2026

CENTRAL DUPAGE HOSPITAL
EMS SYSTEM
PARAMEDIC PROGRAM
POLICIES & PROCEDURES

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Program Information Disclaimer

From time to time, various regulatory, accreditation, public health, or other operational requirements make changes to program information and policies necessary. When this occurs, changes may be implemented during the term the student is enrolled in or the catalog year. In this situation, the staff will work with the students to meet and accommodate the new requirements when possible.

If changes are required during a program, they are communicated to students via email and/or posted on the learning management system (LMS), superseding the original content.

Accreditation

The Central DuPage Hospital Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Commission on Accreditation of Allied Health Education Programs (CAAHEP)

(727) 210-2350

www.caahep.org

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

(214) 703-8445

www.coaemsp.org

The College of DuPage is accredited by the Higher Learning Commission to award associate degrees, diplomas, and certificates.

(404) 679-4500

https://sacscoc.org/

Faculty Directory

Instructional faculty are healthcare professionals, from a variety of disciplines, with additional education relating to instructional methodologies. The program carefully selects instructors and recognizes the key role they play in facilitating learning through an organized format that progressively builds towards developing competencies and promoting student success.

Name	Phone
Kate Foster, Program Dean	(630) 933-2023 katherine.foster@nm.org
Kyle Wilson, Program Director	(630) 933-1523 kyle.wilson@nm.org
Dan Riggio, EMS Educator/Clinical Coordinator	(630) 933-1267 daniel.riggio@nm.org
Stephanie Funkhouser, Operational Specialist	(630) 933-1455 stephanie.funkhouser@nm.org
Justin Williams, EMS System Coordinator	(630) 933-6910 justin.williams@nm.org
Steve Graham, Medical Director	(630) 933-6338 steve.graham@nm.org

1. **Introduction**
   1.1. The policies of the paramedic program are designed to provide a safe and professional educational experience for EMS students. Students are expected to comply with these policies and requirements. On occasion, a situation may present itself that is not covered by specific policy language; In such instances, students and faculty will be guided by best judgment, best practices, professional ethics, and the intent of the policy.
   1.2. Students must always present themselves as professionals. Students who fail to meet professional standards are subject to dismissal from the program.

2. **Course Overview**
   2.1. The Paramedic Program is designed to provide didactic, clinical, and field experience needed to expand the EMT's knowledge to the level of paramedic. The Paramedic Program emphasizes that students demonstrate strong interpersonal skills, critical thinking abilities, sound decision-making, and the capacity to make quick and appropriate judgments regarding patient care. The program will provide the student with knowledge and experience to become an entry-level Paramedic, and consists of four (4) phases, including the Didactic, Psychomotor, Clinical, and Capstone Field Internship phases.

3. **Curriculum**
   3.1. This program follows the current National EMS Education Standards and meets and/or exceeds all the requirements of the State of Illinois Department of Public Health.

4. **Program Goal**
   4.1. To prepare Paramedics who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.

   To educate professionals who can solve problems with highly developed assessment skills, backed by a solid understanding of pathophysiology, and reinforced with clinical experiences, who are flexible and able to think beyond the established protocols.

   4.1.1. **Cognitive Objective**: Upon successful completion of this program, the student shall demonstrate a working knowledge of clinical information and related topics relevant to the practice of pre-hospital emergency medical care.
   4.1.2. **Psychomotor Objective**: Upon successful completion of the program, the student shall demonstrate an ability to competently and proficiently perform all paramedic-level skills.
   4.1.3. **Affective Objective**: Upon successful completion of this program, the student shall demonstrate attitudes and behaviors consistent with the ethics and professionalism expected of Emergency Medical Technicians.

6. **Facilities**
   6.1. Northwestern Medicine-Central DuPage Hospital; 25 North Winfield Road; Winfield, IL 60190

   6.2. College of DuPage; 425 Fawell Blvd.; Glen Ellyn, IL 60137
7. **Office Hours**
   7.1. Office hours are typically Monday through Friday, 7:00 am – 4:00 pm. Faculty office hours vary with the instructional schedule. Contact the program faculty for appointments as necessary. Refer to the program course outline for observed holidays and the academic calendar.

8. **Parking**
   8.1. Do not park in any posted, restricted areas, for example, handicap or reserved spaces.
   8.2. Do not leave valuables in your vehicle. The College of DuPage and NM-Central DuPage Hospital are not responsible for theft or damage in the parking areas.
   8.3. You must always park in designated areas. Failure to comply with this policy will subject you to the policies and procedures of NM-Central DuPage Hospital. The program will not be responsible for any financial charges related to the parking of your vehicle on our property.
9. **Facility Management**
   9.1. Smoking cigarettes and/or the use of other tobacco products, or vapor/electronic cigarettes, is not permitted on hospital grounds, in any hospital facility, or clinical areas.
   9.2. Equipment must be treated with care, and items that need repair must be reported to a program faculty immediately.
   9.3. Students are responsible for maintaining the cleanliness and appearance of the classrooms and communal areas.
10. **Learning Resources**
   10.1. Library
      10.1.1. The College of DuPage maintains a library that is available to all enrolled students. The EMS Department also maintains a small physical library of media, materials, and resources. Reference items may be checked out for two weeks.
   10.2. Other Resources
      10.2.1. Access to EMS equipment is available to all students. Resources may be accessed during regular office and course hours only, unless special arrangements are made with a faculty member. Training equipment is available for use on the premises. Schedule appointments for practice sessions with a faculty member.
   10.3. Technology
      10.3.1. Courses include online assignments, and students must possess, or have access to, an appropriate electronic device: a laptop or other smart device is required. Wireless internet access on campus is available. The College of DuPage offers a computer lab that is available on a scheduled basis.

11. **Services**

11.1. Student Counseling Services - Students are encouraged to seek academic counseling from the program faculty. Counseling includes anything that may potentially impact student success in the program. The EMS System Coordinator is also available to answer questions regarding employment and/or employers in Region VIII. Students seeking professional counseling for personal issues should contact the program faculty for referrals to outside resources. Students may also contact the College of DuPage Student Services at (630) 942-3330.

