

# **EMERGENCY MEDICAL SERVICES PROGRAM**

**WALLACE COMMUNITY COLLEGE**

## **STUDENT HANDBOOK**

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## INTRODUCTION

Welcome to the Emergency Medical Services program at Wallace Community College. The EMS-Paramedic option under Emergency Medical Services, was first organized in 1973 by Dr. Stanley Griffin to meet the growing need for skilled paramedical personnel in Southeast Alabama. The program was integrated into the College structure at that time. Presently, the program is administered by a Discipline Chair/Program Director under the Dean of Instructional Affairs. The EMS-Paramedic program was accredited by the Joint Review Committee on Educational Programs (JRC) for the EMS-Paramedic in October, 1989. Continuing accreditation was awarded on January 8, 2008, by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) at the recommendation of Committee on Accreditation of Educational Programs for the EMS Professions (CoAEMSP).

Wallace Community College strongly believes that students should complete the general education courses in conjunction with the EMS courses for the completion of an Associate in Applied Science degree. The additional general education components allow for a more well-rounded graduate as well as a foundation for further education. A minimum of a short certificate for Emergency Medical Technician or Advanced Emergency Medical Technician is required to be eligible for National Registry. Paramedic students must complete the minimum of a long certificate to be eligible for National Registry. Certificate and degree requirements are found in the current college catalog.

The Emergency Medical Services program is both challenging and rewarding. The instructors have been selected by their expertise in the field and their educational training. Their goal is to facilitate your learning to ensure that you are able to perform as an entry level of EMT upon completion of the program and licensure. Each person is committed to your success as a student and an individual. Thank you for selecting the Emergency Medical Services program at Wallace Community College. Together we can do great things!

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## PHILOSOPHY

Emergency Medical Services education is directed towards men and women who have the capability and interest to become emergency medical technicians (EMTs), advanced emergency medical technicians (AEMTs) and paramedics. EMS educational programs should provide the student with knowledge of the acute, critical differences in physiology, pathophysiology, or clinical symptoms as they pertain to the prehospital emergency medical care of the infant, child, adolescent, adult, and geriatric patient. We believe in the concept of medical control regarding the actions of EMS providers in the field.

Wallace Community College's EMS program is fully approved by the Alabama Department of Public Health/EMS and Trauma Division and the Alabama Department of Postsecondary Education. The program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) on recommendation of the Committee on Accreditation of Educational Programs for the EMS Professions (CoAEMSP). For questions about Wallace Community College's national accreditation or the accreditation agency, please contact CAAHEP directly at 727-210-2350 or [mail@caahep.org](mailto:mail@caahep.org). Additional information can be found on CAAHEP website at [www.caahep.org](http://www.caahep.org).

The objective of EMS education is to develop the student's cognitive, affective, and psychomotor abilities and to assist them in acquiring the critical judgment essential for rapid and practical clinical decision making, as well as, skill-oriented delivery of sophisticated rescue techniques and medical procedures. EMS education is the systematic direction of the student toward maximizing potentials in intellectual, emotional, physical, and social qualities.

EMS prehospital practice renders a significant service to health care delivery systems in our society. We believe that emergency medical technicians (EMTs), advanced emergency medical technicians (AEMTs) and paramedics are savers of lives that might otherwise be lost.

From the mission statement of the College and the philosophy of the EMS program, the goals and objectives were derived. The goal of the Wallace Community College Emergency Medical Services program is to prepare individuals as competent entry level EMTs, AEMTs, and paramedics who provide basic and advanced life support to patients experiencing prehospital emergencies. The objectives of the program, which the graduates must successfully demonstrate flow from the colleges mission statement, the program philosophy, and the program goal.

Upon successful completion of the EMS program, the student will demonstrate the following objectives:

- Comprehension, application, and evaluation of clinical information relevant to his or her roles as an EMS professional (Cognitive Domain).
- Demonstrate technical proficiency in all skills necessary to fulfill the role of an EMS professional (Psychomotor Domain).
- Demonstrate personal behaviors consistent with professional and employer expectations for the EMS professional (Affective Domain).

## ADMISSION REQUIREMENTS

Students are admitted to the EMS program without regard to race, creed, color, marital status, sex, or national origin. Admission is conditional and depends on the student's ability to perform the essential functions identified by the Alabama Department of Public Health. A copy of the essential functions is found on page 13 of this document.

According to the National Registry of Emergency Medical Technicians application for licensure to practice as an Emergency Medical Technician, Advanced Emergency Medical Technician, or Paramedic may be denied if a person has been convicted of a felony, is guilty of a crime involving moral turpitude, has unfit personal habits including alcohol or drug abuse, and /or has displayed other grounds for denial as specified by law. More information regarding this and other NREMT policies can be found at [www.nremt.org](http://www.nremt.org).

