

Emergency Medical Responder



Randolph Community College
Robert S. Shackleford Building Room 105
606 Industrial Park Ave
Asheboro, NC 27205
Institution Number: 076025

EMS 4100A-86505 Fall 2024

September 10 – December 5, 2024

Days: Tuesdays and Thursdays from 6-10pm

State Course # 0115099

Course Registration Code: MXD1PP

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Randolph Community College

EMS Student Handbook

College Information and Policies: For information regarding the following, refer to the RCC website.

- RCC's *Vision Statement, Mission Statement and Strategic Plan*
- Accreditation
- Affirmative Action
- Student Grievances
- Sexual Harassment
- Sanctions
- Appeal of Disciplinary Actions
- Campus Safety, Traffic and Parking Regulations
- Student Conduct

Objective: To prepare Emergency Medical Responders who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.

Students will complete the program as entry-level providers with the competency to pass the state and national certification exams according to the current National EMS Standards. Students will be considered as employees in training, with the expectations of an EMS agency during the course.

Randolph Community College is committed to providing the training needed by emergency services personnel to satisfy regulatory requirements and improve their ability to function in the field. We have dedicated staff with substantial field experience responsible for assuring that our offerings are timely and pertinent to the needs of Randolph and surrounding counties.

Values/Strategic Focus Areas:

- Community
- Employees
- Quality Education
- Radical Hospitality
- Student Success

Content Notice: The material in this course is for the purpose of training healthcare providers. Some material presented includes graphic examples of injuries and illnesses and a forthright presentation of human anatomy and biological functions. Some individuals may find this material disturbing or offensive. None of the materials presented are intended to be distasteful or grotesque. The material is intended to prepare potential pre-hospital care providers for circumstances they may experience during patient encounters. This class is intended for mature individuals who are psychologically prepared to encounter such situations and conduct themselves appropriately.

EMR Required Material:

Textbook: Emergency Medical Responder: Your First Response in Emergency Care, Seventh Edition; American Academy of Orthopedic Surgeons (AAOS)
(Navigate Essentials Access) ISBN: 9781284230789

****students must keep the access code found with the book for course materials**)**

EMR Student Prerequisites:

- The student must be at least 17 years of age on or before the official end date of the course.
- Possession of a high school diploma, high school equivalency, or successful completion of an exam assessing basic reading comprehension skills at a minimum at the tenth-grade level.

The EMS Program does not accept the following for entrance into our programs:

- Advanced placement
- Transfer of credits
- Experiential learning

Course Description:

The Emergency Medical Responder course prepares the EMR student to provide prehospital assessment and care for patients of all ages with a variety of medical conditions and traumatic injuries. Areas of study include an introduction to emergency medical services systems, roles and responsibilities of EMRs, anatomy and physiology, medical emergencies, trauma, and special considerations for working in the prehospital setting.

Course Objectives:

At the completion of the course the student shall be able to consistently demonstrate:

1. **Assessment** - Perform a simple assessment to identify life threats, injuries requiring immobilization and conditions requiring treatment within the scope of practice of the EMR: including foreign substance in the eyes and nerve agent poisoning.
2. **Therapeutic communication and cultural competency** – Verbal or non-verbal exchange between the patient and provider with an awareness of cultural differences.
3. **Psychomotor Skills** – Safely and effectively perform all psychomotor skills within the National EMS Scope of Practice Model and state Scope of Practice at this level.

Course Hours consist of 96 hours of didactic, skills, labs, written exams, and the technical scope of practice in class. No clinical time is required at this level.

Attendance: Daily attendance is expected. Requirements from the NC Community College System and NCOEMS must be met to allow the candidate to successfully complete the program.

All students are required to attend 90 percent of the course hours. This means you can miss no more than **10** hours of class. Failure to meet the attendance requirements results in the student's unsatisfactory completion of the course. Students are not able to make-up class hours. All classroom attendance must be in the section the student is registered into.

Tardiness: Students will be considered tardy if they arrive within 15 minutes after the start of class or when instruction resumes. Arrival after 15 minutes, without prior notification, will be considered an absence and attendance hours will be deducted in 15-minute increments.