12. **Course Structure**

12.1. This course is offered primarily through an in-person format on the hospital campus unless otherwise specified. However, in the event of a public health concern or other local disruption due to severe weather or other interruption of services, the course format may move to a remote delivery until the event resolves. In the situation where the course progression is suspended for a period, the program faculty will communicate with the student, and a course interruption form will be completed. Depending on the nature of the disruption, course lab sessions, clinical rotations, or field internships may be suspended or delayed.

12.2. Psychomotor sessions are scheduled either at specified, spaced intervals during the course or as an intensive session at the end of the didactic instructional content. Clinical and/or field internship assignments may be completed in Central DuPage Hospital or other clinical partner affiliates. In all cases, a fully executed affiliation agreement must be in effect, and an approved Medical Director will be responsible for the student during clinical and field assignments.

13. **Security**

13.1. During skill sessions and lunch hours, the classrooms are unattended. Those students wishing to secure personal valuables (i.e., laptops, purses, etc.) should contact your instructor to have these items placed in a secure location.

13.2. For security reasons, students may not bring weaponry of any type to the classroom, skill room, clinical, or field setting.

14. **Affirmative Action**

14.1. The Central DuPage Hospital Paramedic program admits students and employs faculty of any race, age, gender, sexual orientation, and national or ethnic origin.

15. **Diversity/Discrimination or Harassment Statement**

15.1. The Central DuPage Hospital Paramedic program and its staff and instructors do not discriminate based on sex, age, religion, national origin, pregnancy and childbirth (or related medical conditions), veteran status, or disability. Acts of discrimination or creation of a hostile environment on the part of any student or faculty are not tolerated.

15.2. The Central DuPage Hospital Paramedic Program strives to foster an equal and positive learning environment. Harassment in any form is not tolerated. Harassment is defined as unwelcome or unsolicited conduct that is verbally, physically, or visually expressed.

15.3. Harassment includes any form of sexual harassment, including unwelcome sexual advances and sexual innuendo, such as touching, patting, sexually suggestive remarks, or other verbal abuse about gender, demands for sexual favors, sexual assault, or offensive material or language, whether written or visual, such as degrading pictures.

15.3.1. This list is not exhaustive, and any unwelcome behavior may be considered harassment.

16. **Academic Policies & Procedures**

16.1. **Satisfactory Academic Progress**

16.1.1. The College of DuPage requires students who are attending the program to make satisfactory academic progress toward the completion of the educational objectives for the program. All students must meet the minimum standards outlined in the program policy or they will be deemed not to be making satisfactory progress. Students eligible for specific financial aid may be considered ineligible by their funding source until satisfactory standards are met.

16.2. **Policy**

16.2.1. Specific aspects of satisfactory academic progress, such as attendance, grading, academic probation, leave of absence, and the consequences of failure to adhere to the published standards, are addressed in this policy manual and the course syllabi.

16.3. **Program Responsibility**

16.3.1. It is the responsibility of the program faculty, in cooperation with the administrative staff, to maintain student records that allow monitoring of satisfactory academic progress.

16.4. **Student Responsibility**

16.4.1. The paramedic program is a challenging academic endeavor. Students must plan on dedicating study time outside the classroom. The typical expectation is two (2) hours of study for every hour of class time. Students are also encouraged to form study groups, which can provide an opportunity to explore topics with fellow students. Equipment, supplies, and classroom space are available for practice outside of normal hours, if scheduled with an instructor. The student who identifies the need for individual tutoring should contact the program faculty for options/resources.

16.5. **Attendance**

16.5.1. Student attendance and participation are necessary to complete any program. Satisfactory progress means students must meet academic and attendance requirements as identified in each course syllabus. Failure to meet this requirement is subject to disciplinary actions, up to and including dismissal. Attendance includes tardiness. Refer to the course syllabus and clinical and field internship manuals for specific attendance requirements during those courses. Any additional make-up work does not equate to missed classroom hours.

16.6. **Examinations**

16.6.1. Major exams must be taken during the scheduled time. If circumstances require missing the exam, the student must plan with the program faculty to take the exam before attending the next scheduled class session and within the next three (3) business days. The student must make an appointment to complete the exam.

16.6.2. Makeup exams will not be given without an appointment.

16.7. **Affective Domain**

16.7.1. The student begins each semester with one hundred affective points. Points will be deducted for each attendance issue (absence, tardiness, leaving early), uniform, participation, or other professionalism issues. <u>The final affective score must be a minimum of 75 points.</u>

16.8. **Course Completion and Grading**

16.8.1. Completion of the paramedic program is subject to the following criteria:

16.8.1.1. Compliance with all attendance requirements

16.8.1.2. Completion of all assignments, as specified in the course outline

16.8.1.3. Successful completion of all exams

16.8.1.4. Participation in practical sessions and successful completion of all skills exams, rated on a 'Pass/Fail' basis

16.8.1.5. Completion of the course didactic final cognitive exam with a minimum grade of 80%

16.8.1.6. Completion of the summative capstone cognitive exam with a minimum grade of 80%

16.8.1.7. Successful completion of the summative psychomotor exam

16.8.1.8. Successful completion of the summative affective evaluation

16.8.1.9. Completion of all requirements in the *Student Minimum Competency* (SMC)

16.8.1.10. Successful completion of secondary, job-related certifications according to the preset guidelines of the course

17. **Policy for Psychomotor Testing**

17.1. Students must complete the requirements for the *Student Minimum Competency* based on recommendations by CoAEMSP and the National Registry. The Student Minimum Competency Recommendations include both formative experience and evaluation of terminal competency.

17.2. The summative capstone psychomotor exam consists of one complex out-of-hospital scenario.

17.2.1. One (1) retest of the capstone scenario is permitted.

17.3. Failure of the capstone scenario on retest constitutes failure of the program.

17.4. The final course letter grade assignment will be an average of all three (3) completed sections.

18. **Additional Completion Requirements**

18.1. Successful completion of the clinical portion of the education program is required, including a minimum of 160 hours in the hospital setting, with satisfactory completion of all required skills and completion of a final clinical evaluation by a hospital preceptor. The student must also complete a clinical review with the program faculty and/or Medical Director before proceeding to the Capstone Field Internship. The clinical portion of the education is to be completed before the field internship. Exceptions must be approved by the Clinical Coordinator and based on unforeseen circumstances.

