

# **Student**

  

# **Policy Manual**

Revised 04/10

## Table of Contents

Staff Directory	4
Course Overview	5
Curriculum	5
Facilities	5
Course Location	5
Office Hours	5
Parking	5
Miscellaneous	5
Learning Resources	6
Open Workstation – Guidelines for Use	6
Services	7
Counseling	7
Miscellaneous	7
Faculty	7
Affirmative Action	7
Gift Policy	7
Security	7
ACC Payment Policies	8
Payment Terms	8
Financial Aid	8
Refund Policy	8
Withdrawal Policy	8
Incomplete Policy	9
Program Policies	9
ICARE	9
Memorable Care	10
Dress Code	10
Classroom	10
Hospital and Field Clinicals	10
Inclement Weather	11
Requirements of Faculty	11
Student Injury/Incident Reporting	12
Discipline, Counseling and Dismissal Process	12
Property Damage	13
Drug Testing of Students	13
Student File Security and Access	14

Grievance Mechanism	14
Requirements of Students	15
Harassment Policy	16
Accommodations for Students with Disabilities	17
State of Colorado EMS Certification	19
Accreditation	20
Appendix	
Talent Release Form	21
Student Information	22
Receipt of Program Policies Acknowledgement	23



## Staff Directory

<b>Name</b>	<b>Phone</b>
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Katha Bishop Department Coordinator	303-788-5681
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Chris Cruzan, EMT-P EMS Instructor	303-788-6322
Dennis Edgerly, EMT-P Paramedic Education Coordinator	303-788-6384
Scott Frasard, M.Ed., EMT-P Education Supervisor	303-788-8820
Paul Fuller, BS, EMT-P EMS Instructor	303-788-6468
Dave Kaye Web Developer	303-788-4084
Dylan Luyten, MD EMS Medical Director	303-788-6330
Christopher Metsgar, MS, EMT-P Clinical Coordinator	303-788-6981
Dee Nylund Secretary IV	303-788-6303
Marty O'Bryan, MD EMS Medical Director	303-250-6686
Catherine O'Hagan, EMT-P EMS Instructor	303-788-6329
Randy Pennington, EMT-P EMS Field Supervisor	303-788-6328
Jeri Price, AAS, EMT-P EMS Instructor	303-788-6368
Roy Ramos, EMT-P EMS Instructor	303-788-6397
Patricia L. Tritt, RN, MA Director EMS & Trauma	303-788-6236

## Course Overview

### Curriculum

The program follows Department of Transportation Emergency Medical Technician curriculum and meets all the requirements of the Colorado Department of Public Health and Environmental Emergency Medical and Trauma Services (EMTS) Section.

### Facilities

#### Course Location

HealthONE EMS  
333 W. Hampden Ave., Ste. 200  
Englewood, CO 80110

#### Office Hours

Office hours are Monday through Friday, 7:30 AM to 5:00 PM. Course Coordinator office hours vary with instructional schedule. Contact the Course Coordinator for appointments as necessary.

#### Parking

1. All daytime students must park in the two-story parking structure south of Hampden Avenue at the corner of Elati and Ithaca.
2. Evening students may park in the lot on the west side of the building or in the lot reserved for building tenants to the north across W. Hampden Place.
3. Bikes are not allowed in the building. There is a bike rack on the northeast corner of the building.
4. Students are not permitted to park in the Emergency or Outpatient lots of the hospitals.
5. Reserved and handicap signs are to be respected 24 hours a day, seven days a week.

#### Miscellaneous

1. Restaurants and food chain outlets are located in the vicinity of the HealthONE EMS office.
2. Transportation services are not provided by the EMS office.
3. Smoking cigarettes and/or the use of other tobacco products is not permitted in any HealthONE facility, parking structure, on the grounds, or any HealthONE off site location, including but not limited to public or non-public areas, offices, cafeterias, restrooms, stairwells, driveways, sidewalks, vehicles, etc. The

designated smoking location is at the northeast corner of the Chase building in the area with the ashtrays.

## **Learning Resources**

The following resources are available to all HealthONE EMS students. Resources may be accessed during regular office and course hours only, unless special arrangements are made with the course coordinator.