- Students must notify the lead instructor via text message or email prior to the start of class to request a make-up exam. It should be expected that the make-up will be on the first date the student returns to class.
- Any student missing a quiz that is given during class will not be permitted to make it up.
- Any class meeting that is canceled by the instructor or the institution must be made up prior to the end of the course end date.

NOTICE: This intense program requires additional study outside of class, recommended at least one hour for each hour of class time. Students should not expect all course material to be covered during class time. Students are expected to be devoted to studies, read the textbook, and complete their assignments prior to class to learn the material. It is the responsibility of each student to use time wisely and communicate any issues with the lead instructor in a timely fashion. The lead instructor is your first contact for all classroom issues.

Faculty and students are required to adhere to all content within this student handbook because this is a course that is being conducted through Randolph Community College.

Grading (Affective Assessment):

1. Chapter Exams – 40% (Final Exam is not included)
2. AHA Basic Life Support Course Exam – 10%
3. Coursework – 50%
 - Homework, assignments, and quizzes – 20%
 - Graded Scenarios – 30%

Score		Definition
0	No Credit	No evidence of consideration (verbal or action) OR Critical Failure
1	Partial Credit	Evidence of consideration, (verbal or action) but not fully completed as required for the provider level.
2	Full Credit	Completed fully as a competent entry-level provider
**To obtain a maximum score of 100, the student must obtain a 2 for each item		

***Note: AHA CPR exam will be counted as a separate course exam grade. An AHA card is required to complete this course. If you miss the AHA BLS course conducted during class, your test grade will be a zero and you will be responsible for obtaining a valid AHA BLS certification card outside of this course.**

****The North Carolina Office of Emergency Medical Services requires each student to be entered on the course roster in Continuum within 14 days of the course start date. The following must be received prior to being entered:**

1. A valid AHA BLS card
2. A copy of current NC driver's license
3. A copy of a high school diploma, GED certificate, or high school transcript showing evidence of having 10th grade math and reading competency, or a completed form from the RCC Assessment Center.

Requirements for Successful Completion: In order to successfully complete this course, you must have:

1. **An 80 or higher on the final exam (graded as pass/fail)**
2. **An exam average grade of 80 or greater.**
3. **A class average grade of 80 or greater (to reflect a satisfactory Affective Behavior Evaluation)**
4. **Successfully complete the AHA BLS course and receive a course completion eCard.**
5. **Complete and properly document all required skills.**
6. **Pass all required Technical Scope of Practice (TSOP) evaluations.**
7. **Complete Traffic Incident Management for Emergency Responders (TIMS) course**

****All the above criteria must be met for successful completion of this course. Students will then be eligible to take the North Carolina Office of Emergency Medical Services (NCOEMS) and/or National Registry of EMT (NREMT) Certification test. Some computer/internet knowledge is required for the course in taking exams and supplemental materials.**

Late Assignment Policy

If the student cannot complete an assignment on time, they must contact the instructor immediately by email. It will be up to your instructor if he/she will allow you to complete an assignment after the due date.

The Emergency Medical Services Program reserves the right to revise or change course requirements in accordance with applicable state laws, NCOEMS requirements, and college requirements and/or at the faculty's discretion. Changes will be posted in a revised syllabus or addendum to the syllabus, posted to an appropriate website, or distributed as a revision or an addendum to the Student Handbook.

Emergencies: If a student presents a threat to the health, safety or well-being of any member of the college community or any visitor, any college employee can call a campus police officer, call a law enforcement officer, call a law enforcement agency with jurisdiction if a campus resource officer is not available; or ask the student to stop and suspend the student if he does not. If an employee suspends a student, the suspension can be extended until the Vice President for Student Services resolves the matter or, if the student was arrested, until the matter is resolved in the courts.

Dress Code: Students are required to wear their assigned uniforms during class times.

Classroom Uniform consists of:

- Approved T-shirt or polo with RCC EMS logo
- Dark pants (Black or navy-blue)
- Closed toe shoes (boots or appropriate shoes for activities)
- A white or black turtleneck style shirt may be worn under the uniform shirt (if desired)
 - If the RCC EMS Logo shirt is not immediately available, students may wear an appropriately fitting T-shirt. No tight fitting, revealing, or offensive clothing is allowed.