18.2. The field internship consists of two (2) phases: field experience and capstone field internship.

18.3. Field experience may begin in the second section and is defined as: planned, scheduled, educational student time spent on an EMS unit, which may include observation and skill development, but which does not include capstone field internship team leading and does not contribute to the CoAEMSP definition of capstone field internship.

18.4. The capstone field internship provides an opportunity for students to assess and manage patients in the prehospital environment, where they progress to the role of team leader. The capstone field internship must occur after all core didactic, laboratory, hospital clinical, and field experience rotations are completed. The student must successfully meet all identified competencies and team leads and achieve ratings of three in all categories on the final major evaluation completed by the preceptor.

18.5. During both the field experience and the capstone field internship, the student is supervised by a program-assigned preceptor and is a third rider on an advanced life support transporting unit. The student is never substituted for a scheduled crew member. The capstone field internship can be terminated at any time based on unsatisfactory performance.

18.6. If the student is not making satisfactory progress at any major milestone during the field experience or capstone field internship, remediation may be required. A performance improvement plan is developed by the faculty in conjunction with the program faculty and preceptor and is designed to correct an intern's deficiencies in psychomotor, cognitive, and/or affective domains. The plan identifies specific tasks and activities that must be completed by the student to continue with the internship. Students are expected to complete capstone field internships in the specified number of

hours and time frame. Exceptions must be approved by the faculty and based on unforeseen circumstances.

18.7. The student may be dismissed at any point in the capstone field internship for failure to show satisfactory forward progression, failure to meet requirements established in a performance improvement plan, failure to obtain satisfactory ratings by the preceptor based on number of hours completed, failure to attend internship shifts as stipulated, failure to communicate with the preceptor and program faculty, unacceptable affective behavior, or other unsatisfactory performance.

18.8. In certain circumstances, a student may complete all the required competencies, including team leads, and be determined to have met the capstone field internship and program requirements before the specified number of hours has been completed. The capstone field internship may be deemed to be satisfactorily completed as determined by the preceptor, program Clinical Coordinator, Program Director, and program Medical Director.

18.9. The program faculty may discuss preferred clinical and field placement locations and schedules with students. However, due to the complexity of scheduling and the logistics involved, a student may not refuse or reject a clinical or field placement or assignment, shift, or delay the scheduling of clinical or field rotations. Students may not personally solicit hospitals, EMS agencies, or specific preceptors due to the political, organizational, and legal issues involved in establishing these educational opportunities. Failure to report to the clinical location or field agency on the assigned date and time may result in dismissal from the program.

18.10. Students are required to complete all components of the Program (didactic, lab, clinical, field experience, and capstone field internship) and the final summative examinations in a period not to exceed 150% of the advertised course dates, beginning with the first day of the program and ending with the published on-time graduation date.

19. **Student Minimum Competency (SMC) requirements**

19.1. Recommended *Student Minimum Competencies* (SMC) are established by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). The program established their requirements based on these recommendations.

19.2. The Medical Director has approved, and the Advisory Committee has endorsed the program specific to the minimum competency requirements. Students are provided with the required documents, which are also specified in the web-based tracking system. The competencies include live and simulated experiences.

19.3. All minimum requirements must be met to complete the program. The required numbers are minimums, and students are expected to continue to seek and record skill and patient encounter opportunities.

20. **Academic Probation -** Academic probation serves as a structured opportunity for remediation and support when a paramedic student does not meet established academic or professional standards.
    20.1. Purpose: A student may be placed on academic probation for any of the following reasons:
    20.2. Identify areas of academic or professional concern.
    20.3. Provide clear expectations for improvement.
    20.4. Offer structured remediation, guidance, and evaluation.
    20.5. Protect patient safety and uphold the integrity of the program.
21. **Grounds for Academic Probation**: A student may be placed on academic probation for any of the following reasons:
    21.1. Failure to meet the minimum passing grade or performance benchmark in didactic, lab or clinical coursework
    21.2. Inadequate demonstration of the required cognitive, psychomotor, or affective competencies.
    21.3. Repeated or unresolved behavioral or professionalism concerns (e.g. attendance issues, unprofessional conduct, failure to follow policies).
    21.4. Unsafe or inappropriate clinical performance as determined by the clinical preceptor of faculty.
22. **Notification & Documentation** – Students placed on academic probation will receive formal written notice outlining the specific deficiencies and the expectations for improvement. This notice will include:
    22.1. A clear description of the performance concerns.
    22.2. Specific, measurable objectives the student must meet to be removed from academic probation.
    22.3. A defined time frame for remediation and reassessment.
    22.4. Potential consequences for failure to meet the terms of probation, up to and including dismissal from the program.
23. **Remediation Process** – During the probationary period, students will participate in an individualized remediation plan that may include:
    23.1. Targeted academic tutoring or skills practice
    23.2. Additional clinical experiences under supervision.
    23.3. Performance evaluations and progress reviews.
    23.4. Counseling or mentoring from faculty or advisors as appropriate.
24. **Evaluation & Resolution** – At the conclusion of the probationary period, the student's progress will be formally reviewed. Outcomes may include:
    24.1. Successful completion of probation and return to good standing.
    24.2. Extension of the probationary period with continued monitoring.
    24.3. Dismissal of the program if the student fails to meet the required standards.
25. **Alignment with Accreditation Standards**

25.1. These probation procedures are consistent with CoAEMSP Standard III.C (Fair Practices and Student Progress) and CAAHEP policies on academic monitoring, ensuring the due process, equitable treatment, and opportunities for remediation.

26. **Returning Students**

26.1. Students leaving the program are advised to contact the program faculty for an exit interview before withdrawing or immediately after receiving a final failing grade. The exit interview will establish requirements for returning to the program. Regardless of whether an exit interview is conducted, the student must officially drop the program through the College of DuPage. Failure to officially drop the course will result in the student receiving a grade of 'F.' Only the student can drop a class.

27. **Re-entry**

27.1. The program has a two-attempt policy. This policy limits the number of times an individual may enroll and re-enroll in the program to two (2) attempts. This applies to all returning students.

