

# POLICY ON ACADEMIC INTEGRITY

## What is Academic Dishonesty?

Academic dishonesty occurs when a student attempts to show possession of a level of knowledge or skill which he or she does not possess. The two most common kinds of academic dishonesty are "Cheating" and "Plagiarism." Cheating is the act of obtaining or attempting to obtain credit for academic work through the use of dishonest, deceptive or fraudulent means. Plagiarism is representing the work of someone else as your own and submitting it to fulfill academic requirements.

It is your responsibility to know what constitutes academic dishonesty. If you are unclear about a specific situation, speak to your instructor. The following list exemplifies some of the activities defined as academic dishonesty.

### **Cheating**

- ✚ Copying, in part or in whole, from someone else's test.
- ✚ Submitting work presented previously in another course, if contrary to the rules of either course.
- ✚ Altering or interfering with grading.
- ✚ Using or consulting, during an examination, any sources of materials not authorized by the instructor.
- ✚ Committing other acts which defraud or misrepresent.

### **Plagiarism**

- ✚ Incorporating the ideas, words, sentences, paragraphs, or part of another person's writings, without giving appropriate credit, and representing the product as your own work.
- ✚ Representing another's artistic/scholarly works (such as musical compositions, computer programs, photographs, paintings, drawings, or sculptures) as your own.
- ✚ Submitting a paper purchased from a research or term paper service.

### **Other Specific Examples of Academic Dishonesty**

- ✚ Purposely allowing another student to copy from your paper during a test.
- ✚ Giving your homework, term paper or other academic work to another student to plagiarize.
- ✚ Having another person submit any work in your name.
- ✚ Lying to an instructor or TRCC official to improve your grade.
- ✚ Altering a graded work after it has been returned, then submitting the work for re-grading.
- ✚ Removing tests from the classroom without the approval of the instructor.
- ✚ Stealing tests.
- ✚ Having a typist correct work for spelling or grammar, if contrary to the rules of the course.
- ✚ Forging signatures on TRCC documents.

### **Consequences of Academic Dishonesty**

Academic and/or administrative sanctions may be applied in cases of academic dishonesty.

Depending on the seriousness of the infraction, you may:

1. Receive a failing grade on the test, paper, or exam;
2. Have your course grade lowered, or possibly fail the course;
3. Under the standards of student conduct a student may receive:
  - a. Warning
  - b. Probation
  - c. Dismissal

The PSS Program Coordinator maintains a record of students who have engaged in academic dishonesty. This information is used to identify and discipline students who have been reported for academic dishonesty more than once.

# PUBLIC SAFETY SERVICES

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The coordinator of the school retains the right to adjust, add, or delete policies and procedures from this manual, when it is in the best interest of the school and the hospital, at any time.

## THE EMT OATH

Be it pledged as an Emergency Medical Technician, I will honor the physical and judicial laws of God and Man. I will follow that regimen which, according to my ability and judgment, I consider for the benefit of my patients and abstain from whatever is deleterious and mischievous, nor shall I suggest any such counsel. Into whatever homes I enter, I will go into them for the benefit of only the sick and injured, never revealing what I see or hear in the lives of men.

I shall also share my medical knowledge with those who may benefit from what I have learned. I will serve unselfishly and continuously in order to help make a better world for all mankind.

While I continue to keep this oath un-violated may it be granted to me to enjoy life, and the practice of the art, respected by all men, in all times. Should I trespass or violate this oath, may the reverse be my lot. So help me God.

Charles Gillespie, M.D.

## HISTORY OF THE SCHOOL

During early 1980 the North Central Ohio Emergency Medical Services Training Council, recognizing the great need for advanced pre-hospital emergency medical care in the greater seven county area, approached Marion General Hospital for help in developing an educational program that could supply Advanced EMT's and Paramedics to fulfill that need.

Through research of this area's emergency medical system capabilities, Marion General Hospital's abilities, and the public need, it was further decided to establish the Marion General Hospital Paramedic Advisory Committee in May of 1981. It was their task to guide the formation of a paramedic education program and to oversee the application for state accreditation of the program through the Ohio Board of Regents. In November, 1981, that accreditation was granted for a period of two years.

