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.
Who Are We?
Mercy College of Ohio is a Catholic, undergraduate institution of higher education founded by the Sisters of Mercy and sponsored by Mercy. Our focus is to provide health care and health science related programs, continuing professional education programs, and other community services. We value and provide 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.

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.

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

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

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>DISCLAIMER</td>
<td>3</td>
</tr>
<tr>
<td>MERCY COLLEGE</td>
<td>3</td>
</tr>
<tr>
<td>INSTITUTIONAL LEARNING OUTCOMES</td>
<td>3</td>
</tr>
<tr>
<td>EMERGENCY MEDICAL TECHNICIAN PROGRAM</td>
<td>4</td>
</tr>
<tr>
<td>GENERAL COLLEGE INFORMATION AND STUDENT SERVICES</td>
<td>4</td>
</tr>
<tr>
<td>ACADEMIC AND PROFESSIONAL STANDARDS</td>
<td>5</td>
</tr>
<tr>
<td>EMERGENCY MEDICAL TECHNICIAN PROGRAM</td>
<td>6</td>
</tr>
<tr>
<td>PROGRAM GOALS AND OBJECTIVES</td>
<td>7</td>
</tr>
<tr>
<td>CLINICAL STANDARDS AND REQUIREMENTS</td>
<td>7</td>
</tr>
<tr>
<td>PROGRAM REQUIREMENTS</td>
<td>11</td>
</tr>
<tr>
<td>CLINICALS</td>
<td>11</td>
</tr>
<tr>
<td>CERTIFICATE REQUIREMENTS</td>
<td>16</td>
</tr>
<tr>
<td>COURSE DESCRIPTIONS</td>
<td>17</td>
</tr>
<tr>
<td>PROFESSIONAL ASSOCIATION</td>
<td>18</td>
</tr>
<tr>
<td>CERTIFICATE TO PRACTICE</td>
<td>19</td>
</tr>
<tr>
<td>APPENDIX A</td>
<td>20</td>
</tr>
<tr>
<td>APPENDIX B</td>
<td>22</td>
</tr>
<tr>
<td>APPENDIX C</td>
<td>24</td>
</tr>
<tr>
<td>APPENDIX D</td>
<td>26</td>
</tr>
</tbody>
</table>
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.

MISSION STATEMENT
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.

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

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.

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

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

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

INSTITUTIONAL LEARNING OUTCOMES
The philosophy behind a Mercy College education is that an individual, regardless of his/her chosen profession, needs to possess both a broad knowledge base and the core abilities, which characterize an educated person. At Mercy College, this knowledge base and these core abilities are emphasized throughout the curriculum.

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

The faculty and staff of the Emergency Medical Technician Program welcome you to an educational experience in the expanding field of emergency medical services. 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 Program is provided to give complete and accurate information for students accepted into Mercy College’s Emergency Medical Technician 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’s Emergency Medical Technician certificate program is authorized by the Ohio Board of Regents. Separate approval for this certificate is not required by the Higher Learning Commission. Program accreditation has been granted by the Ohio Department of Public Safety, Division of EMS for Emergency Medical Technician Education.

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 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 Program of Study.

Any grade lower than a “C” is considered a failure. Students who fail a Emergency Medical Technician Program course or withdraw from a Emergency Medical Technician 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.
It is the expectation that EMT students should be maintaining grades far higher than the minimum requirements if they expect to be successful in passing the NREMT 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 be readmitted as outlined in the College Catalog under “Readmission to the College.”

**ACADEMIC DISMISSAL POLICIES**

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

**READMISSION PROCEDURES FOR EMERGENCY MEDICAL TECHNICIAN**

Students dismissed from the program for academic reasons may request consideration for reinstatement and will be interviewed by the Admissions, Progression, and Completion 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 PROGRAM**

Emergency Medical Services is a rapidly expanding health care field. Emergency Medical Technicians represent the first responders in the emergency medical system. This level of training prepares students to care for patients at the scene of an accident and while transporting patients by ambulance to the hospital under the direction of more highly trained medical personnel. The EMT has the emergency skills to assess a patient's condition and manage respiratory, cardiac, and trauma emergencies. In order to receive more advanced EMT training, such as that for paramedics, students must first certify as EMTs. 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 PROGRAM DESCRIPTION**

The Emergency Medical Technician certificate program is established as a one (1) semester full-time program of study, consisting of 17 credit hours. Classes are conveniently offered in a 2 day per week format, generally on Tuesdays and Thursdays, to accommodate a working professional and to allow for other commitments. In addition to lecture and lab, there are clinical practicum requirements. The program is designed to train the Emergency Medical Technician to work as part of a pre-hospital healthcare team for patients of all age groups. Program content has been developed using curriculum and material defined by the U.S. Department of Transportation, National Highway Traffic Safety Administration National Standard Curriculum and CoAEMSP under the auspices of CAAHEP. The program received
accreditation from the State of Ohio Department of Public Safety, Division of Emergency Medical Services, as of June 2011 (OH-22).