1. Reference texts may be checked out from the HealthONE Emergency Medical Services Department Library for a period of two weeks.
2. Textbooks on a variety of subject matter and emergency medical journals are available.
3. Students are extended privileges at the Swedish Medical Center (SMC) and Arapahoe Community College (ACC) libraries. The libraries offer complete services including interlibrary loan, general reference, literature searching, and photo duplication. Students must identify themselves to the librarian and complete library forms to utilize the facilities.
4. Training equipment is available for use on the premises. Schedule appointments for practice sessions with the Course Coordinator.

## **Open Workstation- Guidelines for Use**

The computers in the student lounge are for students, contract instructors, and others affiliated with HealthONE EMS. Following are guidelines for use:

1. If you experience problems or have questions, please contact one of the Front Office Staff; do not attempt to resolve computer related problems on your own.
2. Please respect the needs of others; limit use to 10 minutes if other users are waiting.
3. Outside email providers can be accessed from the computers.
4. Any inappropriate use, including access to questionable internet sites, will not be tolerated. Users found abusing this privilege will be referred to the Education Supervisor and may face disciplinary action.
5. Users are responsible for procuring their own CD or USB flash drive when saving work or information.
6. Data back-ups of files and directories are not performed on the computers. Do not store personal information on the machines. HealthONE is not responsible for lost data.
7. Do not change the configuration or layout of the Windows Desktop or other applications available on the computers.
8. Only the HealthONE EMS staff is authorized to load software on the student PCs.

## **Services**

### **Counseling**

1. Counseling is available to students through the Course Coordinator and ACC program staff. Students may make an appointment with the appropriate staff member.
2. Contact a program instructor or ACC for referrals for professional counseling services.

## **Miscellaneous**

### **Faculty**

All faculty members are knowledgeable in prehospital medicine. Faculty includes physicians, nurses, EMTs, paramedics, and other individuals who are experts in their field.

### **Affirmative Action**

HealthONE EMS admits students and employs faculty of any race, color, creed, gender, sexual preference, and national or ethnic origin.

### **Gift Policy**

Under no circumstances may a Healthcare Corporation of America (HCA) employee solicit a gift. HCA staff may only accept gifts with a total value of \$50.00 or less in any one year from any individual or organization who has a business relationship with HCA. Perishable or consumable gifts given to a department or group are not subject to any specific limitation. HCA staff may accept gift certificates, but may never accept cash or financial instruments (e.g., checks, stocks).

### **Security**

During skills sessions and lunch hours, the classroom will be unattended. Those students wishing to lock-up personal valuables, (i.e. laptops, purses, etc.) please contact your Course Coordinator to have these items placed in a secure location.

For security reasons, students may not bring weaponry of any type to any classroom, skills room, clinical, or ambulance shift setting.

## **ACC Payment Policies**

### **Payment Terms**

Payment in-full for the application fee (payable to HealthONE EMS), and tuition (payable to ACC), is required prior to the start of class. Unless your tuition is paid in-full or you have a deferred payment plan with ACC, you will be dropped from the class for non-payment. Do not wait for an invoice to pay your account. Call the touch-tone system at 303-389-0058 to get unpaid account balances at any time. Failure to receive an invoice does not relieve you of your financial obligations.

### **Financial Aid**

Financial aid is available for those students enrolled in the EMT Basic Enhanced Certificate Program, the EMT Paramedic Certificate Program, or the Associate of Applied Science Degree in Paramedicine through Arapahoe Community College. For more information, contact the Financial Aid office of Arapahoe Community College at 303-797-5661.

### **Refund Policy**

Students who have dropped the class before 15 percent of the class has been completed will receive a full refund less the non-refundable registration fee and, if applicable, the deferred payment plan fee. Refunds will not be granted after the first 15 percent of class. Refunds are mailed approximately 10 days after the add/drop period. If you have withdrawn from class after the add/drop date and have an unpaid balance, you are responsible for full payment of your account.

### **Withdrawal Policy**

After the first 15 percent of the class term (the add/drop period), you may still withdraw from class. You will receive a notation of "W" (withdrawal) on your transcript and no refund will be granted. The withdrawal period extends from the end of add/drop through 80 percent of the course term. After that deadline, the Course Coordinator must assign a grade. You are responsible for initiating a drop at ACC and for meeting the deadline dates.