During the months from January to September of 1982, the school developed further the educational format for the 1982-83 class. Also during that summer 20 candidates were chosen from 35 applicants to the first class.

Class started October 5, 1982, and ran through three quarters to the second week of June, 1983. Graduation was held at Tri-Rivers with the other three Marion General Hospital schools on Wednesday, June 29, 1983. All 20 students were graduated.

On July 1, 1984 the Hospital signed an agreement with Tri-Rivers Joint Vocational School that consolidated the resources of both facilities in order to take advantage of the educational and financial benefits of such a merger. Thus, the school became known as Tri-Rivers/Marion General Hospital School of Paramedicine.

## MARION GENERAL HOSPITAL

Since 1920, Marion General Hospital has been providing high-quality and patient focused care. In fact, three generations have come to know us as the premier hospital in our seven-county service area, caring for – and about – people from birth and beyond.

Great things are happening at Marion General Hospital. Following the consolidation of services with the former MedCenter Hospital, Marion General now serves as the dedicated hospital for inpatient and emergency care. And along with our physician partners, we have converted the MedCenter facility into Marion Area Health Center, a center dedicated to offering outpatient surgical services and a full array of other outpatient services. This reorganization of health services maintains local control and better positions Marion to serve as a regional provider.

Both facilities are undergoing extensive renovations to accommodate the needs of our growing community. Marion General Hospital has experienced extensive new construction and renovation that represents a nearly \$50 million investment into our facilities and this community. Completed is an 18-bed medical unit with all private rooms, an emergency department that is double its previous size and a brand new state-of-the-art ICU. Other improvements planned include a renovated surgical area and a completely new cardiac cath lab addition.

At Marion Area Health Center, we have expanded the number of surgical suites from five to seven to meet the growing demand for outpatient surgeries. The occupational health and physical therapy areas also have been expanded, and several more enhancements are slated with the intentions of providing people with the convenience of a single stop for all their outpatient medical needs.

Marion General Hospital is committed to providing practical clinical experience for future healthcare providers. We are a supporter of Tri-Rivers/Marion General Hospital School of Paramedicine, as well as clinical teaching site for nursing and respiratory therapy students, physicians assistants and medical students.

While many service locations have changed, we at Marion General Hospital remain committed to our enduring tradition of care, compassion and concern for every patient.

Marion General Hospital specializes in:

\*Emergency Care   \*Maternity Care   \*Heart Care   \*Home Health and Hospice Care  
\*Physical Rehabilitation

## THE PROFESSION

### **Paramedic**

Paramedics have fulfilled prescribed requirements by a credentialing agency to practice the art and science of out-of-hospital medicine in conjunction with medical direction. Through performance of assessments and providing medical care, their goal is to prevent and reduce mortality and morbidity due to illness and injury. Paramedics primarily provide care to emergency patients in an out-of-hospital setting.

Paramedics possess the knowledge, skills and attitudes consistent with the expectations of the public and the profession. Paramedics recognize that they are an essential component of the continuum of care and serve as linkages among health resources.

Paramedics strive to maintain high quality, reasonable cost health care by delivering patients directly to appropriate facilities. As an advocate for patients, paramedics seek to be proactive in affecting long term health care by working in conjunction with other provider agencies, networks and organizations. The emerging roles and responsibilities of the Paramedic include public education, health promotion, and participation in injury and illness prevention programs. As the scope of service continues to expand, the Paramedic will function as a facilitator of access to care, as well as an initial treatment provider. Paramedics are responsible and accountable to medical direction, the public, and their peers. Paramedics recognize the importance of research and actively participate in the design, development, evaluation and publication of research. Paramedics seek to take part in life-long professional development, peer evaluation, and assume an active role in professional and community organizations.

## WHAT IS AN EMS PROFESSIONAL?

The EMT-Basic, Intermediate or Paramedic is a member of a medical team of physicians, nurses, and other allied health care providers who administer emergency patient care. The EMT-Intermediate's role primarily focuses on the salvage of life and the minimization of disability through effective pre-hospital medical treatment. Through a strong educational program, as well as strong continuing education units (CEU's) an EMT's technique of attaining these goals is broadened, and as a paramedic, he/she takes on greater responsibility as a team member in patient care.

