

Paramedic Program
Student Handbook
2019-2020



Welcome to Western Dakota Tech's Paramedic Program!

The WDT Paramedic Program is committed to preparing high-quality individuals to be effective and compassionate paramedics in accordance with the standards established by the U.S. Department of Transportation.

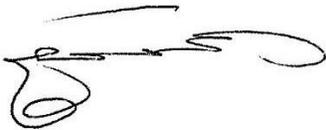
The paramedic program prepares competent entry-level Emergency Medical Technician Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Upon successful completion of the Paramedic Program, graduates will be eligible to take the certification examination for National Registry of Emergency Medical Technicians-Paramedic (NREMT-P).

The purpose of this handbook is to serve as a guide to students who are enrolled in the Paramedic Program. Program-specific expectations, guidelines, policies, and procedures will be outlined along with the procedures that will be followed when there is a violation of the published expectations, guidelines, policies, and procedures.

The information contained in this program handbook is intended to supplement the Western Dakota Technical Institute Catalog and the WDT Student Handbook. Please retain this program handbook in your files so the information can be referred to during your time as a Paramedic student.

Thank you for choosing WDT's Paramedic Program to further your training and education in Emergency Medical Services.



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WDT MISSION STATEMENT

Western Dakota Tech is a public institution of higher learning that embraces quality programs, expert faculty and staff, and a commitment to academic excellence to teach the knowledge, skills, and behaviors students need to be successful.

PARAMEDIC PROGRAM MISSION STATEMENT

The WDT Paramedic Program dedicates its efforts and resources toward assuring excellence in education for its students. The program strives to provide paramedic students with the knowledge, skills, and behavior necessary to provide the highest quality care to patients in the pre-hospital setting. This will be accomplished by providing a positive learning environment to students seeking to accept their roles in the professional community in the surrounding jurisdictions.

PARAMEDIC PROGRAM VISION STATEMENT

The WDT Paramedic Program seeks to promote and improve the health and safety of the community, to increase the effectiveness of pre-hospital care, to enhance the education of practitioners, and to advance the status of the EMS profession.

PARAMEDIC PROGRAM CORE VALUES

The WDT Paramedic Program is committed to educational excellence and attention to detail both in the Paramedic Program and in its students. To this end, we hold to the following core values:

- We will provide pre-hospital healthcare education to our students to practice within the scope-of-practice described in the DOT Paramedic Curriculum.
- As advocates of our students and our patients, we believe our students will achieve EMS excellence using the critical thinking and assessment based management process through the integration of:
 - Anatomy, physiology, and pathophysiology
 - Appropriate patient assessment
 - Determination of a field or paramedic differential diagnosis
 - Implementation of a treatment plan using national and local standards protocols
- The program will always ensure both instructional quality and student safety in the classroom, skills lab, and clinical/internship environments.
- The faculty desire that all students succeed to be safe and competent EMS providers.
- We will promote lifelong learning to our students.

NATIONAL ASSOCIATION OF EMERGENCY MEDICAL TECHNICIANS

(NAEMT) CODE OF ETHICS ([HTTPS://WWW.NAEMT.ORG/ABOUT_EMS/EMTOATH.ASPX](https://www.naemt.org/about_ems/emtoath.aspx))

Professional status as an Emergency Medical Technician and Emergency Medical Technician-Paramedic is maintained and enriched by the willingness to accept and fulfill obligations to society, other medical professionals, and the profession. 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, to 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 a high standard of emergency medical 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 Services 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.

PARAMEDIC STUDENT ESSENTIAL FUNCTIONS

Students should possess and perform these functions in order to perform effectively as a paramedic. These functions are helpful to remain within a level of professionalism that is highly recommended.