Drop/withdrawal dates vary greatly from course to course. Please check with the Course Coordinator for specific deadline dates or contact ACC Admissions and Records at (303) 797-5621.

## Incomplete Policy

Incompletes may be given to students who, because of illness or circumstances beyond their control, are unable to complete their course work within the registered semester. An incomplete is given only if you have completed at least 70 percent of the term with a passing grade and have provided acceptable evidence to the Course Coordinator that you are unable to continue the coursework.

When submitting class grades, the Course Coordinator must file an incomplete grade form with the ACC Office of Admissions and Records. Both the Course Coordinator and student must sign the incomplete form. It will list:

1. The work that you must submit to complete the course.
2. The time period in which the work must be completed (not to exceed the following semester; summer excluded).
3. The grade to be assigned if the work is not completed. **The grade assigned by the Course Coordinator will be posted on the transcript and the “I” removed if the work is not completed in the time period established on the form.**
4. If a grade is not assigned by the Course Coordinator on the incomplete form, or if an incomplete form is not submitted, the grade will revert to an “F”.

## Program Policies

### ICARE

HealthONE EMS subscribes to the philosophies of the ICARE program. This program was developed to promote the importance of the following five identified values for EMS providers:

- I** integrity
- C** compassion
- A** accountability
- R** respect
- E** empathy

These values characterize important aspects of EMTs, paramedics, and the EMS field as a whole. These values are expectations of both students and instructors and will be upheld throughout all programs in the classrooms, labs, and clinical settings. These values are incorporated into all program activities and are subject to disciplinary action if they are breached.

## **Memorable Care**

Taking care of patients in their time of need puts EMS providers in a powerful position. HealthONE EMS and its affiliates strive to interact with patients in such a way that each one remembers the care provided in a positive way. As students in clinical/field rotations, you are in contact with patients and have the opportunity to leave a lasting, positive impression. Coupled with the ICARE values above, students should conduct themselves accordingly, being cognizant to:

- Promote a quiet environment while at the hospital
- Be responsive to patient needs and requests
- Demonstrate professionalism at all times

## **Dress Code**

While enrolled in the EMS Program, during hospital and field clinical rotation settings and in all educational areas including the classroom, students are expected to be properly attired and neatly groomed. If students are not dressed appropriately, they will be asked to leave. Class work and clinical rotations must be rescheduled based on the rescheduling policy. If unprofessional attire continues to be worn, the student may be terminated from the EMS program.

### **Classroom**

Nametags:	Must be worn above the waist in classroom and labs
Shirt:	Must have collars and sleeves, covering underarms, and torso completely. No inappropriate art, patches, or logos. HealthONE Education Program shirt must be worn during lab sessions.
Slacks:	Must be worn at waist level, no holes or tears. Shorts are not allowed.
Shoes:	Shoes with socks are required, no sandals or flip-flops
Hats:	No hats or caps allowed.
Personal:	Good body hygiene must be maintained. Students must be clean-shaven or facial hair must be neat and trimmed. Proper undergarments must be worn and not be visible. Tattoos or body art must be covered. Clothing with sexually explicit or suggestive graphics may not be worn. No display of midriffs or cleavage.

### **Hospital and Field Clinicals**

Shirt/Jackets:	HealthONE EMS Education Program shirt. No agency uniforms, patches, or logos.
Slacks:	Dark blue, black – no denim jeans.
Shoes:	Sturdy shoes with socks – no sandals, open-toed shoes, clogs,

- Jewelry: canvas shoes, cowboy boots, or crocs. Watches and wedding rings are acceptable. (Jewelry should be safe and unobtrusive.) The only visible piercing allowed is a single post earring in each ear. Ear gauges, barbells and labrets are not allowed.
- Personal: Good body hygiene must be maintained. Extremes in fashion are to be avoided. Long hair must be worn (tied) away from the face, unnatural hair colors are not allowed. No excessive makeup. Students must be clean-shaven or facial hair must be neat and trimmed. Proper undergarments must be worn, but not visible. No artificial nails or extenders are allowed. Tattoos or body art must be covered.
- Name tags: Must be worn above the waist at all times. Name and picture must be clearly visible. Non-professional insignia such as pins or buttons are not allowed.
- Fragrances: No perfumes or colognes. Many patients, family members, and employees are sensitive to these scents.