28. **Leave of Absence**

28.1. Paramedic programs are designed as an uninterrupted course of study. If it becomes necessary to request a leave of absence due to extenuating circumstances, such as a serious health issue, injury, pregnancy, or related medical condition, a leave of absence (LOA) may be considered by the program faculty. The student must be in good academic and administrative standing. A leave of absence is not available for personal reasons. The student must meet with the Program Director, provide documentation, including documentation from a qualified medical provider, and submit a written request before the leave of absence. The Program Director will determine if there is a reasonable expectation that the student will be able to return to the program based on information from a qualified medical provider before granting the LOA. A release to return to the program will be required. The maximum amount of leave granted is ninety (90) calendar days. Failure to return from an LOA on or before the specified date will lead to dismissal from the program.

29. **Incomplete Policy**

29.1. The instructor of record may assign an incomplete "I" grade when a student who has completed a substantial portion of a class, with a passing grade, is unable to complete the course within the prescribed time due to documented unforeseen circumstances. When an instructor agrees to issue an incomplete grade, an Incomplete Contract must be completed and submitted to the Office of Student Records.

29.2. The student must be in good academic and administrative standing and have provided acceptable evidence to the Program Director that the student is unable to continue the coursework. Military deployments are eligible for an incomplete status.

29.3. Unfinished coursework must be completed within the time limits prescribed by the instructor but may not exceed twelve (12) months from the end of the term in which the "I" grade was assigned

30. **Cancellation & Withdrawal**

30.1. The final day for a student to withdraw from any course will be equal to seventy-five (75%) percent of the time for the respective academic session. The students' class schedule shows one hundred (100) percent and fifty (50) percent withdrawal deadlines specific to the student's class. Students will receive a grade of "W" for withdrawal made after the one hundred (100) and fifty (50) percent refund periods.

30.2. Administrative Withdrawal - Students not actively attending classes or engaged in online course activities may be withdrawn from the class by the instructor. In certain cases, the Dean of Enrollment may also grant an administrative withdrawal.

31. **Course Cancellation**

31.1. The program may, at its discretion, based on enrollment, cancel a scheduled course. A notification of cancellation shall be given no less than five (5) business days before the scheduled course start date

32. **Termination**

32.1. A student may be terminated from a course due to excessive absenteeism, failure to meet grading criteria, inappropriate conduct, failure to meet affective behavioral expectations, violation of program policies, unpaid tuition, falsifying application information, or academic dishonesty. The student will receive a refund according to the refund policy. Failure to attend three (3) consecutive days of instruction, including scheduled clinical rotations or field internship, without notifying the program will result in termination.

33. **Working While Enrolled**

33.1. The paramedic program imposes no restrictions on students working while enrolled in the program but warns against this practice. However, clinical rotations are typically scheduled three (3) days per week with shifts of eight (8) to twelve (12) hours, and field internship schedules are two (2) to four (4) days per week, in twenty-four-hour (24) shifts. It is unlikely that a student can work more than a limited part-time schedule while in the paramedic program and should plan accordingly.

33.2. Students in the clinical and field internship rotations of the program are always in a student role and are never substituted for agency staffing. The student may not be paid as an employee while in the intern role and must always be considered a 'third rider' and not a required member of the crew.

34. **Dress Code/Uniforms**

34.1. Students are expected to be properly attired and neatly groomed while enrolled in the program, including classroom, lab, hospital, and field rotations. Uniforms must be clean and in good repair. If students are not dressed appropriately, they will be asked to leave the scheduled educational activity. Class work and clinical and field rotations must be rescheduled based on the rescheduling policy. If unprofessional attire continues, the student may be terminated from the program.

34.1.1. **All Settings**

34.1.1.1. Shirt: Approved program polo shirt

34.1.1.2. Slacks: Appropriate navy-blue uniform slacks

34.1.1.3. Black duty boots with black socks are required

34.1.1.4. Jewelry: The only visible piercing allowed is a single post earring in each ear

34.1.1.4.1. Watches and wedding rings are acceptable

34.1.1.4.2. Jewelry should be safe and unobtrusive

34.1.1.4.3. Jackets: Program pullover - No agency uniforms, patches, or logos

34.2. **Personal Hygiene**

34.2.1. Good body hygiene must be maintained.

34.2.2. Long hair must be worn away from the face, and hair must be a natural color.

34.2.3. No excessive makeup.

34.2.4. Students must be clean-shaven, or facial hair must be neat and trimmed. A fit test may be required for an N95 or N100 face mask before placement in a clinical environment.

34.2.4.1. The fit test verifies that the respirator is both comfortable and correctly fits the user. There can be no facial hair between the respirator seal and the face.

34.2.5. Proper undergarments must be worn, but not visible.

34.2.6. Artificial nails or extenders are not permitted.

34.2.7. Avoid perfume or cologne, as others may be sensitive to scents.

34.3. **Program ID Badge**

34.3.1. The Program ID is to be worn while actively participating in program activities with the picture visible and worn above the waist.

34.4. **Cold Weather**

34.4.1. The jacket should be navy blue. A navy-blue long-sleeve shirt or turtleneck may be worn under a uniform shirt in cooler weather. Sweaters are not permitted.

34.5. **Hats/Head Coverings**

34.5.1. Hats are not permitted at any time other than in conditions of extreme weather and are designed for protection from heat loss. Ball caps are not permitted.

34.6. **Wet Weather**

34.6.1. Rain jackets should be plain, without designs or logos. Scotchlite® strips are recommended.

34.7. **Failure to Follow the Uniform Requirements**

34.7.1. Students are to report to class, clinical, and field sites dressed in uniform. Students who are not in proper uniform will be asked to leave. Students who are reported by clinical or field sites, or other third parties, to have been out of the proper uniform must repeat the entire rotation. Students who fail to represent the paramedic program through unethical, immoral, or illegal actions while dressed in uniform will receive a failing grade.