## THE PUBLIC NEED

Every year thousands of persons die or are disabled through health problems or accidents. The need for high quality pre-hospital patient care is clear. A patient deserves the best possible care in our hospitals. High quality pre-hospital emergency patient care also needs to be readily available. The answer to this need is well educated, competent Basic EMT's, EMT – Intermediate's, and Paramedics.

Consider all the skills that you will learn. You will be called upon to respond in all kinds of weather, often at the most inconvenient times and frequently to situations fraught with stress and a challenge to your capabilities. And consider the sense of accomplishment of having met the challenge by providing all the professional competence available to a patient outside of the hospital.

## SCHOOL OF PARAMEDICINE GOALS

- To prepare the EMS student to function as a vital part of the pre-hospital health care team.
- To develop a program that will enable the student to understand the pathophysiology of human systems in trauma and illness, and how to manage them in the emergent patient.
- To provide the public with EMS professionals who are able and willing to serve in time of emergency, to help educate the public in basic patient care, and utilization of the Emergency Medical System.
- To instill in the EMS students an appropriate appreciation of their professional role and the possibility of horizons yet to cross, so as to serve in enhancing paramedicine as a vital, growing, and responsive profession in the community.

## ADMISSIONS CRITERIA & PROCESS

No individual will be excluded due to race, color, creed, national origin, gender, religion, sexual orientation, marital status or disability.

## APPLICATION PROCEDURE

A signed and completed application, \$95 non-refundable fee, evidence of current EMT-basic or intermediate level certification is required in order to be able to sit for the pre-entrance examinations, and evidence of high school diploma or GED.

Pre-Entrance Tests include a test of Basic EMT knowledge and three ACT Workkeys tests of basic academic skills including, reading, math and locating information. Allow four hours for the pre-entrance exam time. Test must be scheduled in advance by calling ext. 506.

A score of 75% on the written Basic EMT pretest is required. An applicant may have one opportunity to retest, if the initial score is at least 70%. Otherwise, candidates will be recommended to review and wait for the next year's program. Pre-entrance test is based on Prehospital Emergency Care, 7th Edition. For recommended study quizzes go to [www.prenhall.com/mistovich](http://www.prenhall.com/mistovich).

Students will also be required to pass entry level ACT Workkeys skills in reading, math and locating information. If a student doesn't meet the test scores, he/she may be referred to adult basic literacy education, independent study, or attendance at a class. An individual may retake any of these tests until they pass. Each additional test retake will require payment of a \$15 fee. Please contact ext. 506 to schedule retakes.

## INTERVIEW & ACCEPTANCE PROCESS

An interview with the Program Coordinator or a designated representative is required. Interviews may be held in teams of two—three people. The applicant must have documentation of the three personal references and a copy of the high school diploma or transcript or proof of GED submitted at the time of, or before the interview or the interview will not be held.

Applicants need to realize that one poor reference may eliminate them from being recommended for admission. Candidates are also encouraged to dress appropriately for the interview. The interview will be scored according to the following:

- Communication Skills—Verbal and Non-verbal and listening
- Personal Appearance
- EMT Experience
- Personal motivation, attitude and maturity

Notification of Admissions: Based upon the results of the interviews, persons will be recommended for admissions. Students will need to complete the following to be accepted to the class:

- A) Pay the non-refundable admissions fee in full--\$400 to reserve your spot in class.
- B) Show evidence of an AHA Healthcare Provider Card. Card must be current during the class time enrolled. If the card expires during the class, the student must recertify or he/she may be dismissed from class.
- C) Complete the class prerequisites:
- D) Submit the completed and accurate physical exam form, along with documentation of all required immunizations for the clinical site at MGH.