### **Inclement Weather**

1. Decisions regarding cancelling class are made by the EMS Education Supervisor and the Course Coordinator. The decision is based on weather conditions and safety.
2. In the event of severe weather conditions, the Course Coordinator will leave a message on the voice mail recording at his/her extension. **Weather condition decisions will be made approximately two hours prior to the start of class.** In the event of adverse weather, check the webpage at [www.healthoneems.com](http://www.healthoneems.com) or [www.emsblueboard.com](http://www.emsblueboard.com) for notification of class cancellation. (Student safety is our concern and students will not be penalized for not attending class during an adverse weather event.)
3. If class is not cancelled and the student elects not to attend, it is the student's responsibility to leave a message for the Course Coordinator and arrange to make-up missed content.

### **Requirements of Faculty**

1. Present the course outline, requirements, and expectations at the beginning of the program.
2. Provide students with the course cognitive, psychomotor, and affective objectives.
3. Review and discuss exams, practical experiences, and evaluations with the students.
4. Provide counseling, conduct student conferences, and provide additional resources as necessary.
5. Maintain a student-to-instructor ratio of six-to-one in all classroom skills

instruction.

### **Student Injury/Incident Reporting**

1. Any exposure or incident that could result in injury or other consequences must be reported to the Course Coordinator within the first 24 hours of occurrence.
2. Failure to report within the required time may result in the student becoming 100% responsible for any expense incurred.
3. Contact/report should be made with the Course Coordinator **as soon as possible**. If contact cannot be made with the Course Coordinator, contact the Education Supervisor. If the injury is significant, the student will be taken to the Swedish Emergency Department based on the instructor's assessment.
4. If an injury is not significant, the student will report to the Swedish Employee Health Service during posted office hours.
5. The student must follow the procedure outlined by the Swedish Employee Health Service for evaluation and treatment by Occupational Health. Any deviation makes the student financially responsible for treatment.

### **Discipline, Counseling, and Dismissal Process**

Professionalism is required of all EMS professionals. The following list is illustrative of, but not inclusive of, situations that can result in discipline, counseling, and/or dismissal. Any violation of medical ethics for patient care and patient confidentiality will result in a meeting with the EMS Education Supervisor, Course Coordinator, and Medical Director. Infractions will result in counseling by the Course Coordinator. Infractions that may result in disciplinary action or dismissal from the program include, but are not limited to:

1. Cheating in any form.
2. Vulgarity or profanity during class.
3. Violation of medical ethics.
4. Harassment of instructors, EMS staff, or fellow students.
5. Disruptive behavior in class.
6. Inappropriate attire worn for class or clinical settings.
7. Breach of patient confidentiality.
8. Falsification of any information on student application, records, or evaluations.
9. Violation of attendance policy.
10. Being under the influence of drugs or alcohol while in the classroom or clinical settings.
11. Failure to meet minimum scholastic requirements.
12. Reporting late or leaving a class early without permission of an instructor or the Course Coordinator.
13. Theft or intentional destruction/damage of property.
14. The use of other tobacco products in any HealthONE facility, parking structure, on the grounds, or any HealthONE off site location.

15. Violation of any HealthONE EMS policy.
16. Inappropriate behavior that does not reflect the HealthONE EMS Education Program core values: ICARE (integrity, compassion, accountability, respect, empathy).

### **Property Damage**

Damage to equipment must be reported to the Course Coordinator or EMS Education Supervisor within 24 hours. Any student who drops, breaks, or destroys any hospital or training 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.

### **Drug Testing Of Students**

The purpose of this section is to provide guidelines for situations when students are required to undergo drug and alcohol screening, and define 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.

