



Riverside EMS System – Paramedic Program

Entrance Requirements

No transfer students from other paramedic programs will be allowed to enter into the program. All students must take the entire course.

All applicants to the paramedic training class:

- 1) Must be an Illinois State Licensed EMT-Basic, EMT-Intermediate, or Advanced EMT. Licensure must be maintained in good standing throughout program.
- 2) Must be AHA Healthcare provider CPR certified and maintain throughout program.
- 3) Must complete pre-entrance written examinations.
- 4) Must have course application completed, in full.
- 5) Maintain personal health insurance.

It is recommended that prospective students:

- 1) Be a minimum of 18 years of age
- 2) Have six months of field experience

There are course fees payable to Kankakee Community College, based on the College's current tuition rate.

Out of Region VII providers will be tested for the training program on a space availability only after the personnel needs of the Riverside EMS System have been met. Out of System providers must have the following on file prior to acceptance into the program:

- 1) Written approval that the Riverside EMS System policies governing training will be adhere to.
- 2) The ALS provider must submit names of those EMT-P's who have been licensed for 1- year or more that will be supervising ALS calls and proof of preceptor training.

Tuition and Reimbursement

- 1) Students must be prepared to pay their tuition by the first day of class.
- 2) The tuition is based on the current Kankakee Community College fee for credit hour courses. The Paramedic training program is a 45-credit hour course. The Riverside EMS Department reserves the right to adjust fees without notice if circumstances warrant.
- 3) Reimbursement is based on Kankakee Community College's reimbursement policy.
- 4) Any individual who fails to attend the first day of class without notification, will automatically be dismissed from the program.
- 5) Liability coverage for the students is provided by the affiliation with Kankakee Community College.
- 6) Class and Student records will be maintained by Riverside EMS System for seven years.

Advanced Placement (if applicable)

Program Content: Didactic

- 1) The paramedic course is outlined according to the National Guidelines established by the Department of Transportation curriculum for EMT-Paramedic. The course hours shall minimally include 450 hours of didactic education and 500 hours of clinical experience, which includes various hospital departments and field internship experience.
- 2) All students are responsible for providing their own health insurance or mechanism of payment for any injuries or illness that may occur while a participant in the Paramedic program.
- 3) No more than two (2) classes, per semester, can be missed. Any classroom time missed due to provider requirements must be documented in writing from the Chief/EMSC and received by the program instructor by the following class session. This documentation of **excused** absence must be written on employer-provider letterhead. If more than two (2) **excused** absence have occurred due to provider requirements, a letter will be sent to the student requiring documentation from the Chief/EMSC for said absences. This documentation must be received in the EMS office within five (5) business days or the student will be dropped from the paramedic program.
- 4) Any student who is absent from class is responsible for the content of announcements and/or material from class. The course instructor should be notified prior to the beginning of each missed class. Tardiness and leaving class early are not acceptable unless previous arrangements have been made or extenuating circumstances occur.
- 5) Disruption or inappropriate behavior during class is unacceptable. Any individual causing a disruption will be asked to leave the class.
- 6) Each student will be tested on his/her knowledge through written and practical examinations. If a student fails a unit examination with a grade below 80%, he/she will be placed on academic probation. An overall average of 80% is required in the course in order to take the final examination. The averages will be calculated from the quizzes and unit examinations. Unit examinations will account for 80% of overall grade average and quizzes will be 20% of the grade.
- 7) Quizzes will be given throughout the Paramedic program.
- 8) The final semester didactic examination must be passed with an 80% or better to move onto the next semester and/or graduate. The final semester didactic examination may be repeated one time (if failed) at least three days prior to graduation. If student fails to achieve an 80% on the repeat examination, he/she will be academically dismissed from the program. An 80% must be obtained on the examination to be eligible for graduation.
- 9) If a student is unable to take a written examination when scheduled, that examination must be taken at a mutually convenient time for student and instructor. If a unit examination is not taken within three (3) business days of when originally scheduled, ten (10) points may be subtracted from the test score. All quizzes must be taken upon the student's first return to class.
- 10) Practical skills will be tested throughout the course. Grading will be done on a pass/fail basis for each practical skill. When a student does not attend or fails a practical, the student must reschedule a retake practical through the course instructor within five (5) days of the

original practical examination. If the retake practical examination is failed, the student is placed on practical skills probation. If a student fails the final testing for a skill, he/she will academically dismiss from the paramedic program.

- 11) No student will be allowed to continue in class if he/she is found to have compromised the validity of any testing tool. This includes, but not limited to, theft, misappropriation, plagiarism, reproduction of any means, or alteration of any answer sheet or documents used.
- 12) Failure to meet the requirements of each EMS section (syllabus) causing a failing grade will constitute dismissal from the Paramedic program. Each student will be required to sign an Honor Code Statement regarding the Riverside EMS System Policy and Procedures for training and ethical conduct.
- 13) The student may file a grievance based on the policies of Kankakee Community College.