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 emergency medical technician 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 Program at Mercy College is:

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

The certificate completer will also be able to:

• Demonstrate basic problem-solving skills in a pre-hospital environment.
• Demonstrate fundamental and foundational knowledge in performing basic pre-hospital assessment of the ill or injured victim in a professional manner.
• Utilize effective communication skills.
• Understand the importance of continuous learning, professional development and Christian values.
• Successfully complete the National Registry of Emergency Medical Technicians (NREMT) examination.

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

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

<table>
<thead>
<tr>
<th>PHYSICAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Must be physically able to operate a variety of types of equipment including computer, monitor/defibrillator/pacemaker, and other medical equipment</td>
</tr>
<tr>
<td>• Must be physically able to lift, carry, push, pull, or otherwise move objects up to 125 pounds</td>
</tr>
<tr>
<td>• Must be able to lift and/or carry equipment and/or supplies weighing up to fifty pounds</td>
</tr>
<tr>
<td>• Physical demands are in excess of sedentary work, including walking, standing, stooping, reaching, crouching, climbing, balancing, etc. for extended periods of time</td>
</tr>
<tr>
<td>• 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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>INTERPERSONAL COMMUNICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>• 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</td>
</tr>
</tbody>
</table>

| LANGUAGE ABILITY             |


• Ability to read and comprehend a variety of documents, reports, and books such as medical charts, various medical texts, etc.

• Ability to prepare various documents and reports such as patient reports, etc., using proper format, punctuation, spelling and grammar

• Ability to communicate with instructors, patients, physicians, other health care practitioners, etc. with poise, voice control, and confidence

**INTELLIGENCE**

• 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**

• 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**

• 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**

• Ability to inspect items for proper length, width, shape, and depth

**MOTOR COORDINATION**

• Requires fine psychomotor coordination of hands and eyes in utilizing a variety of equipment and devices

**MANUAL DEXTERITY**

• 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**

• 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**

• 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

- 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-accessability/](http://www.mercycollege.edu/current-students/student-formation/academic-accessability/).

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 following functional job analysis can be found in Appendix A of the United States Department of Transportation, National Highway Traffic Safety Administration, EMT-Basic: National Standard Curriculum:
This functional job analysis was developed by the Psychoeducational Clinic of the Ohio State University, at the request of the Board of Directors of the National Registry of Emergency Medical Technicians. This job analysis was later endorsed by a committee comprised of members of the National Association of State EMS Directors and the National Council of State EMS Training Coordinators. The NREMT Board utilized this functional job analysis in the development of examination accommodations to meet the requirements of the Americans with Disabilities Act.

**EMT-Basic Characteristics**
EMT-Basics work as part of a team. Thorough knowledge of theoretical procedures and ability to integrate knowledge and performance into practical situations are critical. Self-confidence, emotional stability, good judgment, tolerance for high stress, and a pleasant personality are also essential characteristics of the successful EMT-Basic at any level. EMT-Basics also must be able to deal with adverse social situations, which include responding to calls in districts known to have high crime rates.

**Job Responsibilities**
- Driving the ambulance in a safe manner
- Accurately discerning street names through map reading
- Ability to correctly distinguish house numbers or business locations
- Use of the telephone for transmitting and responding to physician's advice
- Ability to concisely and accurately describe orally to physicians and other concerned staff one's impression of the patient's condition
- Accurately summarize all data in the form of a written report. Verbal and reasoning skills are used more extensively than math. Math does play a part, however, in determining medication ratios per patient's body weight.

**CAREER OPPORTUNITIES**
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.

Most employment opportunities for EMT-Basics are with private ambulance companies or as volunteers in various municipalities. EMT-Basics also are constantly needed to replace advancing EMTs and those who leave the profession. EMT-Basic certification is often used as a stepping stone to higher-paying jobs within the health care field, such as Paramedics. Job growth through 2012 is projected to be faster than normal.

Wages for those in the emergency medical services field vary significantly from state to state. Pay varies considerably based on the type of service by which one is employed. Nationally, the mean hourly wage for EMTs and paramedics is $16.01, or $33,300 annually (http://www.bls.gov/oes/current/oes292041.htm). In the Toledo area, the median salary for Emergency Medical Technicians is $28,364 annually. Pay can also vary considerably with work experience. EMTs with more than 20 years on the job can make about $17.50 an hour, or $36,400 per year. Those with 10 to 19 years experience average nearly $15 an hour, or about $31,000 annually. EMTs with five to nine years earn $13.80 an hour ($28,700 per year). An EMT with one to four years experience makes about $12.15 per hour, or approximately $25,300 a year. A rookie EMT earns $11.62 or less per hour. (http://swz.salary.com/SalaryWizard/Emergency-Medical-Technician-Salary-Details-toledo-oh.aspx).