The requirements for admission are listed by level:

Emergency Medical Technician:

1. Unconditional admission to the college
2. Age of 18 years within 6 months of completion of the program
3. College approved placement scores
4. Ability to complete the program with a minimum of a 2.0 grade point average (GPA).
5. Upon admission students will be required to submit approved EMS health forms

Advanced Emergency Medical Technician:

1. Completion of items 1-5 for EMT
2. Current unencumbered Alabama EMT license (Conditional admission to the program may be allowed for students who have completed an approved EMT training program, but have not received licensure. All AEMT students must have an unencumbered Alabama EMT license prior to mid-term or they will be forced to with-draw from the program.) AEMT students will not be allowed to participate in clinical activities without an Alabama EMT license.

Paramedic:

1. Completion of items 1-5 for EMT
2. Current unencumbered Alabama AEMT license (Conditional admission to the program may be allowed for students who have completed an approved AEMT training program, but have not received licensure. All paramedic students must have an unencumbered Alabama AEMT license prior to mid-term or they will be forced to with-draw from the program.) Paramedic students will not be allowed to participate in clinical activities without an Alabama AEMT license.

## EMS CURRICULUM

<b><u>Emergency Medical Technician (Short Certificate)</u></b>	<b><u>Semester Hours</u></b>
EMS118 – Emergency Medical Technician .....	9
EMS119 – Emergency Medical Technician Clinical (45 clinical hours) .....	1
Total Semester Hours .....	10

<b><u>Advanced Emergency Medical Technician (Short Certificate)</u></b>	<b><u>Semester Hours</u></b>
EMS155 – Advanced Emergency Medical Technician .....	8
EMS156 – Advanced Emergency Medical Technician Clinical (90 clinical hours) .....	2
Total Semester Hours .....	10

## Paramedic (Long Certificate)

## Semester Hours

### First Semester

EMS118 – Emergency Medical Technician .....	9
EMS119 – Emergency Medical Technician Clinical (45 clinical hours) .....	1
ORI101* – Orientation to College.....	1
ORI104 – WorkKeys Assessment .....	1
MTH100 – Intermediate College Algebra .....	3
Total Semester Hours .....	15

\*ORI101 if applicable, is required for all first time college students

### Second Semester

EMS155 – Advanced Emergency Medical Technician .....	8
EMS156 – Advanced Emergency Medical Technician Clinical (90 clinical hours) .....	2
BIO201** - Human Anatomy and Physiology .....	4
Total Semester Hours .....	14

\*\*BIO103 or successful placement on The Alabama Community College System Biology Placement Exam is a prerequisite to BIO201.

### Third Semester

EMS240 – Paramedic Operations .....	2
EMS241 – Paramedic Cardiology .....	3
EMS242 – Paramedic Patient Assessment.....	2
EMS243 – Paramedic Pharmacology .....	1
EMS244 – Paramedic Clinical I (45 Clinical Hours).....	1
ENG101 – English Composition .....	3
Total Semester Hours .....	12

### Fourth Semester

EMS245 – Paramedic Medical Emergencies .....	3
EMS246 – Paramedic Trauma Emergencies .....	3
EMS247 – Paramedic Special Populations.....	2
EMS248 – Paramedic Clinical II (135 Clinical Hours).....	3
SPH106/107 – Fundamentals of Communication/Public Speaking .....	3
Total Semester Hours .....	14

### Fifth Semester

EMS253 – Paramedic Transition to the Workforce .....	2
EMS254 – Advanced Competencies for the Paramedic .....	2
EMS255 – Paramedic Field Preceptorship (225 Clinical Hours).....	5
EMS256 – Paramedic Team Leadership (45 Clinical Hours) .....	1
Total Semester Hours .....	10

### Notes:

1. Long certificate and AAS students must complete the academics for a Paramedic Long Certificate prior to entering the final term of paramedic training (ORI101\*, ORI104, ENG101, MTH100, BIO201, SPH106/107). All students completing either a Long Certificate or AAS degree must demonstrate competency in computers by either passing a computer competency exam or completing CIS146.
2. Students may prefer to utilize a semester prior to entering paramedic to complete academic courses to minimize the time commitment during paramedic training.
3. All students must meet with an EMS advisor to ensure proper progression and completion.