Students must always observe the practices of effective personal hygiene. In the presence of other students, and especially in the clinical setting, strong odors are particularly distracting, unprofessional, and potentially hazardous to those who are particularly sensitive. All personnel (students and staff) should be considerate of others in the classroom setting as these can trigger acute medical issues. *Scented sprays (perfume, cologne, and lotions), vape, and smoke are not permitted in the clinical setting.*

Professional Conduct

Students are expected to conduct themselves in a professional manner inclusive of:

1. Listen to and appreciate others' perspective
2. Dress appropriately
3. Refrain from intolerance toward or ridiculing others
4. Complete one's own work and submit on time
5. Prepare for class discussions
6. Attend class as scheduled (attendance and tardiness policy)
7. Provide insightful responses in assignments and discussions
8. Maintain academic honesty and integrity at all times
9. Remain in compliance with the RCC Tobacco and Substance Abuse Policy

Disciplinary Actions for program violations:

1. First Offense: Oral warning with student incident report documented
2. Second Offense: Written warning with student incident report documented
3. Third Offense: Dismissal from the program
 - For item 8 above, the severity of the offense will be levied according to the RCC Academic Policy. By this, the first offense is a written warning with a zero grade for that assignment, a second offense will result in dismissal from the program.

**** See below for the Randolph Community College Zero Tolerance Academic Integrity Policy:**

<https://www.randolph.edu/policy-manual/xii-student-services/d-1-student-matters-student-conduct-and-zero-tolerance-policy.aspx>

**** Patient Assessment in the real world requires human contact. Therefore the expectation of every student is that hands-on practice requires physical contact. Everyone will experience being assessed as well as assessing each other. Instructors and students will conduct themselves in a professional manner at all times.**

Faculty - Academic Integrity

To state the policy, practices, and sanctions for violating academic integrity

Randolph Community College expects the utmost integrity in student academic endeavors and behavior. Students are expected to conduct themselves in accordance with these high standards of academic honesty. Consequently, Randolph Community College will not accept any incident that threatens the integrity of the academic learning environment.

VIOLATIONS

Violations to the Academic Integrity Policy include, but are not limited to:

- Cheating
 - The taking or acquiring possession of any academic material from another without permission
 - Receiving or giving help during tests, quizzes, or other assignments
 - Copying or attempting to copy another person's test, quiz, or other assignment
 - Allowing another to copy one's test, quiz, or other assignment
 - Unauthorized use of materials or electronic devices during a test. The intentional communication with another student on specific questions of a quiz/test/exam prior to that student taking said quiz/test/exam
 - Taking a quiz/test for another student
 - Paying another person to write or edit an essay or assignment
 - Submission of an essay or assignment in more than one class unless approved in advance by the instructor
- Plagiarism – the use of another's original words or ideas as though they were your own
 - Turning in another's work as one's own
 - Copying a phrase, sentence, or passage from another person or source (Internet, print media, etc.) without proper citation
 - Failing to put a quotation in quotation marks
 - Giving incorrect information about the source of a quotation
 - Copying so many words or ideas from a source that it makes up the majority of one's work, whether one gives credit or not
 - Downloading or buying a research paper, essay, or assignment from the Internet and submitting it as one's own work

*Please note that the list of examples above is not exhaustive. There may be other instances of cheating and/or plagiarism that would violate this policy.

SANCTIONS

The following sanctions for violation of the Academic Integrity Policy will be imposed by the Instructor, Department Head, Associate Dean/Director/Coordinator, Dean, or Vice President of Instructional Services:

- First offense – a grade of “0” on the test, quiz, or assignment
- Second offense – a grade of “F” for the course and academic probation for one semester
- Third offense – suspension from the College

With each violation, the Vice President of Instructional Services will be notified in writing.

These sanctions are not on a per course or per semester basis, but rather for your entire academic career at Randolph Community College.

APPEALS PROCESS

The appeals process varies depending on the offense. For the first offense, a student wishing to contest the penalty would follow the procedure outlined below.