1. All students must satisfactorily complete the web centric Anatomy and Physiology class or submit a transcript of completion of an Anatomy & Physiology course to the PSS Executive Assistant for approval by the PSS Program Coordinator. After an applicant receives approval to take the test-out exam by the PSS Program Coordinator they must pay the \$50.00 non-refundable test-out fee. Once the applicant pays the test-out fee they must schedule to take the Anatomy and Physiology test with the PSS Executive Assistant at ext. 350. Satisfactory performance of 75% or above is required for the Anatomy and Physiology test.

2. All students must satisfactorily complete the web based Medical Terminology class or submit a transcript of completion of a Medical Terminology course to the PSS Executive Assistant for approval by the PSS Program Coordinator. After an applicant receives approval to take the test-out exam by the PSS Program Coordinator they must pay the \$50.00 non-refundable test-out fee. Once the applicant pays the test-out fee they must schedule to take the Medical Terminology test with the PSS Executive Assistant at ext. 350. Satisfactory performance of 75% or above is required for the Medical Terminology test.

3. EMT-Basic Practical Skills Session. Students are encouraged to attend an EMT-Basic practical skills session. Practical skills will consist of Patient Assessment, Cardiac Arrest Management/AED, Airway Management, and a Random Basic Skill. All skill stations are based on National Registry standards.

Notification of Acceptance: Applicants will be notified of acceptance when all these steps have been completed satisfactorily. It is at this point that a seat will be reserved for the student in the class.

## PARAMEDIC CURRICULUM – ACCREDITATION #329

The program is accredited by the Ohio Department of Public Safety, Division of Emergency Medical Services and conforms to the U.S. Department of Transportation, 1998 National Standard Curriculum. The Paramedic course consists of 350 didactic and 450 clinical hours.

### Quarter 1 – 90 hours

86 Clinical hours

Intro to Paramedicine  
Ethics, Pathophysiology  
Pharmacology  
EMS Systems & Rules & Responsibilities  
Medical Legal Issues  
Communications  
Lifespan Development  
Physical Exam  
Communications  
Clinical Decision Making

Well Being of the EMT  
Math for Meds  
Medication Administration  
Injury Prevention  
Therapeutic  
Airway Management  
History Taking  
Patient Assessment  
Documentation

### Quarter 2 – 80 hours

121 Clinical Hours

Cardiology

Pulmonology

### Quarter 3 – 90 hours

120 Clinical Hours

Med Emergencies  
Endocrinology  
Allergies and Anaphylaxis  
Pharmacology  
Toxicology & Substance Abuse  
Infectious Disease  
OB/GYN  
Urology  
Pediatrics  
Abuse & Assault  
Chronic Care Patients  
Medical Incident Command  
Rescue Awareness  
Assessment Based Management  
Rural EMS

EMS Operations  
Neurology  
Gastroenterology  
Retroperitoneal Injury  
Hematology  
Environmental Emergencies  
Behavioral Emergencies  
Neonatology  
Geriatrics  
The Challenged Patient  
Ambulance Ops  
Hazmat  
Crime Scene Awareness  
START Triage.

### Quarter 4 – 90 hours

123 Clinical Hours

Trauma  
Blunt Trauma  
Soft Tissue Injuries  
Burns  
Musculoskeletal Trauma  
Spinal Trauma  
Abdominal Trauma  
Trauma Triage

Trauma Systems  
Penetrating Trauma  
Bleeding & Shock  
Patient Extrication  
Head, Neck & Face Trauma  
Thoracic Trauma  
Shock Trauma Resuscitation  
Chest Trauma

## CLASS TIMES

### DAY

Classes will be held every Monday, Wednesday and Friday from 8:00am-12:30pm. The program is divided into four quarters with approximately 3 classes per week. Students will be informed in advance of any changes in class time or date, whenever possible. National Registry Practical Exam will be held on the Saturday following the last date of class in June from 9:00am-completion.

### EVENING

Classes will be held every Tuesday and Thursday from 5:30 p.m. to 9:30 p.m. and every third Saturday from 8:00 a.m. to 4:00 p.m. The program is divided into four quarters with 2-3 classes per week. Students will be informed in advance of any changes in class time or date, whenever possible. National Registry Practical Exam will be held on the Saturday following the last date of class in November from 9:00am-completion..