35. **Cell Phones & Electronics**
    - 35.1. To eliminate distractions in the classroom, the following policy will be adhered to by all students enrolled in the program.
    - 35.2. Tablets and laptops may be used in the classroom and lab setting as an educational resource. Any unauthorized or inappropriate usage while in class is subject to disciplinary procedures.
    - 35.3. Cell phones are not to be used in the classroom or laboratory as a phone, text messaging device, music player, voice recorder, camera, video camera, or any other function that distracts the student from learning in class or disrupts others.
    - 35.4. All cell phones and other electronic devices that have an audible alert function must be turned off. Silent alerts should not elicit a response.
    - 35.5. During examinations, electronic devices, including cell phones, tablets, electronic watches, or other electronic devices, will either be left with the proctor or placed out of student access.
    - 35.6. Students may use, with instructor permission, audio recorders for the sole purpose of recording lectures.
    - 35.7. Cell phones and smartphones may not be used in situations that would interfere with patient care or other assigned duties.
    - 35.8. Specific facility or agency policies on the use of electronic devices must be strictly followed.
    - 35.9. Students who violate this policy will be subject to the disciplinary process.
36. **Inclement Weather**
    - 36.1. Decisions regarding cancelling class are made by the program faculty. The decision is based on weather conditions and safety.
    - 36.2. In the event of severe weather conditions, the program faculty will leave a message on Microsoft Teams. Weather condition decisions will be made approximately two (2) hours before the start of class. Student safety is our concern, and students will be required to take the course in its alternative format, likely a Microsoft Teams webinar.
    - 36.3. If class is not cancelled and the student elects not to attend, it is recorded as an unexcused absence.
37. **Requirements of Faculty**
    - 37.1. Present the course outline, requirements, and expectations at the beginning of the program.
    - 37.2. Provide students with cognitive, psychomotor, and affective objectives.
    - 37.3. Review and discuss exams, practical experiences, and evaluations with the students.
    - 37.4. Provide academic counseling/advising, conduct student conferences, and provide additional resources, as necessary.
    - 37.5. Maintain an appropriate student-to-instructor ratio in classroom skills instruction.

38. **Student Injury/Exposure/Incident Reporting**

38.1. Students involved in incidents that result in personal injury, injury to another person, bloodborne exposure, or property damage should report the incident to the appropriate person as described in the reporting process in this policy.

38.2. When such incidents occur while on clinical or field internship rotations, the incident report procedure for the facility or agency involved should be followed, as well as the College of DuPage procedure. The program should be notified as soon as possible.

38.2.1. As soon as any danger or threat has passed, the student must complete an incident report outlining the details of the event and any action taken following the incident. This report must be submitted to the Program Director as soon as practical.

38.3. Students are only covered by the program insurance during clinical and field rotations. Injuries that occur during the classroom or lab setting are not covered under this policy and are the responsibility of the student. Students are to maintain their own medical insurance.

38.3.1. Any exposure or incident that could result in injury or other consequences must be reported to the program faculty within twenty-four (24) hours of occurrence.

38.3.2. Failure to report within the required time may result in the student becoming 100% responsible for any expense incurred.

38.3.3. Contact should be made with the program faculty as soon as possible. If the injury is significant, the student will be taken to the closest emergency department.

38.3.4. Even if an injury does not require medical evaluation, the student will report to the Clinical Coordinator within twenty-four (24) hours of the occurrence.

38.3.5. The students must follow the procedure outlined above. Any deviation results in the student becoming financially responsible for treatment.

39. **Classroom Skills Practice**

39.1. During the program, students are taught skills necessary for the assessment and management of patients in emergencies. Students must practice these skills using human subjects. Both non-invasive and invasive skills are practiced on classmates. Practice sessions develop the task, sequence, dexterity, and tactile feel necessary for each skill, in situations as real as possible, under the control and supervision of program instructors. Skills practice involves limited physical contact with all areas of the human body, including the areas of the chest and pelvis.

39.2. The program is aware of the importance of hands-on human practice and the risk of inappropriate behavior. All students, in the role of the responder, the patient, or as an observer, are expected to display tact and professionalism, as well as to behave ethically.

39.3. If a student believes that the practice of a skill by another student or as demonstrated by an instructor crosses the boundary of professionalism, the student has the responsibility to make that situation known to the instructor and the Program Director as soon as possible.

39.4. Practice of skills is an essential part of the paramedic program. Students must come to laboratory sessions prepared to practice skills and scenarios. Being prepared means presenting in uniform and having the appropriate equipment available. Additionally, scenario practice requires an attitude and demeanor that does not detract from the scenario created. Students are to remain 'in character', communicating with the 'patient' and performing all skills as appropriate, following acceptable procedures.

40. **Discipline, Counseling, & Dismissal Process**

40.1. Professionalism is required of all EMS professionals. The following list is illustrative of, but not inclusive of, all situations that may result in discipline and/or sanctions up to and including program dismissal. Infractions will result in counseling by the Program Director.

40.2. Any violation of medical ethics for patient care and patient confidentiality will result in a meeting with the Program Director and Medical Director.

40.3. Any incident of intoxicated or impaired behavior

40.4. Possession of drugs or alcohol on school premises

40.5. Testing positive for a controlled or illegal substance (by Federal law)

40.6. Possession of weapons on school premises

40.7. Behavior creating a safety hazard to other individuals

40.8. Dishonesty about investigations, documentation, examinations, or other evaluations

40.9. Any form of academic dishonesty, including copying the work of others and plagiarism

40.10. Submitting work developed through AI or by another individual as the student's own

40.11. Disobedient or disrespectful behavior toward other students, staff, or faculty members

40.12. Disruptive behavior in class and failure to modify that behavior when requested

40.13. Vulgarity or profanity during classroom, lab, hospital clinical, or field rotations

40.14. Breech of patient confidentiality and privacy
40.15. Falsification of documents
40.16. Theft or destruction of school property
40.17. Violation of Program policy
40.18. Inappropriate behavior unbecoming of an EMS professional

41. **Academic Honesty**

41.1. Academic honesty and integrity are essential in healthcare professions. All students must abide by the honor code: 'We will not lie, steal, or cheat, nor tolerate among us anyone who does.' All instances of observed or suspected violations of the honor code must be reported to the program administration.