Emergency medical care is required 24 hours a day, so EMTs and 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.
EMERGENCY MEDICAL TECHNICIAN PROGRAM REQUIREMENTS

GENERAL REQUIREMENTS
17 Credit Hours

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

GRADING POLICY OF THE EMERGENCY MEDICAL TECHNICIAN PROGRAM

The grading scale used in the Emergency Medical Technician Program courses is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>92-100%</td>
<td>A</td>
</tr>
<tr>
<td>84-91%</td>
<td>B</td>
</tr>
<tr>
<td>76-83%</td>
<td>C</td>
</tr>
<tr>
<td>68-75%</td>
<td>D</td>
</tr>
<tr>
<td>67% and below</td>
<td>F</td>
</tr>
</tbody>
</table>

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
- EMT/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

Clinicals consist of 37.5 hours of practical experience during the final five weeks of the program. Clinical experiences will be available in area hospitals.

Supervision and instruction are provided by a variety of clinical preceptors. Students are visited at least once per semester by an EMT 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 program 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 courses as they would any other course at the College. Tuition and fees apply to all clinical courses.

**REQUIREMENTS PRIOR TO CLINICAL**
A report of sound health is a requirement of the college and must be completed prior to the start of the clinical course (EMS 102) or the student will not be able to begin their clinical. In accordance with Mercy College of Ohio academic standards, policies and procedures, students who fail to attend clinical as of the terms add/drop date will be issued a grade of IW (Instructor Withdrawal). Once the IW is issued, students may NOT reenroll in the course for that semester. The following are 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. CPR/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.

**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 FIRST SEMESTER IN THE PROGRAM. 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 EMT Program are provided with required liability insurance by the College.
CLINICAL PLACEMENT AND LOCATION

The Clinical Instructor 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.
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 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 safety shoes to EMT clinical assignments. Croc-like shoes are not permitted.

WHEN AT CLINICALS

- 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 EMT clinical sites will be supervised by the individual site. STUDENTS MAY BE DISMISSED FROM A CLINICAL SITE IF DRESS CODE IS VIOLATED.

CLINICAL 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 ABSENCES
Students should notify the Clinical Instructor, 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 GRADING**
Details of clinical and field practicum grading will be included in the EMT course syllabi. Performance evaluations, clinical projects, documentation, compliance with professional appearance standards, and attendance will determine the clinical grade.

**CLINICAL EVALUATION**
Student academic and clinical progress is evaluated continually throughout the program. The Program Lead or Clinical Instructor 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 Ophthalmic Technology 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**
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;

- Failure to maintain required 2.0 “C” GPA in all EMT courses. Final letter grades of “D” are not permitted.
- Absenteeism
- Uses of profane or vulgar language
- Cheating on written or practical examinations. Dishonesty, avoiding responsibility and evidence of lying will not be tolerated as well.
- Inconsiderate, unprofessional, discourteous, and disrespectful treatment of patients, clinical instructors, or health information staff.
- Entering the clinical site or college under the influence of alcohol or other drugs.
- Drinking alcoholic beverages on clinical site or College property.
- Illegally obtaining, possessing, selling, or using narcotics, amphetamines, or hallucinogenic substances.
- Using abusive, obscene or threatening language to clinical instructor, health information staff, patients, visitors or fellow students.
• Failure to maintain strict confidentiality of patient records.
• Unsatisfactory technical performance.
• Uncooperative, hostile, negative, or non-constructive attitudes toward clinical instructor(s), site staff, visitor(s) or fellow students.
• Failure to notify both clinical site and the college when absent.

CELL PHONES AND CALLS DURING CLINICALS
No personal cell phones 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 Instructor. 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 EMT students during clinicals. EMT clinical 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. However, after demonstrating proficiency, students may be permitted to undertake certain defined activities with appropriate supervision and direction.
# CERTIFICATE REQUIREMENTS EMERGENCY MEDICAL TECHNICIAN PROGRAM

## SEMESTER I

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Lecture</th>
<th>Lab</th>
<th>Practicum</th>
<th>Total Credit Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 105*</td>
<td>Human Structure &amp; Function</td>
<td>5</td>
<td></td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>EMS 101</td>
<td>Introduction to Basic Pre-Hospital Emergency Medicine</td>
<td>6</td>
<td>2</td>
<td></td>
<td>8</td>
</tr>
<tr>
<td>EMS 102</td>
<td>Basic Pre-Hospital Emergency Medicine Clinical Practice</td>
<td>0.5</td>
<td></td>
<td></td>
<td>0.5</td>
</tr>
<tr>
<td>ALH 102</td>
<td>Emergency/Disaster Preparedness for the Healthcare Professional</td>
<td>1</td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>ALH 120</td>
<td>Medical Terminology</td>
<td>2</td>
<td></td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>GEN 100</td>
<td>College Academic Success Strategies</td>
<td>0.5</td>
<td></td>
<td></td>
<td>0.5</td>
</tr>
</tbody>
</table>

