Section	**TRAINING**		
EMT-P Class Requisites		Issued	10/1978
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		Pages	5

Entrance Requirements

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

All applicants to the paramedic training class:

- Must be an Illinois State Licensed EMT-B or AEMT and maintain EMT-B or AEMT licensure throughout class.
- Must complete pre-entrance written examinations
- Must have course application completed, in full.
- Have affiliation with a South Cook County ALS Provider or Region VII ALS Provider
- Maintain personal health insurance
- Pay application fee

It is recommended that prospective students:

- Be a minimum of 18 years of age
- Have six months of field experience (priorities are established according to the needs of provider agencies of the System)

There is a course fee payable to South Suburban College based on the College's current, in-district tuition.

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

- Written approval that the South Cook County policies governing training will be adhered to
- 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, via on-line registration with South Suburban College.
2. The tuition is based on the current South Suburban College fee for credit hour courses. The Paramedic training program is a 31 credit hour course. The EMS Department of Ingalls Hospital reserves the right to adjust fees without notice if circumstances warrant.
3. Reimbursement is based on South Suburban 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 student is provided by the affiliation with South Suburban College.
6. Class and Student records will be maintained for seven years.

Advanced Placement (if applicable)

Advanced placement is any process where a program formally recognizes prior learning of a student and applies that recognition toward meeting the program requirements. Advanced placement is applied on a case-by-case basis and allows a student to "place out" of specified program didactic, laboratory, clinical, or field requirements. These types of students often include physicians, registered nurses, out-of-state paramedics, and non-CAAHEP paramedic graduates who are seeking eligibility to sit for the paramedic examination.

All students completing the program must demonstrate they have met ALL program requirements. Therefore, documentation of any student completing via advanced placement must show how all of the program minimum didactic, laboratory, clinical and field requirements have been achieved through this process. All students, including those in advanced placement, completing the program are considered graduates and will be incorporated in all outcomes reporting.

Goals and Objectives

Program Content: Didactic

1. The paramedic course is outlined according to the National guidelines established by the National EMS Standards for EMT-Paramedic. The course hours shall minimally include 500 hours of didactic education and 500 hours of clinical experience, which includes hospital 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 Training Program.
3. No more than one class can be missed per trimester. Any classroom time missed due to provider requirements must be documented in writing from the Chief/Coordinator and received at the EMS office by the following class session. This documentation of **excused** absence must be written on employer-provider letterhead. If more than three (3) **unexcused** absences have occurred, a letter will be sent to the student requiring documentation from the Chief/ Coordinator 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 training class.
4. Any student who is absent from class is responsible for the content of announcements and/or materials from class. The EMS office 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. The provider affiliation will be notified immediately.
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 course as deemed necessary by the Education Coordinator.
8. Midterm and final didactic examinations must be passed with an 80% or better in order to graduate. If a student fails the midterm examination he/she will be dropped from the paramedic training program. The final examination may be repeated one time (if failed) at least two days prior to graduation. 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 coordinator. If a unit examination is not taken within three business days of when originally scheduled, 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 Ed. Coordinator within one business week (5 days) of the original examination. There will be a $25.00 fee, payable on the day of testing. If the retake practical is failed, the student is placed on practical skills probation. If a student fails the final testing for a skill, he/she will be dropped from the paramedic training 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 is not limited to, theft, misappropriation, plagiarism, reproduction of any means, or alteration of any answer sheet or documents used during the course. The student may not use any extraneous material during testing.
12. Failure to meet the requirements of each EMS section (syllabus) causing a failing grade will constitute dismissal from the class. Each student will be required to sign an Honor Code Statement regarding the South Cook County Policy and Procedures for training and ethical conduct.
13. The student may file a grievance based on the policies of South Suburban 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 dismissal from the program.
2. Clinical time will be accumulated in the following manner.
    - Each student will schedule their time for each clinical area with the FISDAP student scheduler. No more than one scheduled clinical rotation can be missed per trimester or the student will be placed on clinical probation.
    - Each paramedic student must demonstrate his/her proficiency in all practical skills taught during the course.
    - When in the clinical unit, the student is required to wear navy blue pants with EMS class shirt, navy blue or black shoes. A lab coat is optional. The students must also have a stethoscope and watch with a second hand. Hospital identification badge is to be visible at all times.
    - Students who carry a weapon as part of their uniform must either:
    - Leave the weapon with the Security Department of the hospital; or refrain from carrying the weapon while completing clinical time.
    - Each student 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.
    - Upon completion of scheduled 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 Ed. Coordinator of the EMS office.
    - Any student caught sleeping during the clinical experience will be asked to leave. That time spent during the experience will not be accrued.
    - Each student has a 30 minute dinner break during an eight hour shift.
    - No student will be allowed to schedule any double 8 hour shifts for any clinical rotations.

Program Content: Field

Each student must have written authorization from all System ALS providers he/she will be functioning and participating with in patient care related activities.

Probation

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

- **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 on the retake examination, the student will be dropped from the training 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 dropped from the training program. A letter will be sent to the student, and his/her Chief/Owner, and Coordinator, as appropriate, concerning this probation.
- **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 dropped from the paramedic training class. No retake practical exam will be allowed for practical probationary students. A letter will be sent to the student and his/her Chief/Owner and Coordinator, as appropriate, regarding the probation.
- **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 rotation in one trimester, or demonstrates inappropriate or unprofessional behavior.

A probationary period will be instituted. During that time, all missed clinical dates must be completed as scheduled or the student will be dropped from the paramedic training 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 successes will be required.

Graduation

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

- Each paramedic student must successfully complete all written and practical examinations and workbook assignments
- All clinical time must be completed by the designated dates. All competency skills must be completed.
- Any student who does not meet the minimum skills requirement must meet with the Education Coordinator for remediation as applicable.
- Each paramedic student must complete the observation and provisional calls. These calls are to be documented in the EMS office by the deadline date established.
- All fees must be paid in full.

Paramedic Licensure Examination

Each paramedic student must complete:

1. All graduation requirements.
2. Must maintain an active Illinois State EMT-B or AEMT status throughout class and during their field internship period.
3. Must complete his/her internship period to qualify for the Paramedic Licensing Examination.

The Licensing fee is to be paid by the student.