1. HealthONE EMS requires students to undergo screening for drugs and alcohol as follows:
  - a. When a preceptor, instructor, or Course Coordinator has concern that the student is unfit to perform assigned duties
  - b. In coordination with the investigation of drug or alcohol diversion, drug theft, medical errors, or adverse patient outcome
  - c. As specified in a return to class contract
  - d. As required by state or federal regulations
2. Students are to report all information related to the actual or suspected diversion, theft, or tampering of drugs in any HealthONE facility or program to their Course Coordinator.
3. The instructor will notify the Department Director, Director of Human Resources, and Risk Management. Human Resources will direct the investigation, in coordination with the Course Coordinator, Department Director, Risk Management and/or Administration.
4. Drug and alcohol testing of students may be conducted in the event that it is determined by the Department Director and/or the Director of Human Resources that other routine investigative and security measures have been explored, and/or there is reason to believe that patient care or student safety may be compromised.
5. All students working in, with access to, or with responsibilities associated with the identified area or incident will be required to submit to a drug or alcohol test (blood and/or urine).
6. Students will be notified by the Course Coordinator as to the reason, date, time, and location of the required testing. If suspicion occurs during class, the

- HealthONE Education Supervisor will escort the student to the testing location at the time of suspicion.
7. Results will be returned to Employee Health. Employee Health will report drug or alcohol testing results to the Director of Human Resources who will consult with the Department Director.
  8. Students who test positive for any illegal drug, alcohol or any controlled substance, for which they do not have a valid prescription, will be terminated from the EMS program.
  9. Students who test positive for prescription drugs, for which they have a valid prescription, or other legal, non-prescription medication, will be referred to their personal physician for evaluation. They will be required to contact Employee Health and complete a return to class contract and conference before returning to class.
  10. Students who refuse to comply with required drug or alcohol testing will be dismissed.
  11. Drug and alcohol testing results will be reported to law enforcement and regulatory agencies as required by law.

### **Student File Security and Access**

An individual file is maintained on each student. Contents of each file include:

1. *Receipt of Policy Acknowledgement* form
2. All completed clinical and rotation forms
3. Results of all tests, quizzes, and practical skills evaluations
4. Completed skills sheets
5. *Student Consultation* forms
6. Documentation of any disciplinary action
7. Any other correspondence between the student and the Course Coordinator, instructors, and/or HealthONE EMS

The contents of each student file are confidential. HealthONE EMS staff and the Colorado State Department of Public Health and Environment EMTS Section staff may be granted access to a student file on an as-needed basis once an Information Release Form has been completed. Any other person or persons 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 Course Coordinator. After course completion, students will be charged a \$12.00 fee when requesting copies of any documentation from their student file.

### **Grievance Mechanism**

If a situation arises in which a student feels that program policies have not been followed or that he/she has been dealt with in an unfair or inappropriate manner, he/she

must pursue the following grievance mechanism. The student, and not an intermediary, must pursue the grievance. This procedure must always be followed and no step of the procedure may be circumvented. Resolution of issues involves obtaining factual information regarding the situation and adherence to appropriate policies and procedures. The student will be dealt with fairly, impartially, and without bias. Grades may not be grieved.

1. Discuss the matter with the Course Coordinator. If the incident involves an instructor, approach that individual. If the problem occurred at a clinical or field site, discuss the situation with the Course Coordinator or the EMS Education Supervisor.
2. If the grievance is not resolved in Step 1, discuss the matter with the Education Supervisor.
3. If the grievance is not resolved in Step 2, it may now be taken to the Director of EMS and Trauma for review. The complaint must be submitted in writing and must be followed by an oral statement presented in-person by the student as scheduled by the Director. The complaint must be filed within 10 days of the incident or the grievant waives the right to pursue the grievance and the matter will be closed. The Director will investigate the complaint and respond to the student within five (5) working days following presentation of the oral statement.
4. If the grievance is not resolved in Step 3, the student may appeal to the Course Medical Director. The complaint must again be submitted in writing and must be followed by an oral statement presented in-person by the student as scheduled by the Medical Director. Following review of the situation, the Course Medical Director will respond to the student within five (5) working days following presentation of the oral statement. The decision of the Course Medical Director is final and may not be appealed.