**Associate in Applied Science in Emergency Medical Services**

**Semester Hours**

First Semester

EMS118 – Emergency Medical Technician .....	9
EMS119 – Emergency Medical Technician Clinical (45 clinical hours) .....	1
ORI101* – Orientation to College.....	1
ORI104 – WorkKeys Assessment .....	1
MTH100 – Intermediate College Algebra .....	3
Total Semester Hours .....	15

\*ORI101 if applicable, is required for all first time college students

Second Semester

EMS155 – Advanced Emergency Medical Technician .....	8
EMS156 – Advanced Emergency Medical Technician Clinical (90 clinical hours) .....	2
BIO201** - Human Anatomy and Physiology .....	4
Total Semester Hours .....	14

\*\*BIO103 or successful placement on The Alabama Community College System Biology Placement Exam is a prerequisite to BIO201. Successful completion of BIO201 is required prior to entering Paramedic

Third Semester

EMS240 – Paramedic Operations .....	2
EMS241 – Paramedic Cardiology .....	3
EMS242 – Paramedic Patient Assessment.....	2
EMS243 – Paramedic Pharmacology .....	1
EMS244 – Paramedic Clinical I (45 Clinical Hours) .....	1
ENG101 – English Composition .....	3
BIO202 – Human Anatomy and Physiology II .....	4
Total Semester Hours .....	16

Fourth Semester

EMS245 – Paramedic Medical Emergencies.....	3
EMS246 – Paramedic Trauma Emergencies .....	3
EMS247 – Paramedic Special Populations.....	2
EMS248 – Paramedic Clinical II (135 Clinical Hours) .....	3
SPH106/107 – Fundamentals of Communication/Public Speaking .....	3
PSY200 – General Psychology .....	3
Total Semester Hours .....	17

Fifth Semester

EMS253 – Paramedic Transition to the Workforce .....	2
EMS254 – Advanced Competencies for the Paramedic .....	2
EMS255 – Paramedic Field Preceptorship (225 Clinical Hours).....	5
EMS256 – Paramedic Team Leadership (45 Clinical Hours) .....	1
Humanities Elective .....	3
Total Semester Hours .....	13

Notes:

- 1 Long certificate and AAS students must complete the academics for a Paramedic Long Certificate prior to entering the final term of paramedic training (ORI101\*, ORI104, ENG101, MTH100, BIO201, SPH106/107). All students completing either a Long Certificate or AAS degree must demonstrate competency in computers by either passing a computer competency exam or completing CIS146.
- 2 Students may prefer to utilize a semester prior to entering paramedic to complete academic courses to minimize the time commitment during paramedic training.
- 3 All students must meet with an EMS advisor to ensure proper progression and completion.

## **PROGRESSION**

Students in EMT, Advanced EMT, and Paramedic must achieve a grade of C or better in all EMS curriculum required courses and a cumulative 2.0 grade point average at Wallace Community College to receive a short certificate, certificate or associate in applied science degree. Prior to participation in Advanced EMT clinical training each student must have successfully completed an EMT program and possess an Alabama EMT license. Prior to entering the Paramedic phase, students must possess a valid Alabama Advanced EMT-Basic license. BIO 201 is a pre-requisite to Paramedic entry. MTH 100, ENG 101, SPH 106/107, and CIS 146 or documented computer competency must be completed prior to entering the last semester of the paramedic certificate curriculum. All EMS students must maintain American Heart Association Basic Cardiac Life Support (BCLS) certification at the Healthcare Provider Level. Progression throughout the program requires that students maintain health records as listed in the EMS student health packet.

### **READMISSION**

Students who do not continue in the program for consecutive terms are subject to the most current catalog and State of Alabama Department of Public Health, EMS Division policies for the latest term of admission. No more than 15 months may lapse between attempts at courses in the 200-level paramedic sequence without a repeat of the entire field of concentration curriculum sequence. Students who are removed from the program because of violations of course policy will be reviewed by the EMS Advisory Board for consideration of readmission. Students who are readmitted will be required to update immunization and other health records, background check, and drug screen as required for program admission. Readmission is not guaranteed.

Readmission will be denied for any of the following circumstances:

1. Refusal by clinical agencies to accept the student for clinical experiences.
2. Violation of confidentiality policies.

### **GRADING SCALE**

EMP and EMS courses will be evaluated using the following grading scale:

- A 90-100
- B 80-89
- C 75-79
- D 60-74
- F 59 and below

## CLASSROOM POLICIES

### UNIFORM POLICY

All student enrolled in a Wallace Community College EMS Program are required to wear their respective uniform including student ID at all times while in the classroom, clinical, and laboratory setting. Students enrolled in a one semester program or the first semester of a multi-term program will be given a three week grace period before this policy is enforced. The official start date of this policy will be provided by the instructor on the first day of class or during orientation. Students enrolled in a multi-term program will not receive a grace period after their first semester in the program.

Students who are not dressed in accordance with the uniform policy will not be allowed to remain in the classroom, clinical or laboratory setting until they are in full compliance. Any missed work during this period of absence will be addressed by the program's standard attendance and make-up policy. Only the EMS Program Director can make alteration or exceptions to this policy.

