic is maintained and enriched by the willingness of the individual practitioner to accept and fulfill obligations to society, other medical professionals, and the profession of Emergency Medical Technician. As an Emergency Medical Technician – Paramedic, I solemnly pledge myself to the following code of professional ethics:

A fundamental responsibility of the Emergency Medical Technician is to conserve life, alleviate suffering, to promote health, to do no harm, and to encourage the quality and equal availability of emergency medical care.

The Emergency Medical Technician provides services based on human need, with respect for human dignity, unrestricted by consideration of nationality, race, creed, color, or status.

The Emergency Medical Technician does not use professional knowledge and skills in any enterprise detrimental to the public well-being.

The Emergency Medical Technician respects and holds in confidence all information of a confidential nature obtained in the course of professional work unless required by law to divulge such information.

The Emergency Medical Technician, as a citizen, understands and upholds the law and performs the duties of citizenship; as a professional, the Emergency Medical Technician has the never-ending responsibility to work with concerned citizens and other health care professionals in promoting high standards of emergency care to all people.

The Emergency Medical Technician shall maintain professional competence and demonstrate concern for the competence of other members of the Emergency Medical Service health care team.

An Emergency Medical Technician assumes responsibility in defining and upholding standards of professional practice and education.

The Emergency Medical Technician assumes responsibility for individual professional actions and judgment, both in dependent and independent emergency functions, and knows and upholds the laws which affect the practice of the Emergency Medical Technician.

An Emergency Medical Technician has the responsibility to be aware of and participate in matters of legislation affecting the Emergency Medical Service System.

The Emergency Medical Technician, or groups of Emergency Medical Technicians, who advertise professional service, does so in conformity with the dignity of the profession.

The Emergency Medical Technician has an obligation to protect the public by not delegating to a person less qualified, any service which requires the professional competence of an Emergency Medical Technician.

The Emergency Medical Technician will work harmoniously with and sustain confidence in Emergency Medical Technician associates, the nurses, the physicians, and other members of the Emergency Medical Services health care team.

The Emergency Medical Technician refuses to participate in unethical procedures and assumes the responsibility to expose incompetence or unethical conduct of others to the appropriate authority in a proper and professional manner.

Written by: Charles Gillespie M.D.

Adopted by: The National Association of Emergency Medical Technicians, 1978

APPENDIX B

MERCY COLLEGE CONFIDENTIALITY OF PROTECTED HEALTH INFORMATION POLICIES

The following information is important to anyone having access to patient information. Civil (monetary sanctions) and criminal penalties (large fines and jail time) may be charged for a “wrongful disclosure” of patient information. Please read and incorporate the following into your practice. If you have any questions, refer to Mercy Health Partner’s Policy and Procedure Manual or the Policy and Procedure Manual at the clinical site to which you are assigned.

In 1996, Congress adopted the Health Insurance Portability and Accountability Act (HIPAA) to help people obtain and maintain their health insurance benefits when they changed jobs. HIPAA also includes rules that are meant to make the management of healthcare information easier, protect the privacy of patients’ health information, and protect the security of patients’ health information.

Protected Health Information (PHI) is individually identifiable health information transmitted or maintained, in any form or medium, by an entity covered under HIPAA. This is information that is created or received by a healthcare provider, health plan, employer, or healthcare clearinghouse.

PHI elements include: name, address, names of relatives, employer, date of birth, telephone number, fax number, social security number, web URL, email address, internet protocol (IP) address, medical record number, account number, certificate/license number, photos, finger or voiceprints, and other unique identifying number, characteristic or code.

Confidentiality of Protected Health Information: Review, Release, and Transmission

Purpose: To maintain and ensure the integrity and confidentiality of all PHI within Mercy Health Partners.

Policy: PHI is maintained by MHP to serve the individual, the health care providers, and the Organized Health Care Arrangement (OHCA) in accordance with legal, accrediting, and regulatory requirements. All PHI is confidential and is safeguarded against unauthorized disclosures.

Overview: The types and amount of PHI disclosed is limited to that information needed for treatment, payment, and health care operations, for purposes authorized by the individuals or otherwise required disclosures.

All PHI is housed in physically secure areas.

PHI is confidential. Communication between the individual/appropriate individual(s) and the health care provider is privileged and protected from disclosure. PHI is accessed by personnel when necessary to perform their job duties and is not to be discussed outside the department. It is expected this will be observed at all times including non-work (non-school) and off-duty.

All PHI that is no longer needed must be destroyed in the appropriate manner. Paper containing PHI will be shredded or incinerated and not placed in trash bins. Electronic media, tapes, discs, CD, and hard drives will be demagnetized or incinerated.

Security and confidentiality of PHI must be addressed in all contracts and business associate agreements with vendors, consultants, and contract staff that have access to PHI. This includes, but is not limited to, record courier, information services, nursing, shredding, storage services, transcription, and correspondence vendors. (See Business Associate agreements)

Health Information Management/Medical Records coordinates and provides direction to individuals for review, release, and transmission of PHI.

VIOLATION OF THE MHP POLICIES MAY RESULT IN DISCIPLINE UP TO AND INCLUDING DISMISSAL FROM THE COLLEGE.

DE-IDENTIFIED PROTECTED HEALTH INFORMATION

Purpose: To establish guidelines for converting Protected Health Information (PHI) to de-identified information.