- 1) Physiological Functions:
 - a. Fine motor skills
 - b. General motor skills
 - c. Physical endurance
 - d. Physical strength
 - e. Hearing ability
 - f. Visual ability
 - g. Touch (tactile) ability
 - h. Sense of smell

- 2) Cognitive Functions:
 - a. Perform math calculations (basic algebra)
 - b. Speak, read, and write
 - c. Express and exchange ideas in a professional manner
 - d. Measure, calculate, reason, and analyze information
 - e. Transfer knowledge
 - f. Utilize computers to access and store information

- 3) Psychological/Social/Cultural Functions:
 - a. Conduct self within ethical and legal standards of practice
 - b. Function effectively within stressful situations
 - c. Maintain control of emotions
 - d. Respond professionally to angry/unpleasant persons
 - e. Interact therapeutically
 - f. Work effectively in a group
 - g. Concentrate on a task without being distracted
 - h. Manage time effectively
 - i. Multi-task without getting confused
 - j. Utilize problem solving skills
 - k. Adapt to change
 - l. Assume responsibilities for your own actions

Students Rights to Assistance or Accommodations

ADA Accommodations: Students Rights to Assistance or Accommodations: Western Dakota Technical Institute (hereinafter WDT) does not discriminate on the basis of disability. If you have a disability as defined by federal or state law, including a temporary disability related to pregnancy and/or parenting as a result of a medical necessity due to childbirth, WDT will provide reasonable accommodations including but not limited to architectural access, aids and services necessary for effective communication, and modification of its policies and procedures. Students with a disability who are requesting an accommodation should contact your instructor and the Student Success Director who serves as the disability coordinator as early as possible in the semester.

Notice of Non-Discrimination: WDT will not tolerate racism, discrimination, harassment, exploitation or victimization of students, school employees, non-employees, or any person who is an invitee of WDT for any reason, including but not limited to race, color, ethnic background, national origin, pregnancy, marital status, religion, creed, age, sex, citizenship, political affiliation, mental and/or physical challenge, disability, sexual orientation, genetic information, gender identity, status as a veteran, or any other status protected under applicable federal, state or local law. WDT is committed to providing an environment free from harassment and other forms of discrimination for students, employees, non-employees and its invitees. The following person has been designated to handle inquiries or complaints regarding the non-discrimination policies: Student Success Director

The Student Success Center:
Western Dakota Technical Institute
800 Mickelson Drive Rapid City, SD 57703
(605) 718-2955 / StudentSuccessCenter@wdt.edu

POLICIES & PROCEDURES

Requirements and Expectations

All students in the Paramedic Program are required to have:

- **Current EMT certification (prior to Paramedic courses)**
- **Professional liability insurance (prior to clinical/internship courses):**
 - Each student is provided professional liability insurance through Western Dakota Tech that applies to the Paramedic clinical/internship rotation. These coverages are at up to \$1,000,000 each claim and up to \$3,000,000 aggregate (total). The proof of insurance will be provided to the clinical/internship site if requested. No cost is incurred by the student.
 - The above insurance is available only in an unpaid clinical/internship experience.
- **Student Status**
 - All paramedic students are required to have an active Student Status number issued by the South Dakota Board of Medical Examiners before attempting invasive procedures or attending clinical/internship sites. Visit the website for more information: www.sdbmoe.gov
 - **NOTE: The student is required to complete a background investigation prior to**

applying for student status with SDBMOE. Students with criminal history may be denied Student Status by the SDBMOE. Paramedic students MUST have Student Status in order to attend clinical/internship courses.[OK1]

- **Medical Director**

- Students in the paramedic and clinical/internship courses of this program are under the supervision of a licensed physician (Medical Director). Expectations from the Medical Director will be presented prior to a student engaging in the hands-on clinical/internship portion of this program.

- **Uniform**

- It is the student's responsibility to purchase the required uniform for the Paramedic Program within the first ten days of class. Below is the uniform as prescribed by the instructional staff of the WDT Paramedic Program while on clinical/internship rotations:
 - Black service pants (available at a local supplier)
 - WDT Paramedic Program white dress shirt with WDT patches (available at a local supplier.)
 - Black leather boots
 - Black belt
 - Student ID

- **Supplies**

- It is the student's responsibility to purchase the required supplies for the Paramedic Program.
- Individual courses may have additional requirements. When in uniform, students should have in their possession:
 - A watch with a second hand
 - Bandage scissors
 - Stethoscope
 - Black pen
 - Pen light
 - Wallet type case for incidentals

- **Identification**

- When in uniform, students will have in their possession:
 - State issued ID
 - School photo ID, visible

- **Health Insurance**

- Health insurance is not required. However, due to the nature of the work (clinical/internship sites and close patient contact), paramedic students are strongly encouraged to have health insurance coverage.

- **Transportation**

- Transportation and lodging are the responsibility of the student. Proof of insurance,

registration, and valid driver's license is required for access to clinical/internship sites located on military installments.