### FOOD AND DRINK

It is the policy of Wallace Community College EMS program that no food or drinks are allowed in laboratories. Food and drinks in classrooms will be at the discretion of the instructor. All drinks must have lids. Students are responsible for any spills or garbage from their materials. No food or drinks are allowed during examinations.

### CELL PHONES, PAGERS, RADIOS

All communication devices must be in the silent or off position during class. Communicating by way of "text messaging" or "video messaging" during class is strictly prohibited and may be construed as cheating. **At no time should a student have a cell phone on their person during a clinical or laboratory experience. The taking of pictures or videos is considered a violation of HIPPA and/or student privacy.**

### COMPUTERS AND INTERNET

The use of computers within the EMS building is considered a privilege. Students should limit the use of the computers to programs and websites to enhance their EMS education. The use of social websites is prohibited during classroom activities. In accordance with college policies students may not alter, download, or reconfigure any college settings or programs on the college's computers.

### MAKEUP POLICY

All students are to be in class for all scheduled meetings. Any students who are not in attendance for daily assignments will receive a "0" for the assignments and will not be allowed to make-up the missed work. Make-up exams are given at the discretion of the instructor and are not guaranteed. **Students may take only one make-up exam per semester.** All scheduled assignments, make-up exams, and retests must be completed by the assigned deadline. Any students who have work that is incomplete by the deadline will receive the grade of "0" for those assignments.

### RESPONSIBILITY IN TEACHING AND LEARNING

The main purpose of instruction is to promote student learning. This means that teachers direct all matters dealing with courses. This does not mean that teachers bear the sole responsibility for students' education. Students need to follow a teacher's guidance, study, do homework, and prepare for class to master the information and skills being taught. Students should expect to spend 2 hours per day outside class for each hour of scheduled class. Some students will spend additional time based on

their personal learning needs. The ultimate responsibility for learning lies with the student. Although faculty members will teach, guide, assist, and encourage, it is the students who control the outcome. Learning is hard work, and should be considered a top priority in the student's life in order to be successful.

### **ATTENDANCE**

Regular class attendance is important for students to gain and demonstrate competencies in course concepts and skills. Students are expected to attend all classes for which they are registered. Each student should recognize at the beginning of their college career that a mature acceptance of academic responsibilities is a requisite for accomplishment in college; this applies particularly to class attendance. Any class sessions missed, regardless of cause, reduces the academic opportunities of the student. For specific course policies, refer to the course syllabus.

### **COURSE SYLLABI**

Each EMS course has a syllabus that is the student-teacher agreement for that specific course. Syllabi are included each course through the Blackboard interface. The syllabus contains the course objectives, requirements, and evaluations for the course.

**Wallace Community College – Emergency Medical Services  
STUDENT INFORMATION / CHECKLIST**

Before beginning any **program** course, you must submit proof of the following items. NO exceptions can or will be made regarding submission of documentation by a medical professional. Turn in your health record documentation by the announced deadline. **Attach this form to the front of your health records.**

Student Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

ITEM	DOCUMENTATION REQUIRED	<input checked="" type="checkbox"/>
<b>Essential Functions / Physician's Statement</b>	The <i>Essential Functions / Physician's Statement Form</i> must be signed by the student and signed by a <b>physician, physician's assistant, or a nurse practitioner</b> . <b>Attach completed form.</b>	
<b>Health Record Form</b>	The <i>Health Record Form</i> must be completed and signed by a <b>physician, physician's assistant, or a nurse practitioner</b> . <b>Attach completed form.</b>	
<b>Tetanus Vaccine</b>	Documentation of tetanus vaccination within the last ten (10) years. <b>Attach medical documentation.</b>	
<b>PPD or Tuberculosis (TB Skin Test)</b>	Documentation of a two-step TB skin test, consisting of one test followed by a second test 7-21 days later. The results cannot be more than four (4) weeks apart. TB skin tests are good for a period of one (1) year from the administration date. An annual one-step TB skin test will be required thereafter. <b>Attach medical documentation.</b> <b>OR</b> Students who have tested positive for TB in the past or who are unable to receive the TB skin test must submit documentation of a clear chest x-ray. Completion of an annual <i>Tuberculosis Questionnaire</i> will also be required. <b>Attach medical documentation.</b>	
<b>MMRV Titers</b>	Documentation of <b>titer</b> results for MMRV – Measles (Rubeola), Mumps, Rubella, and Varicella (Chicken Pox). If results are non-immune (negative), the student is instructed to seek the advice of a medical provider for recommended follow-up and must sign a <i>Measles, Mumps, Rubella, Varicella Release / Waiver Form</i> . <b>Attach lab data report.</b>	
<b>Hepatitis B Titer</b>	Documentation of <b>titer</b> results for Hepatitis B. Results must be within the past twenty (20) years. If results are non-immune (negative), the student is instructed to seek the advice of a medical provider for recommended follow-up and must sign a <i>Hepatitis B Vaccination Release / Waiver Form</i> . <b>Attach lab data report.</b>	
<b>CPR</b>	Documentation of current CPR certification by the American Heart Association Basic Life Support (BLS) for Health Care Providers <b>Attach a copy of card / certificate.</b>	
<b>Release Form</b>	Read and sign the <i>Clinical Related Documents Release of Information Form</i> . <b>Attach completed form.</b>	