Policy: Mercy Health Partners (MHP) may disclose PHI without the individual’s permission if all individually identifiable elements are removed.

Overview: Only health information that “identifies” an individual is subject to the HIPAA Privacy Rule. MHP may use and disclose PHI without an individual’s authorization for uses Other than for treatment, payment and health care operations if the health information is de-identified.

De-identified PHI is not affected by HIPAA if:

The health information does not identify an individual, and there is very little or no risk of re-identifying an individual.
The following identifiers have been removed:
<ul style="list-style-type: none"> • Names • all geographical subdivisions smaller than a state • all elements of dates (except year) • telephone numbers • fax numbers • electronic mail addresses • social security number • medical records number • account numbers • certificate/license numbers • vehicle identifiers • full face photographic images • any other unique identifying number, characteristic or code.

APPENDIX C

Notice of Privacy Practices

Individuals' Rights to Request Privacy Protection of PHI Uses and Disclosures

ORAL PERMISSION

Purpose:

To ensure and protect:

- 1) An individual's right to receive adequate and appropriate notice of MHP privacy practices
- 2) An individual's right to request privacy protection of uses/disclosures of his/her PHI
- 3) An individual's right to give oral permission for the use and disclosure of his/her PHI

Policy:

MHP protects an individual's right to receive MHP's Notice of Privacy Practices, which describes how the individual's PHI will be used and disclosed. MHP also protects an individual's right to privacy protection of uses and disclosures of his/her PHI, which allows the individual to request restrictions on uses or disclosures of PHI. Finally, MHP also protects an individual's right to receive confidential communications, thus allowing individuals to specify how they will receive communications from MHP. MHP also ensures that individuals are provided with the opportunity to give oral permission on the use and disclosure of PHI, thus allowing individuals the opportunity to agree or object to a particular use or disclosure of their PHI.

Notice of Privacy Practices:

MHP provides individuals with a Notice of Privacy Practices (Notice), describing the uses and disclosures that may be made of their PHI, and their rights over their PHI. MHP will utilize the acknowledgment of receipt of the Notice in order to utilize PHI for treatment, payment, and health care operations.

In emergency situations, the Notice will be provided as soon as is reasonably practical, and an acknowledgment is not required.

MHP will attempt to obtain the Notice no later than the date of first service delivery, including service delivered electronically. If the first treatment encounter is conducted over the telephone, the Notice may be mailed no later than the day following the telephone conversation.

The Notice will include:

- 1) Header stating, "This Notice describes how medical information about you may be used and disclosed and how you can get access to this information. Please read it carefully"
- 2) Describe uses and disclosures, individual's rights, MHP's duties
- 3) Inform individuals of how to file a complaint
- 4) Identify a point of contact for additional information
- 5) Will state the effective date of the Notice.

Individuals' Right to Request Privacy Protection of PHI Uses and Disclosures:

MHP recognizes that an individual has two (2) rights by which he/she may prevent PHI from being used or disclosed against his/her will. First, an individual has the right to request restrictions of uses or disclosures of PHI. Second, an individual has the right to receive confidential communications regarding his/her PHI. This allows an individual to specify how she/he will receive communication from MHP.

Right to Request Restrictions

MHP will provide individuals an opportunity to request a restriction on the use or disclosure of his/her PHI. MHP will make every attempt to honor a request for restriction; however, MHP has the right to refuse.

Terminating a Restriction on the Use or Disclosure of PHI

MHP may terminate the restriction agreement if: 1) the individual agrees to or requests the termination in writing, 2) the individual orally agrees to the termination and the oral agreement is documented, or 3) MHP informs the individual that it is terminating its agreement of a restriction.

Right to Receive Confidential Communications

An individual may request that MHP communicate with him/her by alternative means. An individual need only make a reasonable request to MHP to receive information by alternate means.

Oral Permission

In certain situations, the individual need only be given an opportunity to agree or object to a particular use or disclosure of the PHI. In these instances, MHP may orally inform the individual of a use or disclosure, and the individual may respond orally in agreement or objection.

Business Associates

Purpose:

To allow disclosures of protected health information (PHI) to be made by Mercy Health Partners (MHP) business associates under contracts containing required elements. In order to accomplish this, MHP establishes the general obligations of its business associates, identifies its business associates, and secures business associate agreements.

Policy:

A Business Associate (BA) is a person/entity who, on behalf of MHP:

Performs or assists in the performance of a function or activity involving the use or disclosure of PHI. Performs any other function or activity regulated by the HIPAA Privacy Final Rule.

Overview:

Before MHP discloses information to a BA, MHP obtains satisfactory assurances that the BA will appropriately safeguard the information. The BA provides these assurances by the signing of a business associate agreement that documents the permitted and required uses and disclosures of PHI. The BA cannot use or disclose the information in any manner that would not be permissible for MHP under the HIPAA privacy regulations. MHP will identify all business associates and have signed agreements in place.

APPENDIX D

MERCY COLLEGE
EMERGENCY MEDICAL TECHNICIAN-PARAMEDIC PROGRAM

Acknowledgment Statement

I, _____ have received a copy of the Student Handbook of the Emergency Medical Technician-Paramedic Program of Mercy College. I agree to abide by the regulations described within. I have been given the opportunity to ask questions for clarification of all policies.

Date

Student's Signature

Date

Witness Signature