1. Student appeals to the Instructor of the course in which the violation occurred to discuss the violation and determine fault.
2. If student contests the Instructor’s decision, the Department Head for the curriculum program in which the course is offered hears both parties and corroborates, modifies, or dismisses penalty. NOTE: This step is only for students in curriculum classes
3. If student contests the Instructor’s decision (Department Head for curriculum students), the Associate Dean/Director/Coordinator for the division in which the course is offered, hears both parties and corroborates, modifies, or dismisses penalty.
4. A student may appeal to the Dean to contest the decisions of the Associate Dean/Director/Coordinator. The decision of the Dean is final.

For the second and third offenses, the student may contest by following the above procedure and further appealing to the Vice President for Instructional Services. The Vice President will hear all parties involved and corroborate, modify, or dismiss the penalty. The decision of the Vice President for Instructional Services is final.

Since the third offense results in suspension, the student may submit a written request to the President to overturn the penalty. This request must be submitted to the President within five working days of the decision of the Vice President for Instructional Services. The President will approve, modify (including penalty of expulsion), or overturn the decision of the Vice President

for Instructional Services and notify the student in writing of the decision within ten working days of the appeal. The decision of the President is final.

“What is Plagiarism?” Plagiarism.org. 18 May 2017
<https://www.plagiarism.org/article/what-is-plagiarism>

Classrooms should be free of all unnecessary distractions from the task of learning. **The use of electronic/mobile devices during classroom or lab time will be at the instructor’s discretion.** Generally, students should silence all personal electronic devices upon entering the classroom. Instructional management is the instructor's right and responsibility, so the policy regarding the use of electronic devices in the classroom may vary depending on the course or the instructor's guidelines.

Departmental pagers should be turned off unless given permission by the instructor. Students attending class are not considered to be on duty, and any absence from class will be deducted from course attendance. As a reminder, please see the attendance policy.

PERSONAL ELECTRONICS ARE NOT ALLOWED IN THE EXAM ROOM (smart watch, phone, etc). Students in violation of this policy are not permitted to complete or make up the quiz or exam.

Social Networking: Any reproduction in word or picture of topics discussed in class or pertaining to practical skills, lecture, and/or clinical, including but not limited to pictures, drawings, and/or verbal representations are strictly forbidden from posting on any social networking sites whether the reproductions are considered private or public. Anything that relates to a patient contact is prohibited from posting on any social networking sites per patient confidentiality and HIPPA laws. Responsible ethical behavior is expected of persons using computer resources at our college.

Labs: Food and/or drinks are strictly prohibited in the lab and/or clinical areas. Classes designated as Lab on the attached course schedule are considered hands-on classes. Labs are essential in this course, and all students are expected to participate in lab sessions. Because a lab may be rescheduled without notice, all students should have closed-toed shoes available at all times. All labs and practical skills will be assessed at no less than the minimum criteria developed and maintained by the National Registry of Emergency Medical Technicians specific to the independent skills learned during each specific educational module.

Care and Use of Equipment: EMS classrooms and laboratories are equipped with electronic equipment including computers, cameras, data projectors, sophisticated simulation manikins and cardiac monitors. In the labs and patient simulations spaces, students are supplied with a wide variety of patient care equipment and supplies in order to enhance the learning experience. Labs and equipment should be used with respect and only with the permission and/or under the supervision of an instructor.

Equipment will be left clean, properly stored and ready for use by the next group. If you find or inadvertently damage equipment (this does happen) it must be immediately reported to your instructor. A common-sense, necessary workplace tradition in EMS is that off-going crews or shifts leave the ambulance, equipment and stationhouse in the same or better condition in which they found them. Students will be expected to adhere to this same tradition.

Tobacco Usage: Smoking is prohibited in all campus buildings, facilities or property owned or used by RCC, including outside areas. For more information about the tobacco free policy, please visit <https://www.randolph.edu/policy-manual/vi-employment-matters/b-18-employee-conduct-tobacco-free-campus.aspx>. **Please refer to the previous section regarding personal hygiene and the effects on others in class (page 8).**

Employee Conduct - Tobacco Free

To state the College's policy for tobacco use on campus:

Community colleges are exempt from the state law regulating the ability to adopt stringent tobacco use rules. Therefore, community colleges are able to pass comprehensive 100% tobacco-free policies. (G.S. 115D-20.1)

RCC is committed to providing its employees and students with a safe and healthy working and learning environment. RCC recognizes that the use of tobacco products on campus grounds is detrimental to the health and safety of students, staff, faculty, and visitors. RCC also recognizes that it has the legal authority to prohibit tobacco use pursuant to G.S. 115D-20.1 and G.S. 143-599.