***If you have previous record of a tetanus vaccination, a TB Skin Test / Chest X-ray, MMRV lab***

**EMERGENCY MEDICAL SERVICES****Essential Functions:**

Due to the requirements of the State of Alabama for EMS Licensure, no student will be admitted to any Wallace Community College Emergency Medical Services course who cannot meet the following essential functions:

1. Have the physical agility to walk, climb, crawl, bend, push, pull, or lift and balance over less than ideal terrain;
2. have good physical stamina, endurance, which would not be adversely affected by having to lift, carry, and balance at times, in excess of 125 pounds (250 pounds with assistance);
3. see different color spectrums;
4. have good eye-hand coordination and manual dexterity to manipulate equipment, instrumentation and medications;
5. be able to send and receive verbal messages as well as operate appropriately the communication equipment of current technology;
6. be able to collect facts and to organize data accurately, to communicate clearly both orally and in writing in the English language (at the ninth grade reading level or higher)
7. be able to make good judgment decisions and exhibit problem solving skills under stressful situations;
8. be able to make good judgment decisions and exhibit problem solving skills under stressful situation;
9. be attentive to detail and be aware of standards and rules that govern practice; and
10. implement therapies based upon mathematical calculation (at the ninth grade level or higher);
11. possess emotional stability to be able to perform duties in life-or-death situations and in potentially dangerous social situations, including responding to calls in districts known to have high crime rates;
12. be able to handle stress and work well as part of a team;
13. Be oriented to reality and not be mentally impaired by mind altering substances;
14. not be addicted to drugs or alcohol;
15. be able to work shifts of 24 hours in length;
16. be able to tolerate being exposed to extremes in the environment including variable aspects of weather, hazardous fumes, and noise, and
17. possess eyesight in a minimum of one eye correctable to 20/20 vision and be able to determine directions, according to a map; and students who desire to drive an ambulance must possess approximately 180 degrees peripheral vision capacity, must possess a valid Alabama driver's license (if a resident of another state is employed in Alabama); and must be able to safely and competently operate a motor vehicle in accordance with state law

# Wallace Community College

## Background Screening Policy for Students in the Health Sciences

### I. Policy Purpose

- A. Education of Health Science students at Wallace Community College requires extensive collaboration between the institution and its clinical affiliates.
- B. The College and clinical affiliates share an obligation to protect, to the extent reasonably possible, recipients of health care from harm.
- C. The College desires to ensure that the health and safety of students and patients are not compromised and acknowledges that clinical affiliation agreements exist to provide students with quality clinical education experiences.

### II. Standards of Conduct and Enforcement Thereof

- A. Clinical affiliation agreements for programs within the health sciences contain contractual obligations to comply with the requirements set forth by health care facilities.
- B. Student enrolled in a health program at Wallace Community College must conform to the rules, policies, and procedures of the clinical affiliate in order to participate in clinical learning experiences.
- C. Wallace Community College requires background screening of all students choosing to enroll in a program within the Health Sciences.

### III. General Guidelines

- A. Any student accepted into, currently attending, or re-admitting to any program within the Health Sciences at Wallace Community College will be required to undergo an initial background screen.
- B. Types of screening to be conducted
  1. Social Security Number Trace / ID Search to verify that the Social Security Administration issued the number provided by the individual and that it is not listed in the files of the deceased. The SSN trace will also locate additional names and addresses that may assist in locating jurisdictions for additional criminal searches.
  2. Unlimited County Criminal Record Verifications to identify criminal convictions for all names and addresses revealed on the Social Security Trace.
  3. The Alabama Statewide Search includes criminal convictions since 1987. These records contain information submitted to the State by courts from each county to other criminal justice agencies.