Course Completion Requirements

Completion and graduation from the WDT Paramedic Program requires:

- Successful completion of the Paramedic didactic classes.
- Successful completion of the Paramedic clinical/internship requirements.
- Successful completion of the Paramedic field internship requirements.

See individual course syllabi for required grades and attendance.

Certification/Licensure

The WDT Paramedic Program Director will certify eligibility to sit for the NREMT psychomotor and written exams.

The State of South Dakota requires a paramedic to have a medical license to practice in the state. The South Dakota Board of Medical Examiners (SDBOME) has set forth guidelines for obtaining a medical license. If you have a felony or a misdemeanor, this may prevent you from obtaining employment in the profession.

Required Steps to Obtain Your Credential	1. Successfully pass the National Registry of Emergency Medical Technicians (NREMT) Psychomotor Exam
	2. Successfully pass the National Registry of Emergency Medical Technicians (NREMT) Written Exam
	3. Apply for an active Student Status number issued by the South Dakota Board of Medical Examiners (SDBMOE). This is required by all Paramedic students before attempting invasive procedures or attending clinical/internship sites. Visit the website for more information: www.sdbmoe.gov <i>NOTE: The student is required to complete a background investigation prior to applying for Student Status with SDBMOE. Students with a criminal history may be denied Student Status by the SDBMOE.</i>
	4. Successfully complete all requirements for WDT's technical EMS courses
	5. Successfully pass the National Registry of Emergency Medical Technicians – Paramedic (NREMT-P) Psychomotor Exam
	6. Successfully pass the National Registry of Emergency Medical Technicians - Paramedic (NREMT-P) Written Exam <i>NOTE: If either of the NREMT-P exams are attempted and unsuccessful, the Student Status issued by the SDBMOE is no longer valid and the student is no longer licensed to perform ALS procedures.</i>

	<p>7. Apply for licensure within South Dakota through SDBMOE. The student must apply for initial licensing using the SDBMOE account created when he/she applied for Student Status. The cost of initial licensing in South Dakota is \$50. All steps completed for Student Status must be repeated and an additional form must be submitted to WDT for education verification.</p> <p><i>NOTE: If you plan to work outside of South Dakota, you will be required to apply for certification/licensure within that state. Each state has different requirements for this process. Some states require additional certification courses such as PALS, Critical Care, or state specific EVOC training before certification/license approval.</i></p> <p><i>NOTE: South Dakota state licensing is not valid until the student is employed by an agency and the Medical Director for that agency has signed the Paramedic Affiliation Form.</i></p>
	<p>8. To maintain the state certification / licensure, a recertification process is required by the individual state.</p> <p><i>NOTE: South Dakota requires relicensing every year at a cost of \$25.</i></p>

Professionalism and Confidentiality

Students are expected to conduct themselves in accordance with the professional expectations for paramedics at all times. Students are representatives of the WDT Paramedic program whenever and wherever they are involved with course-related activities. Professional conduct is essential to a successful course experience and EMS career.

- Conduct – The WDT and NAEMT Code of Conduct will be followed at all times.
 - All interactions with law enforcement involving a paramedic student after submission of student status application must be reported to the program director within 72 hours.
 - Failure to do so will result in a code of conduct violation.
 - Based on the nature of the interaction:
 - The student may be suspended from clinical sites and field internship until the incident has been resolved.
 - The student may be required to submit information to the SDBMOE and their student status may be affected.
- Clinical/Internship Site Agency policies will be followed when in the clinical/internship setting.
 - A therapeutic relationship with patients is expected.
 - Honesty in all communications is required. Integrity in both the classroom and the clinical/internship settings is expected.
- Confidentiality is expected at all times in both the classroom and clinical/internship settings. This includes, but is not limited to:
 - Information obtained electronically, verbally, and in written format.
 - Students are permitted to access only patient records that are relevant to patients currently under his/her care.
 - Students must sign an agreement, specific to each clinical/internship site, to maintain confidentiality. Any violation of confidentiality including any HIPAA violation such as using patient identifiers in submitted work will result in a WDT Student Code of Conduct Violation and possible removal from the

clinical/internship site resulting in not completing program requirements.