Program Content: Clinical

Students shall not be substituted for staff during any clinical or field experience.

- 1) Each paramedic student is required to participate in clinical time. Failure to complete clinical hours within the time frames specified on each syllabus will cause the student to receive a failing grade for that course and academic dismissal from the program.
- 2) Clinical time will be accumulated in the following manner;
 - a. Each student will schedule their time for each clinical area with the FSDAP student scheduler. No more than one (1) scheduled clinical rotation can be missed per semester or the student will be placed on clinical probation.
 - b. Each paramedic student must demonstrate his/her proficiency in all practical skills taught during the course.
 - c. When in the clinical unit, the student is required to wear navy blue pants with grey EMS class shirt, navy blue or black shoes. No long-sleeve undershirts shall be worn under the EMS class shirt. The student must also have a stethoscope and watch with a second hand. College identification badge is to be visible at all times. No college identification badge shall be attached to the students' waist belt.
 - d. Student's must report to his/her preceptor when reporting to a clinical unit. The preceptor will be responsible for evaluating the student's performance while on their clinical unit.
 - e. Upon completion of schedule time on the clinical unit, the student will have the preceptor sign their Paramedic Continuing Education Experience Form. The form will be returned to the course instructor upon next class session.
 - f. Any student caught sleeping during the clinical experience will be asked to leave. That time spent during the experience will not be accrued.
 - g. Each student has a 30-minute meal break during an eight (8) hour shift.
 - h. No student will be allowed to schedule any double shifts for any clinical rotations.
 - i. Follow smoking policy for clinical and/or field site.
 - j. Students need to complete 50% of field experience with Riverside Ambulance prior to going to their respective EMS/Fire department.
 - k. If the EMS/Fire department is not within the Riverside EMS System, the student needs to write a letter to the Riverside EMS Medical Director requesting to ride

outside the Riverside EMS System and obtain approval from their departments Resource Hospital.

- I. Students who carry a weapon as part of their career uniform must either;
 - i. Leave the weapon with the Security Department of the hospital; or refrain from carrying the weapon while completing clinical time.
 - ii. If the student is conducting field clinical, the weapon must be locked in the students' personal vehicle.

Probation

Students will be placed on probation for failing to meet the requirements in the following areas; academic, practical, and clinical setting.

- 1) **Academic Probation** occurs when a student fails to achieve an 80% on a unit examination. The student must review relevant material and retake the failed examination within three (3) business days. A grade of 80% or better must be achieved on the retake examination. The second grade will not be included in the overall grade average. If a passing grade is not obtained in the retake examination, the student will be academically dismissed from the program. The student will remain on probation until the next unit examination. After the completion of the next unit examination, an overall grade average of 80% or greater must be achieved or the student will be academically dismissed from the program.
- 2) **Psychomotor Probation** occurs when a student fails a practical examination. In order to be removed from probation the student must successfully pass the next scheduled practical examination which contains the failed station or he/she will be academically dismissed from the program. No retake practical exam will be allowed for practical probationary students.
- 3) **Clinical Probation** occurs when a student fails to complete his/her clinical rotation on the established deadline date, and/or has missed two or more scheduled clinical rotations in a semester or demonstrates inappropriate or unprofessional behavior.

A probationary period will be instituted. During that time, all missed clinical dates must be completed as scheduled for the student will be academically dismissed from the Paramedic program.

Review of student's psychomotor competencies will be conducted at the end of each term. Deficiencies will be addressed individually and may result in the requirement of additional field calls, clinical rotations, and/or face-to-face evaluation with a preceptor. This may include, but not limited to, deficiencies in patient sub group assessments, pathologies, and interventions. Simulated manikin intubations are practiced and evaluated for competency throughout the program. A minimum of five (5) successes will be required

Graduation

Upon completion of the Paramedic Program the student will be eligible to graduate. The graduation requirements are as follows:

- 1) Each paramedic student must successfully complete all written and practical examinations and workbook assignments.
- 2) All clinical time must be completed by the designated dates. All competency skills must be completed.

- 3) Any student who does not meet the minimum skills requirement must meet the Program Director for remediation as applicable.
- 4) Each paramedic student must complete the field provisional calls. These calls are to be documented by the deadline date established.
- 5) All fees must be paid in full.

State Paramedic Licensure Examination

Each paramedic student must complete:

- 1) All graduation requirements.
- 2) Must maintain an active Illinois EMT-Basic, EMT-Intermediate or Advanced EMT throughout class and during their field internship period.
- 3) Must complete his/her internship period quality for the State Paramedic Licensing Examination.
- 4) Must sit for the first written State licensing examination within one year of graduation. There will be no extensions. Military obligation will be dealt with on a case-by-case basis.

The State Testing and Licensing and/or National Registry fee is paid for by the student.