42. **Progressive Discipline**

42.1. The progressive discipline policy provides a structured corrective action process to improve and prevent a recurrence of undesirable behavior or performance issues. Students may be counseled by any of the following: this list is not exhaustive.
42.2. Academic performance, including failure of major exams and retests
42.3. Failure to complete assignments in the prescribed time frame
42.4. Failure to enter skill and patient contact data in the tracking system in the prescribed time frame
42.5. Any other academic performance issues
42.6. Lack of progression or failure to achieve skill mastery
42.7. Failure to develop competency in the management of patient care scenarios, both in simulation or clinical or field environments
42.8. Any of the behaviors identified in the Student Conduct section
42.9. Failure to respond to communication from the program at any time as required by program policy

43. **Process**

43.1. Verbal counseling/warnings may be in the form of a discussion with one of the faculty or an instructor. There should be a counseling form documented and reviewed with the student, or, at a minimum, a notation is made in the *Student Progress Note*.
43.2. Written counseling is documented, reviewed by the program administration, and then reviewed with the student. Depending on the nature of the issue, a *Performance Improvement Plan* (PIP) may be developed with the student.
43.3. If a second similar incident occurs, a second incident and counseling occur with the same documentation process.
43.4. If a third similar incident occurs, the student is dismissed.

43.5. While the events and/or behaviors that require counseling may be disparate, they may be judged to be cumulative by the program administration and lead to dismissal. Patterns of behavior and performance influence the progressive discipline process.

43.6. Some events are of such seriousness that immediate dismissal results, even without prior counseling: for example, testing positive for a controlled substance, acts of violence during any program activities, or falsification of documentation.

43.7. Any illegal behavior will be reported to law enforcement.

44. **Conflict Resolution - Grievance Procedure**

44.1. The program desires to assist all students in finding fair and equitable solutions to problems related to their education. Issues can usually be resolved through the normal administrative structure, beginning with the course instructor. The program desires prompt resolution of any grievance. Students and staff are expected to make every effort to resolve problems as they arise. This procedure does not avoid the normal channels of communication (i.e. first speak to the individual involved in the issue.)

44.2. Grievance is an educational or interpersonal issue that a student believes to be unfair, inequitable, or discriminatory. A student has the right to grieve an action that leads to dismissal or impending dismissal from the program. Grades and other academic decisions cannot be grieved. This includes failure of the clinical and field internship phases of the program.

44.2.1. The student requesting the grievance hearing must submit the request in writing to the Program Director within twenty-four (24) hours of dismissal from the program. The students' request must be hand-delivered or emailed to the Program Director.

44.3. If approved for grievance, the grievance board is the local system review board. This board is made up of a provider of each licensure level (EMT-B, EMT-P, RN/BSN, PA, MD, etc.), Program Medical Director, Program Dean, Program Director and/or Lead Instructor, and a graduate of CDH EMSS Paramedic Program.

44.3.1. The grievance board shall convene within a five (5) working day period following notification of a grievance hearing request. The student requesting the grievance hearing shall have forty-five (45) minutes to present his/her case to the board. The Program Director shall have equal time to present.

44.3.2. The grievance board shall vote to sustain the dismissal or reverse the dismissal. The majority vote rules, with the EMS Medical Director holding the possible "tie breaker" vote.

44.4. If the dismissal is reversed, the student shall be reinstated to the program and held accountable for all materials missing during the grievance process. Should a reversal be granted, an Action Plan shall be developed to ensure student success. The grievance board may uphold, amend, or dismiss any decision based upon the findings of the hearing.

44.5. The grievance board shall only be convened once. The EMS Medical Director and Grievance Board's decision is binding for the stated dismissal violation. If a student has been dismissed from class AND has filed for a grievance hearing, the student shall be withdrawn from all didactic, clinical, and field internships until final determination is made. If the grievance board overturns the dismissal, the student shall have equal time that was missed, to make up any outstanding classroom, clinical, or field work. This includes extending past the final date of class.

45. **Appeal Following Dismissal**

45.1. Once dismissed from the program, a student may no longer attend any class, clinical, or field internship assignments. A student has the right to appeal dismissal resulting from an action or decision that violated program policies and procedures. Grades and other academic decisions cannot be appealed. This includes failure of the clinical and field internship phases of the program. All appeals must be submitted in writing to the Dean. All appeals must be submitted in writing within thirty (30) days of dismissal, and a final decision will be made within another twenty-one (21) business days of receipt in the Administrative Office.

46. **Property Damage**

46.1. Damage to equipment must be reported to the Program Director within twenty-four (24) hours. Any student who drops, breaks, or destroys any program equipment may be responsible for the replacement or repair cost. The student will be dismissed from the program if the damage is determined to be intentional. Writing on or using a marker of any type, a mannequin is considered property damage and subject to the progressive discipline process.

47. **Artificial Intelligence**

47.1. The field of medicine is continually evolving and integrating innovative technologies. The CDH EMSS Paramedic Program is committed to excellence in teaching and learning, which includes embracing tools like artificial intelligence (AI) to enhance education. AI is rapidly advancing and can be a powerful support tool in the learning process when used responsibly. However, improper usage of AI can compromise academic integrity and scholarly value. Students are expected to produce original work. If AI is used to refine or support that work, it must be properly cited. Submitting AI-generated content in place of a student's original work is considered academic dishonesty. Such submissions will receive a grade of zero and the student may be subject to disciplinary action in accordance with the College of DuPage Academic Integrity Policy.

48. **Drug Screening of Students**

48.1. This section provides guidelines for situations when students are required to undergo drug and alcohol screening and defines the process to conduct testing of students in situations in which drug or alcohol use, tampering, diversion, or theft is suspected and/or there is concern for student or patient safety.

49. **Reasonable Suspicion for Drug Testing**

49.1. The program may require a student to undergo screening for drugs and/or alcohol. Students are expected to perform in various situations and environments, all requiring complete sobriety and complicated decision-making. Any impairment or intoxication by a substance, legally or illegally, may endanger the student, the patient, and those around them. If the student has a prescription for medication, they are required to obtain a medical evaluation from their physician. Following the results of the drug screening process, a counseling session with the Program Director will determine the appropriate course of action.

49.2. When an instructor perceives the odor of alcohol, marijuana, or observes behavior such as, but not limited to; slurred speech, unsteady gait, confusion, or other signs of impairment or intoxication, the following actions will be taken:

49.2.1. The instructor will remove the student from the classroom, skills, clinical, or field setting.

49.2.2. After obtaining student consent, the student will be transported to the closest appropriate medical facility by appropriate personnel.

49.2.3. The student will be required to provide identification to facility staff and will be screened for alcohol and/or drug use.