## THE CLINICAL & LABORATORY EXPERIENCE

### LABORATORY:

The students will develop their skills in a simulation laboratory setting. Emphasis will be placed on relating knowledge base to correct patient assessment and appropriate application of patient care skills. Lab sessions will be scheduled as needed following the appropriate didactic sessions.

### CLINICAL:

The students will be developing and refining skills in direct patient care settings in the hospital and field. Performance objectives are closely monitored and evaluated, as the student develops clinical competency. There are 400 hours of in- hospital experience and 50 hours of field experience in this part of the program.

Various areas of the hospital used in the clinical rotations are: Laboratory, Respiratory, Emergency Dept., Pediatric Unit, Intensive Care Unit, Operating Room, Labor and Delivery, and Psychiatric Unit.

Also, various public agencies and public and private ambulance services are used. Several of the clinical areas of the hospital will be open for clinical 24 hours a day, 7 days a week. Most are open 16 hours a day, 7 days a week. All hospital clinical time will be done between the hours of 7am and 11pm, and all field clinical time done between the hours of 7am and 9pm unless otherwise approved by the PSS Coordinator. Students are required to meet the regulations of any clinical site at which they do their training.

## APPROVED CLINICAL SITES (subject to change)

### HOSPITAL SITES

Bucyrus Community Hospital	629 N. Sandusky Avenue Bucyrus, OH 44820
Marion General Hospital	1000 McKinley Park Drive Marion, OH 43302
Galion Community Hospital	County Portland Way South Galion, OH 44833
Memorial Hospital of Union	500 Linden Avenue Marysville, OH 43040
Wyandot Memorial Hospital	885 N. Sandusky Ave. Upper Sandusky, OH 43351
Marion Area Health Center	1050 Delaware Avenue Marion, OH 43302

### FIELD SITES

Allen Twp. Fire, Central Ohio Joint Fire District, Delaware County EMS, Marion Twp. Fire Dept, Marion City Fire Dept, MedFlight Ground Unit, Morrow Co. EMS, Northern Union Co. Fire & EMS, Concord Twp. Fire & Rescue, Stofcheck, Tiffin Fire & Rescue, Battle Run Fire, Galion Fire, Marysville Fire, Medic Response, Med Corps., Rural Metro, 1st Consolidated.

## CLINICAL AREA DRESS

Blue or black pants, program shirt, dark shoes, belt and socks. No tennis shoes allowed. Name tag will be provided. Only jewelry allowed is wrist watch and wedding ring. No facial piercing will be allowed in the clinical/field setting. In surgery, recovery room, holding room, OB-Delivery, program scrub shirts or hospital provided clothing will be appropriate. You must wear your name tag. Tri-Rivers Marion General Hospital School of Paramedicine reserves the right to modify the dress code as appropriate.

## I.D. BADGES

For security purposes, each EMT-I/Paramedic student will be photographed and I.D. badges will be made and will be required to be worn at Tri-Rivers and at Marion General Hospital. If you misplace or lose an I.D. badge, notify your instructor immediately so a replacement can be made. The second badge will require a fee. Badges must be returned to the Program Coordinator upon graduation or leaving the program.

## PATIENT CONFIDENTIALITY POLICY

### Patient Confidentiality is Strictly Enforced!

HIPAA: When performing in the classroom or clinical setting in the capacity of a student, the students shall abide by all confidentiality and HIPAA regulations as explained during orientation. The student shall not release or provide a medical report or documentation or otherwise disclose the contents of a medical report or patient treatment or patient history to anyone. Failure to abide by the regulations set forth will result in dismissal from the training program and possible civil or criminal actions.

## CLINICAL WORK/RIDE POLICY

No student may perform field or clinical time as an employee. The student is at the site as a student of Tri-Rivers/MGH School of Paramedicine and may ONLY act in the capacity of a student. If the student acts as an employee of the site, then no time will be credited for the hours at the clinical or field site.

## CLINICAL ACCOUNTABILITY POLICY

Students attending clinical rotations at Marion General Hospital will be required to sign in with the greeter in the emergency room lobby at Marion General Hospital. When the student arrives they will report to the greeter and identify themselves. The student must be properly attired in the required program shirt and have their student ID badge visible for the security officer.