4. FACIS (Fraud and Abuse Control Information System) Database Searches to identify adverse actions of individuals and entities in the health care field, including information on disciplinary actions ranging from exclusions and debarments to letters of reprimand and probation. Among others, searches include the OIG, GSA, OFAC and National Terrorist Watch List.
  - a) Office of the Inspector General (OIG) List of Excluded Individuals/Entities identifies those individuals who have committed offenses deeming them ineligible to care for patients receiving Medicare, Medicaid and other Federal health care benefits.
  - b) General Services Administration (GSA) Excluded Parties List Service identifies the List of Parties Excluded (EPLS) that identifies those excluded throughout the US Government from receiving Federal contracts and certain types of Federal financial/non-financial assistance/benefits.
  - c) Office of Foreign Assets Control (OFAC) List of Specially Designated Nationals (SDN) includes individuals associated with terrorism and Narcotics Trafficking.
  - d) National Terrorist Watch List contains names of international terrorism suspects and those of people who aid them.
5. National Sex Offender Public Registry, maintained by the U. S. Department of Justice, returns complete profiles of sex offenders, including their convictions.
6. Professional License, Certification, or Designation Verification confirms validity of professional license(s) claimed by an individual. Verification usually consists of license type, date of issuance, expiration date, current standing and existing restrictions, if any, on the license. Disciplinary actions or suspensions may also be disclosed based on availability from the licensing authority.

#### IV. Student Guidelines

##### A. Consent

1. Submission of all information disclosed in the process of requesting a background screening will be the responsibility of the student.
2. The *Disclosure & Authority to Release Information* form required in on-line creation of an account through the College-approved vendor must be signed by the student.
3. A *Background Screening Consent and Release Form* containing appropriate signatures must be submitted to and a copy kept on file in the applicable health program office student file.
4. An *Acknowledgement of Receipt of the Background Screening Policy for Students in the Health Sciences* form containing appropriate signatures must be submitted and a copy kept on file in the applicable health program student file.

##### B. Procedure Policies

1. Background screens will be scheduled and conducted by a College-designated vendor in accordance with program specific admission deadlines and/or semester start dates. Background screens performed by any other vendor or agency will not be accepted.
2. Students reinstated to a health program after an absence from program coursework of one semester or more, will be required to submit a screening update to the College-approved vendor.

3. All expenses associated with background screening, whether initial screens or updates, are the responsibility of the student.
  - a) Any applications of financial aid resources must follow aid-specific guidelines approved by the provider.
  - b) Any expenses not applicable to financial aid resources must be provided by the student.
4. Failure to complete the background screen by the published deadline and/or refusing to sign the consent, disclosure, and/or release authorization form(s) will prohibit a student from attending health program courses.
  - c) The student will be advised to officially withdraw from registration in any courses within the applicable health program prefix.
  - d) If the student does not officially withdraw, applicable procedures will be applied, including the use of a “never attend (NA),” “cease to attend (CA),” or “withdrawal failing (WF)” designation.
5. A student who experiences extenuating circumstances that prohibit completion of the background screen by the deadline should contact the Coordinator, Health Sciences. In the event that a student is allowed to proceed with background screening beyond the designated deadline, he/she will not be allowed to attend any clinical experiences until the full background screen process is completed.

## V. Results

- A. Results of background screening are confidential and will be released only to the individual student and to the approved College designee.
- B. If required by affiliate contracts, clinical affiliates will be provided with a copy of negative results for students assigned to the specific agency.
- C. Receipt of a positive background screening report will require further review by the College designee and appointed affiliate representatives.
  1. Background screens which could render a student ineligible to obtain clinical learning experiences include, but are not limited to:
    - a) Certain convictions or criminal charges which could jeopardize the health and safety of patients.
      - (1) Crimes against the person, such as battery or assault
      - (2) Crimes based on dishonesty or untruthfulness, such as theft or embezzlement
      - (3) Drug or substance abuse-related crimes, including but not limited to, use, manufacture, distribution, possession, and/or purchase of illegal substances.
    - b) Sanctions or debarment.
    - c) Felony or repeated misdemeanor activity.
    - d) Office of the Inspector General violations including inclusion of one’s name on an excluded party list.
    - e) Other crimes as deemed ineligible by appointed affiliate representatives
  2. In the event of a positive background screen, the student will be notified of the results by the College designee and the screening vendor.

3. Students will be provided an opportunity to challenge the accuracy of reported findings through the Adverse Action process provided by the College-approved vendor.
4. Students with a positive background screen will not be allowed to participate in clinical assignments pending resolution of the background finding.
5. Students who are unable to resolve positive background findings will not be allowed to continue in a health program at Wallace Community College. The student will be advised by the College designee as to their future eligibility for program re-entry and the mechanisms for readmission application to a health program.
  - (1) The student will be advised to officially withdraw from registration in any courses within the applicable health program prefix.
  - (2) If the student does not officially withdraw, applicable procedures will be applied, including the use of a “never attend (NA),” “cease to attend (CA),” or “withdrawal failing (WF)” designation.

D. Background screening results will be securely filed in the office of the College designee.

E. Any conditions associated with positive background screens, which, upon review by designated clinical affiliate representatives are deemed allowable, may still have licensure implications upon graduation from a health program.