49.2.4. Drug screening is required even if the student admits to drug or alcohol use.

49.2.5. Fees for drug testing, transport, and other associated costs will be the responsibility of the student.

49.3. If the results of the test(s) are negative, a mandatory meeting with the Program Director is required within 24 hours. The meeting will discuss the circumstances related to impaired behavior and determine if the student can return to the class or clinical, or field setting.

49.4. If the results are positive for drugs and/or alcohol, the student will be terminated from the program

50. **Refusal of Drug Screening**

50.1. If the student refuses drug testing, the instructor will remove the student from the classroom, skill, clinical, or field setting pending a full investigation.

50.2. The instructor will arrange transport from the classroom or clinical site. If the student refuses, law enforcement will be contacted for assistance. Transportation costs, if it is, if any, are the responsibility of the student.

50.3. Students may not participate in classroom, lab, clinical, or field settings until the investigation is complete.

50.4. The student who refuses a drug test will be considered to have a positive result and will be subject to the appropriate disciplinary action, including dismissal from the program.

51. **Readmission Guidelines**
    51.1. Students who were terminated from the program for reasons of substance use or abuse will:
        51.1.1. Submit a letter requesting readmission with documentation from a physician indicating the student can perform all requirements of the functional job analysis.
        51.1.2. Repeat drug screening immediately before readmission, with a negative result.
        51.1.3. Submit subsequent drug testing on a random basis, and if positive results are obtained will be permanently dismissed from the program.
52. **Student File Security and Access**
    52.1. An individual file is maintained on each student. The contents of each file include:
        52.1.1. Receipt of the *Student Handbook* acknowledgement form
        52.1.2. All completed clinical and field experience and capstone field internship forms
        52.1.3. Results of all tests, quizzes, and practical skills evaluations
        52.1.4. Completed skills evaluations.
        52.1.5. Student *Academic Advising* form
        52.1.6. *Student Counseling* forms
        52.1.7. Documentation of any disciplinary action
        52.1.8. Any other correspondence between the student and the Program Director, Instructors, and/or the Program
53. **FERPA (Federal Education and Privacy Act of 1974)**
    53.1. This act requires that the contents of each student file are confidential. The program faculty, state and/or regional regulatory staff, and accrediting agency representatives may be granted access to a student file on an as-needed basis. Any other person or person(s) desiring access to a student's file must be granted written permission by the student. If any student desires to view the contents of his/her file, an appointment must be scheduled with the Program Director. After course completion, students will be charged a processing fee when requesting copies of any documentation from their student file. Student progress or standing may not be discussed with any family member, employer, or other individual without the written consent of the student.
54. **Health & Safety**
    54.1. It is the intent of the program that each student meets the objectives necessary for successful completion of the program. Enrollment is inclusive of clinical experience, which entails potential exposure to individuals with communicable diseases.
    54.2. Immunization Requirements: Proof of Immunity or Vaccination:
        54.2.1. Measles, Mumps, Rubella (MMR): Two (2) shot series or positive titer
        54.2.2. Tetanus/Diphtheria: Tdap: within the last ten (10) years
        54.2.3. Hepatitis B: Three (3) shot series or positive titer
        54.2.4. Chicken Pox (varicella): Two (2) shot series or positive titer

54.2.5. Meningitis: documented shot as a teen or adult

54.2.6. Influenza Vaccination: During flu season, before beginning clinical rotations (for the clinical/field phases)

54.3. TB testing is required before attending clinical or field internship rotations.

54.3.1. TB/PPD test is a two-step process. If you test positive for tuberculosis, the student must present a negative chest X-ray.

54.3.2. Requirements for timing and repeat testing vary by clinical site, and information is provided by the Clinical Coordinator.

54.4. All students enrolled in the program are required to have a physical exam on file. This physical must be performed by a physician or mid-level practitioner and must attest to the above immunizations or titers. These immunizations and tests are requirements of the program and clinical affiliates. They are non-negotiable, nor may they be deemed unnecessary by your physician. No student may begin clinical rotations without these immunizations and/or screening.

54.5. Students are required to complete a drug and alcohol screen as part of the background check before admission. The drug screen must be clear of any substance that potentially causes impairment, including marijuana/cannabis. Possession of a medical marijuana card does not provide an exemption, and the applicant or student must test negative for cannabis.

54.6. The principles of infection control are included in the EMS curricula. It is the responsibility of students to apply appropriate precautionary measures when providing care for patients. Measures may include, but are not limited to, handwashing and the use of gloves, hand sanitizer, masks, protective eyewear, and gowns as indicated by the circumstances involved in the treatment of a particular patient.

54.7. Before beginning clinical rotations, each student must demonstrate a satisfactory understanding of the importance of body substance isolation, personal protection from airborne and blood-borne pathogens, and the reporting/notification process for exposure to infectious patients.

54.8. Students assigned to affiliated clinical sites must comply with the infection control policy of the facility or agency to which they are assigned.

54.9. Skill practice sessions are conducted to prepare students for patient care on known or suspected infectious patients. Students always wear gloves when in skills practice sessions. Eye protection is worn during the practice of airway control procedures, peripheral venipuncture, medication administration, or other procedures that could potentially expose the student to the splash or spray of blood or body fluids. After each skill practice session, students must remove their gloves and wash their hands before handling personal equipment.

55. **Maintenance of Certification**

55.1. Students must have a current AHA BLS card and be certified/licensed by the State of Illinois as an Emergency Medical Technician while enrolled in the program. It is the responsibility of the students to keep their certification current; Any lapse of certification/licensure will result in immediate dismissal.

56. **Patient Confidentiality**

56.1. Patient information obtained during clinical rotations is considered confidential both ethically and legally. Discussion with preceptors and instructors is permitted when used for educational purposes only and when in a private setting. Any other open or public discussion of confidential patient information outside the clinical setting is prohibited. Pictures/photos/videos may not be recorded of any patients, bystanders, agency personnel, or other individuals, or clinical or field sites/locations/scenes. Confidential patient information is defined as any information that would specifically identify an individual. This includes, but is not limited to, name, address, Social Security number, date of birth, or driver's license number. At times, this may also include specific details not known to the public.