### **Requirements of Students**

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

1. Comply with the attendance policy.
2. Demonstrate competency in all the skills listed on [www.EMSBlueboard.com](http://www.EMSBlueboard.com). All skills must be evaluated and verified by an instructor and submitted to the Course Coordinator prior to the final written exam.
3. In the event that a retest exam is necessary, it is the responsibility of the student to schedule any exam retests with the Course Coordinator.
4. Demonstrate acceptable affective behavior as measured by evaluation tools and observed behavior.
5. Prior to sitting for the final written exam, all books and borrowed materials that are checked out of the library must be returned.
6. Students must report promptly for class. If the student anticipates being late,

- notification to the appropriate individual is required.
7. In the event of any illness or injury which precludes a student from participation in classroom, clinical or skills activities, documentation from the student's physician stating "release with no restrictions" must be received by the Course Coordinator prior to the student's return to the classroom, skill session, or clinical site.
  8. The student must follow the appropriate grievance mechanism and lines of authority in the event of a grievance.
  9. Evaluations of speakers and of the course must be completed as requested.
  10. It is the student's responsibility to report to their sponsoring agency regarding exam grades, evaluations, and progress in the course.
  11. Students must conduct themselves in a professional manner at all times. Unprofessional conduct in the classroom may result in dismissal from the program. This includes any form of harassment.
  12. Students are requested to inform the Course Coordinator of changes in contact information during the course.
  13. The student must successfully complete all course requirements prior to the final written and practical exam.
  14. All personal pagers and cell phones must be silenced during class.
  15. No unauthorized electronic device should be accommodated during testing.
  16. Smoking or use of tobacco products is not allowed in classrooms or offices.
  17. Classrooms must be left clean and in the order found. Pop cans, coffee cups, etcetera must be disposed at the end of class.
  18. Students are to use the refrigerator and microwave in the student lounge.
  19. All beverages must be in cups or containers with lids.
  20. Food is allowed in the student lounge or tiled skills rooms only. No food is permitted in carpeted areas.
  21. The copier is for staff use only. Kinko's is available to students for copying and printing.
  22. Students are not allowed in the Front Office area.
  23. All certifications required as prerequisites to the course must be maintained throughout the course.
  24. The fee for replacement student name badges is \$5.00.

### **Harassment Policy**

1. HealthONE is committed to providing an environment that is free from harassment, intimidation, and retaliation and will not tolerate any conduct which harasses, disrupts or interferes with another's performance or which creates an intimidating, offensive, or hostile environment.
2. While all forms of harassment are not tolerated, racial and sexual harassment are specifically prohibited. Each instructor has a responsibility to maintain a classroom free of any form of racial or sexual harassment, whether committed by instructors, students, or any other persons. Such harassment may include but is not limited to:

- a. Physical or verbal conduct of a racial or sexual nature;
  - b. A hostile environment, which includes jokes, vulgar comments, suggestive comments, or objects or pictures, including photographs of nude persons;
  - c. Sexual flirtations, unwelcome touching, advances, or requests for sexual favors;
  - d. Graphic or suggestive comments about an individual's dress or body
  - e. Sexual or racially degrading words.
3. In addition to behavior that may create a hostile environment, no instructor will threaten or insinuate, either explicitly or implicitly, that a student's refusal to submit to sexual advances will adversely affect evaluation, course completion or career development.
  4. Students who believe that the conduct of an instructor, fellow student, or other individual in the classroom constitutes harassment, have a responsibility to report as soon as possible to the EMS Education Supervisor or Department Director. If a supervisor or manager is contacted, he or she will, as soon as possible, advise the Director of Human Resources. It is the responsibility of the Director of Human Resources to coordinate an investigation and assure appropriate action is taken.
  5. All reports of violations of this policy will be promptly and thoroughly investigated. To the maximum extent possible, investigations will be conducted so as to protect the confidentiality and privacy of the parties involved. If an investigation confirms that a violation of this policy has occurred, corrective action will be taken, including discipline up to, and including, immediate termination.
  6. Company policy, as well as federal and state laws, prohibit retaliation against students who file complaints, cooperate with, or participate in any procedures or investigations related to complaints of discrimination including complaints of sexual harassment and other forms of harassment.