- **Social Networking Guidelines** –Confidential, trade-marked, and student/faculty/patient information may not be posted. Classmate, faculty, and patient privacy must be maintained in all communications. Do not disclose information that may be used to identify classmates, faculty, or patients. Remember that even de-identified information may be recognized by fellow classmates, faculty, patients, their families, or their employers. Students must educate themselves about the proper way to use social networking sites and how to avoid the pitfalls afforded by technology. Misuse of social networking is a violation of professional conduct. Because of the distraction, social networking is prohibited in the classroom.

Electronic Devices

All cell phones, pagers, and other such electronic communication devices should be turned off or set to vibrate during class. Cell phone use policies for the clinical/internship site must be followed during clinical/internship time. Unauthorized use of cell phones while on clinical/internship rotations may result in dismissal from the clinical/internship site which will be noted as unexcused, and clinical time will need to be repeated. Clinical/internship site cell phone policies are also addressed in the individual course syllabi. While on a clinical or field internship the accommodating agency's electronic device policy will be adhered to as well. The posting, broadcasting or photography while on a clinical or field internship may be viewed as a HIPAA violation.

Student Evaluations

Students will be evaluated relative to the cognitive, psychomotor, and affective educational domains.

- **Frequency**
Evaluation of students shall be conducted on a recurring basis and with sufficient frequency to provide both the student and program faculty with valid and timely indicators of the student's progress toward and achievement of the entry-level competencies stated in the curriculum.
- **Methods**
The methods used to evaluate students shall be valid and reliable and shall verify the achievement of the cognitive, psychomotor, and affective objectives stated in the curriculum. Evaluation methods shall include direct assessment of student competencies in patient care environments.
- **Review**
Test instruments and evaluation methods shall undergo frequent review in order to ensure effectiveness of student evaluation. When appropriate, reviews shall result in the update, revision, or formulation of more effective test instruments or evaluation methods.

Health, Illness, and Injury

- Students incurring any injury in the clinical/internship or lab setting must report immediately to an instructor or preceptor and the Program Director for the necessary policies and procedures of the facility. Required emergency treatment and appropriate report forms must be completed. If the facility assesses cost for this treatment, the student

is responsible to pay those charges. WDT is not responsible for those charges.

- If a student sustains an injury at school, it must be reported, and an accident report must be completed.
- In the event of exposure to a communicable disease or a needle sharps/stick during a clinical/internship rotation, adherence to the policy of treatment for that facility is required. If the facility assesses cost for this treatment, the student is responsible to pay those charges. WDT is not responsible for those charges.
- All accidents must be reported, whether on WDT campus or at a clinical/internship site. Please see the WDT Student Handbook for further information.

Academic Honesty and Integrity

- Honesty and integrity are essential qualities in the profession of paramedics.
- Cheating or lack of integrity can take on many forms. These may include but are not limited to:
 - Bringing an answer source to the test site.
 - Copying from another student's test, including take-home and open-book exams.
 - Changing an answer after a test has been submitted.
 - Sharing information about a test with someone who has not yet taken it.
- Falsification or forgery of academic documents, applications, clinical/internship evaluations, lab evaluations, etc.
- Plagiarism is another form of cheating. This may involve but is not limited to:
 - Submitting a paper that was written by someone else, in whole or in part.
 - Copying thoughts and ideas from another source and submitting that work as your own.
 - Copying and pasting of electronic text into assigned work.
- Additional areas of concern specific to paramedic include but are not limited to:
 - Covering up or not reporting a clinical/internship error.
 - Charting something that was not done.
 - Altering any legal documentation.
- Not everything is cheating. Some examples of acceptable practices include:
 - Studying together prior to an exam.
 - Sharing notes from class.
 - Using quotes in papers and referencing them appropriately.

If you are unsure if a practice might be considered cheating, please check with an instructor and/or do not engage in the practice.

Available Support Services

You may obtain additional help outside of class through your instructor, the Student Success Center, and the WDT Library. See the WDT Student Handbook for more information.

Disciplinary Actions

Please refer to the WDT Student Handbook.

DIDACTIC PHASE

Attendance

Student attendance is required at all scheduled classes, including lab sessions. All coinciding lab sections will be scheduled and tracked through an electronic record system. Students with less than 80% attendance will not be authorized to test for the NREMT exams

Tardiness and Early Exits

Lecture and Lab Courses - A tardy is defined in individual course syllabi.