**WALLACE COMMUNITY COLLEGE**

**Background Screening Consent and Release Form  
for Students in the Health Sciences**

I have received and carefully read the Background Screening Policy for Students in the Health Sciences. I understand that compliance with the background screening policy is a requirement to complete my admission to and/or maintain enrollment in a health care program at Wallace Community College.

By signing this document, I am indicating that I have read and understand Wallace Community College's Background Screening Policy for Students in the Health Sciences. My signature also indicates my agreement to complete the requirement and to submit required information to the approved screening vendor. I understand that my enrollment in health program courses is conditional to the provision of negative findings or facility approval upon circumstantial review. In the event of positive findings on my background screen and follow-up denial of access to or declared ineligibility to continue in clinical learning experiences, further attendance in health program courses will not be allowed. I will be offered the opportunity to withdraw from all courses in my health program for which I am enrolled. My failure to withdraw as directed will result in the assignment of the appropriate course grade, whether NA, CA, or WF.

A copy of this signed and dated document will constitute my consent to abide by the College's Background Screening Policy. Upon submission of my personal information to the approved screening vendor, I also consent to approve the release of the original screening results to the approved College designee. A copy of this signed and dated document, along with approval during the information submission process, will constitute my consent for the College to release the results of my background screen to the clinical affiliate(s)' specifically designated person(s). I agree to hold harmless the College and its officers, agents, and employees from and against any harm, claim, suit, or cause of action, which may occur as a direct or indirect result of the background screen or release of the results to the College and/or the clinical affiliates. I understand that should any legal action be taken as a result of the background screen, that confidentiality can no longer be maintained.

I agree to abide by the aforementioned policy. I acknowledge that my signing of this consent and release form is a voluntary act on my part and that I have not been coerced into signing this document. I hereby acknowledge that I will authorize the College's contracted agents to procure a background screen on me. I further understand this signed consent hereby authorizes the College's contracted agents to conduct necessary and/or periodic background screens and/or updates as required by contractual agreements with clinical affiliates.

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Student's Printed Name

\_\_\_\_\_

Date

\_\_\_\_\_

Witness Signature

\_\_\_\_\_

Witness' Printed Name

\_\_\_\_\_

Date

**Wallace Community College**  
**Substance Abuse Control Policy for Students in the Health Sciences**

**VI. Policy Purpose**

- A. Wallace Community College is a public educational institution of the State of Alabama and, as such, shall not allow on its premises, or at any activity it sponsors, the possession, use, or distribution of any alcoholic beverage or any illicit drug by any student or employee.
- B. As stipulated by agencies with which Wallace Community College contracts for clinical experiences, health program students and faculty must abide by agency policies, including the substance abuse control policy and any subsequent revisions to the policy.

**VII. Standards of Conduct and Enforcement Thereof**

- A. Any incident relating to alcohol or drug use by students should be reported to the Coordinator of Health Sciences.
- B. In the event of confirmation of such prohibited possession, use, or distribution by a student, Wallace Community College shall, within the scope of applicable federal and state due process requirements, take such administrative or disciplinary action as is appropriate. For a student, the disciplinary action may include, but is not limited to, program dismissal, college suspension or expulsion.
- C. If any student shall engage in any behavior prohibited by this policy, which is also a violation of Federal, State, or local law or ordinance, that student shall be subject to referral to law enforcement officials for arrest and prosecution.

**VIII. General Guidelines**

- A. Policies governing substance abuse include pre-clinical drug screening, random drug screening, and reasonable cause drug screening, should the student exhibit behaviors indicative of substance abuse during their participation in courses and/or activities offered by Wallace Community College.
- B. Laboratory Requirements
  - 1. Drug screening will be conducted according to the guidelines established in the Mandatory Guidelines for Federal Workplace Drug Testing Programs.
  - 2. Laboratories certified by the Substance Abuse and Mental Health Services Administration, U. S. Department of Health and Human Services (HHS), will be used to perform confirmatory drug testing analysis.
- C. Persons to be Tested
  - 1. Any student admitted to a health science program at Wallace Community College will be required to abide by this substance abuse control policy.

- IX. Any faculty member, whether full or adjunct, responsible for clinical supervision of students enrolled in a health science program at Wallace Community College will be required to abide by this policy.

**X. Student Guidelines**

- A. Pre-clinical Screening
  - 1. Students granted initial admission to any health science program at Wallace Community College will be provided information regarding and will be expected to adhere to the substance abuse control policy of Wallace Community College.
  - 2. Students transferring into a health science program, readmitting to a health science program, and/or enrolling in individual courses containing a clinical component will be provided information regarding and will be expected to adhere to the substance abuse control policy of Wallace Community College.