### **Accommodations for Students with Disabilities**

In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, Arapahoe Community College provides students with documentable disabilities academic accommodations based on an individual needs assessment. In order for accommodations to be made, disabilities must be disclosed to either the Education Supervisor or Course Coordinator at the beginning of class. Disabilities Support services may include:

- Test accommodations
- Readers
- Scribes
- Interpreters and/or amplification devices
- Ergonomic furniture and equipment
- Materials in alternative formats

- Note takers
- Assistive computer equipment
- Class assistants

To request accommodations, contact Disability Services located in Room M2710 at Arapahoe Community College or call 303-797-5937. Students with disabilities are responsible for making an appointment with Student Services for evaluation of accommodations and to provide appropriate documentation before any accommodations can be made.

Please note: Students receiving accommodations from Arapahoe Community College during their course of study need to understand that there is a separate process for requesting an accommodation for the National Registry of EMTs (NREMT) cognitive or psychomotor exams. The NREMT's policy for accommodations can be found at: [http://nremt.org/about/policy\\_accomodations.asp](http://nremt.org/about/policy_accomodations.asp). **Receiving accommodations from Arapahoe Community College does not necessarily mean you will receive accommodations from the NREMT for their certification/competency exam(s).**

Because of the critical nature of the tasks needed emergency situations, accommodation requests are considered very carefully and on a case-by case basis. The safety and welfare of the public must be ensured while providing full protection of the EMT/paramedic certification candidate's rights.

### **State of Colorado EMS Certification**

HealthONE EMS and Arapahoe Community College do not guarantee certification by the State of Colorado for the legal privilege to practice prehospital emergency medicine. Completing this course of study prepares the student for competency examination by the NREMT. Nationally registered EMTs and paramedics are then able to submit a request with the EMTS for certification. For more information, students are strongly encouraged to visit the EMTS EMT certification website at: <http://www.cdphe.state.co.us/em/CertificationEducation/certification/index.html>

## Accreditation

The HealthONE Paramedic Education Program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions.

1361 Park St  
Clearwater, FL 33756  
Phone: 727.210.2350  
Fax: 727.210.2354

The accreditation of paramedic programs is a two-phase process. The *Standards and Guidelines for the Accreditation of Educational Programs in the Emergency Medical Services Professions* are established by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions. Information on the accreditation can be obtained by visiting [www.coaemsp.org](http://www.coaemsp.org) or contacting the executive office at:

4101 W Green Oaks Blvd  
Suite 305-599  
Arlington, TX 76016  
Phone: 817.330.0080  
Fax: 817.330.0089

Arapahoe Community College receives institutional accreditation through the Higher Learning Commission, a Commission of the North Central Association of Colleges and Schools. For information on the institutional accreditation, visit [www.ncahigherlearningcommission.org](http://www.ncahigherlearningcommission.org) or contact the Executive Office at;

30 N LaSalle St, Suite 2400  
Chicago, IL 60602-2504  
Phone 312.263.0456  
Fax 312.263.7462

## Talent Release Form

I understand that I am willingly appearing on camera for images/scenes to be used by Swedish Medical Center-HealthONE for promotional purposes. I understand that these images/scenes may appear in printed advertisements, televised commercials or on the Internet, as well as in Swedish Medical Center publications/brochures.

I understand that I am not receiving any compensation for these appearances.

---

Date

---

Printed name

---

Signature

Employee

Physician

Other Student

**Student Information Sheet**  
(Please print all information)

Name: \_\_\_\_\_  
(As you would like your name on the certificate)

\_\_\_\_\_  
(Name you prefer to be called)

Permanent address \_\_\_\_\_  
Street

\_\_\_\_\_  
City State Zip Code

SS# \_\_\_\_\_

Cell phone # \_\_\_\_\_ Home phone # \_\_\_\_\_

Email address \_\_\_\_\_ Work phone # \_\_\_\_\_

Employer: \_\_\_\_\_

Position: \_\_\_\_\_

In case of emergency notify:

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone # \_\_\_\_\_

Reason for taking this course:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Special needs or concerns:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Receipt of Program Policies Acknowledgement

This is to certify that the undersigned student has read the HealthONE Emergency Medical Services Student Policy Manual and HealthONE EMS Competency Based Syllabus. The Program Policies have been explained and are fully understood. A copy was received, and I \_\_\_\_\_ accept the terms as stated. Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness signature

\_\_\_\_\_  
Date