**Program Total = 17 credit hours**
EMERGENCY MEDICAL TECHNICIAN PROGRAM COURSE DESCRIPTIONS

BIO 105
Human Structure and Function
5 HOURS (5-0)

Study of structure and function of the human body. Focuses on fundamental concepts of body organization and cellular function. Structure, functions and terminology of the body systems are considered. Note: This will not fulfill BIO 220 and BIO 221 course requirements.

Prerequisite: BIO 101 or equivalent with a grade of C or higher within the last seven years.

EMS 101
Introduction to Basic Pre-Hospital Emergency Medicine
8 HOURS (6-2)

This course will introduce the student to preparatory pre-hospital care including roles and responsibilities, wellness of the EMT-Basic, injury and illness prevention, and medical/legal & ethical issues. A general review of anatomy and physiology, pharmacology, communication and documentation techniques and principles of operations will be discussed. Important techniques such as airway management and ventilation, patient assessment of the medical and trauma patient, caring for the infant, child, adult and geriatric patient will be covered.

Prerequisites: Certificates for NIMS IS100 & IS 700, BLS for Healthcare Provider

ALH 120
Medical Terminology
2 HOURS (2-0)

Introduces the student to the medical terms used in the health profession. Emphasis will be on the basic principles of medical word building, definitions, spelling, reading practice and pronunciation. This class does not satisfy residency or elective requirements for students enrolled in the nursing program.

ALH 102
Emergency/Disaster Preparedness for the Healthcare Professional
1 HOUR (1-0)

This course will present general aspects of emergency/disaster preparedness specific to the healthcare environment and as required by various healthcare program accrediting agencies. The course will present basic topics, including Incident Command Systems; federal, state and local response; role of volunteer organizations; mitigation and preparedness.

EMS 102
Basic Pre-Hospital Emergency Medicine Clinical Practice
0.5 HOURS (0-2.5)  FA

This course will introduce the student to preparatory pre-hospital care including roles and responsibilities, wellness of the EMT-Basic, injury and illness prevention, and medical/legal & ethical issues. Students will be given opportunities to demonstrate proficiency in important techniques such as airway management and ventilation, patient assessment of the medical and trauma patient, and caring for the infant, child, adult and geriatric patient.
Corequisite: EMS 101

**GEN 100**  
*College Academic Skills Seminar*  
0.5 HOURS (0.5-0)  FA, SP, SU

The Seminar provides students with basic study skills and academic management strategies necessary for college success. Topics include active listening and note-taking, recalling material for tests and exams, and test preparation and taking skills. Course may only be taken during the first semester of study with permission granted by an academic advisor.

**PROFESSIONAL ASSOCIATION**

The National Registry of EMT (NREMT) is the professional organization for those who are employed or who are students in the field of Emergency Medical Technology. Students are registered in this organization at the end of their course of study prior to being able to take the NREMT 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

As outlined in Ohio Administrative Code 4765-8-01, applicants for a certificate to practice as an EMT 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:

1. Issuance of a certificate to practice to an applicant who meets all requirements listed above
2. Refusal to issue a certificate to practice to an applicant who fails to meet one or more of the first five requirements
3. 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 4765-8-2 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.
APPENDIX A

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:

<table>
<thead>
<tr>
<th>The health information does not identify an individual, and there is very little or no risk of re-identifying an individual.</th>
</tr>
</thead>
<tbody>
<tr>
<td>The following identifiers have been removed:</td>
</tr>
<tr>
<td>• Names</td>
</tr>
<tr>
<td>• all geographical subdivisions smaller than a state</td>
</tr>
<tr>
<td>• all elements of dates (except year)</td>
</tr>
<tr>
<td>• telephone numbers</td>
</tr>
<tr>
<td>• fax numbers</td>
</tr>
<tr>
<td>• electronic mail addresses</td>
</tr>
<tr>
<td>• social security number</td>
</tr>
<tr>
<td>• medical records number</td>
</tr>
<tr>
<td>• account numbers</td>
</tr>
<tr>
<td>• certificate/license numbers</td>
</tr>
<tr>
<td>• vehicle identifiers</td>
</tr>
<tr>
<td>• full face photographic images</td>
</tr>
<tr>
<td>• any other unique identifying number, characteristic or code.</td>
</tr>
</tbody>
</table>
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 conservation.

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 PROGRAM

Acknowledgment Statement

I, ________________________________ have received a copy of the Student Handbook of the Emergency Medical Technician 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