Therefore, beginning July 1, 2010, RCC will implement the following policy:

1. Use of tobacco (including electronic cigarettes) is prohibited by students, staff, faculty, or visitors:
 - a. In all campus buildings, facilities or property owned or used by RCC, including outside areas; Tobacco use shall be permitted in personal vehicles as long as no tobacco litter is left on campus.
 - b. On campus grounds, facilities or vehicles that are the property of the campus.
 - c. At lectures, conferences, meetings, and social/cultural events held on school property or school grounds.
 - d. For the purposes of this policy, tobacco is defined as any type of tobacco product including, but not limited to: cigarettes, cigars, cigarillos, pipes, hookahs, smokeless or spit tobacco or snuff, and electronic cigarettes.
2. The sale or free distribution of tobacco products, including merchandise, on campus or at school events is prohibited.

**Please refer to the previous section regarding personal hygiene and the effects on others in class (page 5). **

Dip, E-cigarettes, and any other tobacco or tobacco substitute products are prohibited from the class and campus. If you are found in violation of these products please see below:

1. You will be asked to dispose of the product and given a written warning
2. You will be asked to leave the class and have the missed hours will counted against you.
3. You can be expelled from the class

Inclement Weather: Non-online classes will not meet at the scheduled location if the college is closed due to inclement weather.

In case of inclement weather, the president or his or her authorized representative may close the college or begin classes at a later hour. Information on the college closing or delayed starting times will be announced on the college website, www.randolph.edu, by message on the campus switchboard, 336-633-0200, and on any local television stations.

Students with Disabilities: The College intends that all courses of study be fully accessible to all qualified students. Reasonable accommodations for verified disabilities are available upon request. Students must take the responsibility to make their disability known and request academic accommodations or auxiliary aids. To establish the student's eligibility for services, documentation of disability will be required. Students who require academic accommodations due to any physical, psychological, or learning disability must request assistance from a disability services counselor within the first two weeks of the course.

Students bringing up a disability after the first two weeks and without seeking assistance from the disability services counselor will not have this disability considered for their current course. Likewise, students requiring urgent medical attention due to a chronic health condition are encouraged to notify a disability services counselor of their condition within the first two weeks of the course.

Requests for information and assistance should be made by visiting the welcome center and asking for the Disability Coordinator. ***Please note, being granted a testing accommodation from RCC does not mean that the student will receive a testing accommodation from the North Carolina Office of Emergency Medical Services or the National Registry of Emergency Medical Technicians.***

Additional Materials: Free online tutoring for all students in the areas of math, science, business, and writing is available through Smarthinking via Moodle accessible using the following link: <http://moodle2.randolph.edu/>

Quality Enhancement Plan (QEP): Career Confidence: Career Confidence is not self-confidence, nor is it self-assurance of one's capabilities that they can "do the job". Rather, career confidence involves purpose, preparation, and realistic career placement. Randolph Community College's QEP will focus on career confidence to strengthen student retention and completion, providing instructional support through a career module in Student Success Courses and a

tangible resource for all students, the Office of Career Services, where students can access career assistance. This will help students gain confidence in their career choice, so that moving forward they can see the proverbial light at the end of the tunnel and persist to course completion and/or graduation in a timely manner.

Syllabus Changes: The Emergency Medical Services Program reserves the right to revise or change course requirements in accordance with applicable state laws, NCOEMS requirements, and college requirements and/or at the discretion of the faculty. Changes will be posted in a revised syllabus or addendum to the syllabus, posted to an appropriate website, or distributed as a revision or an addendum to the Student Handbook.

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Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP)

The Randolph Community College EMS Program is accredited by the Commission on Accreditation of Allied Health Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Commission on Accreditation of Allied Health Education Programs

25400 U.S. Highway 19 North, Suite 158

Clearwater, FL 33763

<https://www.caahep.org/>

Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions

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