3. A signed consent to drug screening will be maintained on file for each health science student. Screening will be scheduled and conducted according to established guidelines at a cost agreed upon by laboratory facility and College representatives. Costs related to admission and random drug testing will be the responsibility of the student.
4. Students scheduled for random screening will be individually notified and required to report for testing at a designated location by a designated time.
5. Students failing to complete drug screening as required will be prohibited from participation in and completion of the clinical and/or laboratory component of required courses.
6. In accordance with policies found in the Wallace Community College Catalog/Student Handbook, students who are unable to complete course requirements due to positive drug screens will be allowed to withdraw from applicable courses.
7. Readmission to health science programs will follow guidelines established by each health program.

#### B. Reasonable-Suspicion Screening

1. While participating in clinical experiences and/or College activities, students may be required to submit to reasonable suspicion testing. Reasonable suspicion is defined as follows:  
Observable phenomena, such as direct observation of drug use and/or the physical symptoms or manifestations of being under the influence of a drug; abnormal conduct or erratic behavior while in class or on the clinical unit; deterioration in performance; a report of drug use provided by reliable and credible sources which has been independently corroborated; evidence of tampering with a drug test; information that the individual has caused or contributed to an incident in a clinical agency; evidence of involvement in the use, possession, sale, solicitation, or transfer of drugs while on the premises of the College or a clinical agency.
2. Costs incurred for reasonable-suspicion screening will be the responsibility of the student involved.

#### C. Positive Screens

1. No student drug-screening sample will be reported as positive before a Certified Medical Review Officer has reviewed results.
2. Upon receipt of a positive drug screen notification, the College designee will counsel the student as to course/program eligibility status and treatment options.
3. Wallace Community College encourages students to seek professional help for a drug related problem. Follow-up treatment will be at the discretion of the student and all expenses incurred will be the responsibility of the student.
4. With exception of legal actions that require access to test results, all records will be secured in locked files with access limited only to stated College officials and his/her designees.

#### D. Readmission

1. Students withdrawing from a health science program due to a positive drug screen will be considered for readmission in accordance with standard guidelines stipulated by the applicable program and will have the same rights and responsibilities as those available to other students.
2. Prior to making application for readmission, students dismissed or withdrawing from a health science program related to a positive drug screen must submit verification of completion of a substance abuse treatment program to the appropriate College designee.

3. Students readmitted to a health science program following violation of policies aimed at substance abuse prevention for Wallace Community College will be required to submit to an unannounced drug screen at their own expense prior to finalization of the process.
4. Students readmitted to a health science program may repeat courses as guided by program policies and offerings.
5. Following readmission, a second positive drug screen will result in program dismissal and terminate all eligibility for readmission.



## Wallace Community College

### Participation Disclaimer

I understand that as a student in the Emergency Medical Services Program that I will participate in activities that will require me to act as a patient, as well as, a health care provider. These activities include, but are not limited to, patient assessment, splinting, and spine stabilization. The process of assessing and treating patients/classmates may require observation and touching of the body. I understand that it is my responsibility to demonstrate professionalism at all times and to know the correct application procedures for the devices used in the EMS field. I further understand that I must give prior notification to the instructor if I have a valid reason not to participate in any activity. It is important for all students to recognize that any form of harassment will not be tolerated and will be handled in accordance with Wallace Community College policy as listed in the college catalog. I agree to participate in class, clinical and lab activities and will conduct myself in a professional manner at all times. With this knowledge, I release Wallace Community College and its instructors from any claims that might arise from my participation.

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Signature

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Printed Name

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Date

**Wallace Community College  
Emergency Medical Services Program**

**EMS Liability Release Form**

I, \_\_\_\_\_, hereby acknowledge that I am eighteen years of age or older. I further acknowledge that I fully understand the contents of this release and that I am signing it voluntarily.

As a student of the Emergency Medical Services Program at Wallace Community College, I am aware of the risk of personal injury, illness or death which is inherent in my participating in EMS classroom, laboratory, clinical and field internship activities. I understand that medical insurance and responsibility for payment of medical bills incurred during the program are my responsibility. I further understand that I am responsible for all vaccinations, including hepatitis B, which are required for program admission.

Upon full awareness and consideration of the risks which I might assume in participating in classroom, laboratory, clinical or field internship activities, I hereby agree to release Wallace Community College and its instructors, officials, agents, representatives, clinical sites, and employees from any liability for any type of illness or injury which is incurred to me during my participation in the program. This release will remain in effect for the duration of my enrollment in the Emergency Medical Services Program.

\_\_\_\_\_  
Student Signature / Date

STATE OF ALABAMA

I, \_\_\_\_\_, a notary public in and for \_\_\_\_\_, County, State of Alabama, hereby certify that \_\_\_\_\_ who is known to me, acknowledged before me on this day that, being fully informed of the contents of the above EMS Liability Release Form, he/she signed the same voluntarily.

Given under my hand and official seal, this the \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
My commission expires on \_\_\_\_\_.  
Notary Public