Special program requirements: If a student's absences coincide with any core nationally recognized courses (PALS, PHTLS, ACLS, or AMLS), the student will be required to take that course or courses in a different program at the student's own expense as these are required to be completed prior to any field internship.

Make-up Work

Students who miss assignments, quizzes, exams, or any other work due to absences, tardiness, or early-exits must make arrangements with the course instructor. The ability to make-up assignments is based on the individual instructor.

Dress and Appearance

Students are required to wear approved uniform attire during core FFP (Paramedic) courses. All students are to practice cleanliness, neatness, and good personal hygiene.

CLINICAL AND FIELD PHASE

Varied shifts are assigned during the clinical/internship phase, i.e., days, evenings, and/or weekends. Students are expected to be present and on time for all of their scheduled clinical/internship rotations. Rotations will be scheduled by the Paramedic Program Director or the Clinical Coordinator. This information is found in individual course syllabi.

During clinical / internship hours, students must operate under the supervision of qualified personnel at all times. Students may not be compensated for procedures performed or substituted for regular staff in accordance with CAAHEP accreditation guidelines.

Prerequisites

Student Status is required to enter clinical/internship practice. Students are responsible to meet all of the clinical/internship site requirements, which may include drug screening, background check, and fingerprinting. Students must maintain a minimum of a "C" in the Paramedic Program didactic portions prior to beginning the clinical/internship rotation for that course.

Attendance

Clinical/internship time requires 100% attendance, but missed time may be rescheduled if the instructor approves and if notification is given in advance according to the clinical/internship syllabus.

Absences/Tardiness/Early Exits

This information can be found in the individual course syllabi.

Notification of any absence must be made to the Paramedic Program Director and/or the Clinical Coordinator as well as the facility where the student will be doing their clinical/internship rotation prior to the absence.

Make-up Work

All missed shifts must be made up according to the course syllabus.

Dress Code

Students are to follow clinical/internship site dress code requirements.

- Student will wear the prescribed uniform. All clothing will be clean and free of wrinkles and stains; shirt will be tucked into trousers for the duration of the clinical/internship rotation.
- Scrubs will be required in the OR and will be provided in this rotation.
- A name tag is required when on a clinical/internship site.
- If a facility requires an alternate dress code, students will be notified in advance and will abide by the site's dress code.
- Hair to be pulled back and neat. Long hair is to be worn up.
- Make-up should be natural looking and appropriate for daytime.

- Jewelry – Students are limited to a watch, wedding ring, and small, non-dangling earrings.
- Nails no longer than the tip of the finger. Nails must be clean and without polish. No acrylic nails allowed.
- Body piercing adornments deemed a safety hazard will not be worn during clinical/internships.
- All tattoos covered by make-up or clothing. No bandages or adhesive coverings.
- Male students will be clean shaven while on clinical/internship sites.
- Excessive perfumes and colognes are not permitted.

STUDENT EXPECTATIONS

The WDT Paramedic Program students will be expected to:

- Follow all policies set out in the WDT Student Handbook and the Paramedic Program Student Handbook
- Actively participate in the learning process
- Attend classes and clinical/internships as scheduled
- Refrain from attending clinical/internships when student has an infectious disease
- Refrain from working overnight the previous night before a scheduled clinical/internship
- Demonstrate professional behavior in the classroom to instructors, staff, and other students
- Demonstrate professional behavior at the clinical/internship sites to all patients, visitors, staff members, instructors, and other students
- Demonstrate a therapeutic relationship with patients
- Maintain patient confidentiality
- Practice non-discriminatory behavior in the rendering of patient care as it relates to human rights and dignity of the individual
- Perform safe and appropriate practices and patient care within the scope of a student paramedic
- Administer medication only with the permission of the clinical/internship instructor or preceptor
- Perform invasive procedures only in the presence of the clinical/internship preceptor or instructor
- Perform true and accurate recordings on patient records
- Wear appropriate clothing as described in this handbook or as required by clinical/internship agencies
- Take ultimate responsibility for his/her own learning

**Western Dakota Technical Institute
Paramedic Program
Student Handbook**

I have received from my advisor a copy of the Paramedic Program Student Handbook. By signing below, I certify that I have read, understand, and agree to abide by the policies and procedures of the program.

Printed Student Name _____

Student Signature _____

Date _____

*Please turn in the signed form to the Paramedic Program Director