57. **Use of Social Media**

57.1. Under no circumstances may any information, including photos, regarding patient contacts or clinical or field encounters be posted, discussed, or alluded to on a social media platform or email, regardless of whether names, locations, or circumstances are identified. In other words, even if the student feels that the situation or incident is not recognizable, no information may be posted. Sharing of information is also a HIPAA violation and is prohibited by law. Posting information that is discriminatory, defamatory, or malicious regarding patients, other students, or the Program will result in the progressive discipline process.

58. **Requirements of Students**

58.1. It is the responsibility of the student to comply with the following requirements. Certificates of course completion are not issued until all program requirements are met.

58.2. Comply with the attendance policy. Students must report promptly for class. If the student anticipates being late, notification to the appropriate individual is required. Sleeping in class is prohibited.

58.3. Demonstrate competency in all the skills included in the course. All skills must be evaluated and verified by an instructor and submitted to the Program Director prior to course completion.

58.4. Demonstrate acceptable affective behavior as measured by evaluation tools and observed behavior. Students must always conduct themselves in a professional manner. Unprofessional conduct in the classroom may result in dismissal from the program. This includes any form of harassment.

58.5. All skills and patient contacts must be entered into the tracking system within twenty-four (24) hours of completion of any laboratory/skill session, clinical shift, or field internship rotation.

58.6. In the event of any illness or injury which precludes a student from participating in the classroom, clinical or skills activities, documentation from the student's physician stating, "Release with no restrictions," must be received by the Program Director prior to the student's return to the classroom, skill session, or clinical or field internship site.

58.7. It is the student's responsibility to report to their sponsoring agency regarding exam grades, evaluations, and progress in the course.

58.8. Students are required to inform the Program Director of changes in contact information during the course including contact phone number, email address, and mailing address.

58.9. All personal cell phones and electronic devices must be silenced during class.

58.10. No unauthorized electronic device is permitted in the classroom during testing.

58.11. Smoking or use of tobacco products or vapor cigarettes is not allowed anywhere on the campus.

58.12. Classrooms must be left clean and organized, including the chairs pushed in and tables aligned.

58.13. Evaluations of speakers and of the course must be completed as requested.

58.14. All certifications required as prerequisites to the course must be maintained throughout the course.

58.15. The student must successfully complete all course requirements prior to the summative written and psychomotor exam and affective assessment.

58.16. The student must follow the appropriate grievance mechanism and lines of authority in the event of grievance.

58.17. The student must comply with all financial obligations and payment plans.

59. **Evaluations**

59.1. Students are periodically requested to provide the program with honest, constructive feedback on the faculty, program organization, program resources, clinical and field internship preceptors and sites, and other pertinent recommendations. In addition, graduates and their employers are surveyed approximately six months after program completion for feedback on their preparation as entry-level providers.

60. **Accommodation for Students with Disabilities**

60.1. The program provides reasonable and appropriate accommodations for students with a documented disability. Under the Americans with Disabilities Act (ADA), it is the student's responsibility to notify the program, in writing, of any diagnosed disability and provide the appropriately prescribed accommodations requested. This documentation must be provided at the time of enrollment and at least fifteen (15) business days before the first day of the program.

60.1.1. Please note: The program may provide accommodations during the course. However, there is a separate process for requesting accommodation for the National Registry of EMT (NREMT) exam. Receiving accommodation from the program does not necessarily mean the graduate will receive accommodation from the NREMT for their exam.

60.2. Because of the critical nature of the tasks needed in emergencies, accommodation requests are considered carefully on a case-by-case basis. The safety and welfare of the public must be ensured while providing protection of the candidate's rights.

61. **Recognizing Stress**

61.1. Students involved in clinical and field rotations encounter uncontrolled situations. These situations, either individually or through accumulation, can prove difficult to manage for both inexperienced and veteran personnel alike. Students who encounter an emotionally traumatic event or who begin to feel the accumulation of these events should notify their Clinical Coordinator or Program Director as soon as possible. Students should be aware that the following may be symptoms of emotional distress:

61.1.1. Isolation
61.1.2. Inappropriate use of humor
61.1.3. Depression
61.1.4. Difficulty eating/lost appetite
61.1.5. Irritability with family and friends
61.1.6. Inability to concentrate
61.1.7. Indecisiveness
61.1.8. Difficulty sleeping and nightmares

61.2. It is the goal of the Program to provide each student with the tools and resources to deal with emotional stress related to critical incidents.

62. **State or National Registry Certification or Licensure**

62.1. The program does not guarantee certification by NREMT or certification/licensure by the State for the legal privilege to practice prehospital emergency care. Completing this course of study prepares the student for cognitive examinations by the NREMT and/or the State.

63. **Associate Degree Opportunity**

63.1. The program maintains an articulation agreement with the College of DuPage for graduates to obtain college credits toward completion of a degree. Completing and/or transferring credits for general education and satisfaction with all other requirements is at the discretion of the degree-granting college. Speak to the Program Director for more information.

Appendix A:
Consent to Use Name/Photograph/Film/Interview

_____ _____

Name (printed) Date

I hereby consent to have my name listed in any program medium. I also consent to be interviewed or have photographs or video footage taken of me by a representative of the program for the purposes of publication in newletters,webpages, brochures, or other publications related to the program (collectively the "materials"). I hereby unconditionally and irrevocably grant the program the right to use, reproduce, distribute, publish, display (whether in whole or in part and whether sequentially or non-sequentially) and publicly or privately perform or otherwise commercially use all such materials bearing my likeness, voice or name in and to such materials and hereby release the program from any claims I may have arising from the use of my likeness, voice or name in the materials.

This signed consent covers the use of all digital and print media, including, without limitation, still photographs, videos, and other types of recordings.

I understand this consent also covers the release of general information about me. I understand that I will receive no compensation for the listing of my name by the program. I also understand that I will not receive compensation for the use of my image by the program.

I understand that the use of my name, interview, photo, or video sessions are being carried out with my consent and so assume full responsibility.

Signature Date

Appendix B:
Receipt of Student Handbook Acknowledgement

This certifies that the undersigned student has received and read the *Student Handbook*. This document has been explained and is understood. A copy of the *Student Handbook* was provided, and I accept the terms as stated therein.

Name (please print) _____

_____

Signature Date