The student will then sign in on the Tri-Rivers Public Safety Services Training Program log sheet with the greeter. The date, the student's name, the time in and the clinical department are to be filled in. The greeter will then initial that the student has arrived at Marion General Hospital

The student is then to stamp their phase form in the upper left corner using the time stamp located in the emergency room lobby. The student may then report to the proper clinical department.

When the student completes their clinical rotation, they will report back to the greeter to sign out. The greeter will then initial that the student has left Marion General Hospital. The student is then to stamp their phase form in the upper right corner using the time stamp located in the emergency room lobby.

### **MGH CLINICAL FORMS THAT ARE NOT TIME STAMPED WILL NOT BE ACCEPTED AS VALID.**

If the student reports to a clinical department that is not busy such as OB and then decides to move to another department such as ICU or ED, then the student must report back to the greeter, log out of the assigned clinical, and then log back in for the clinical department that they transferred to making sure to time stamp both phase forms.

It is the responsibility of the student to understand and adhere to this policy.

## ATTENDANCE – PARAMEDICINE

### CLASSROOM AND LAB

There are 350 hours in the class/lab sessions of the program. Absence from a class period will be permitted only with prior notification. Any student unable to attend class for any reason must notify the instructor at (740) 389-4681, ext. 352 one-half hour before the class. All absences must be made up. This may be arranged with the program coordinator. Material from the missed class will be made available at the make-up. Absence without notification may cause dismissal from the program. Absences will be dealt with on an individual basis and the student may be subject to dismissal at the discretion of the program coordinator. A student may be required to bring in a physician's excuse for time missed or written permission to attend class or clinical after an illness or injury.

Per the attendance policy set forth by the Division of EMS rules, no student can accumulate more than a 10% classroom hour deficit. Hours under 10% must be made up hour per hour to adhere by the Ohio Department of Public Safety rules and guidelines.

Attendance is a student's responsibility. The program is very fast-paced and a great deal of material is covered. Absenteeism is usually reflected in poor academic and clinical performance.

### CLINICAL

Clinical hours are 450+ hours; this is variable upwards, depending on the individual need of the student. Students must satisfactorily complete all assigned hours and required skill/assignments of the clinical experience for the school year to graduate.

Any student with less than 100% completion of the clinical hours and clinical requirements completed by the end of quarter IV will not be permitted to graduate and will not be eligible for the National Registry examinations

The student who cannot attend a scheduled clinical time must call the clinical site and the clinical coordinator no later than an hour prior to the scheduled time. Acceptable reasons for excused absence from clinical area would be personal illness, illness in immediate family, or other reasonable unexpected events.

Clinical records will be reviewed monthly and any student with less than 90% of the required clinical hours for that quarter will receive academic advising. The student will then be required to make up the hours for that quarter by the next monthly review or be subject to possible dismissal. Students on academic probation are not eligible to receive any financial aid.

## CLASS EXPECTATIONS/ACCOUNTABILITY

All paramedic students are required to be in the appropriate uniform for class, this includes navy blue pants, program shirt, ID badge, and appropriate footwear. Students that arrive to class in the inappropriate uniform will be sent home by the instructor and may not return to class until they are in the required uniform.

Classroom etiquette and demeanor are expected. Students are expected to be prepared for class with pencils, paper, homework done, assignments read, and prepared to actively participate. Lecturers are to be given respect and full attention. The lecturer will set the tone for question and answer protocol for the individual sessions. Note-taking during lectures is highly recommended. Test questions may come from lecture material. Sleeping in class will not be tolerated.

The instructor may dismiss any student from the classroom/lab session for disruptive and unprofessional behavior. This may include but is not limited to, horseplay, inappropriate conversations, failure to give the instructor full attention, derogatory statements towards other students, staff, and/or the Tri-Rivers/MGH School of Paramedicine program, inappropriate verbal or non-verbal actions, or any action that would be considered unprofessional. In the event that a student is dismissed from the classroom/lab session by the instructor it will count as an unexcused absence and may result in academic warning, probation, and /or dismissal (see academic advising policy).

Students are encouraged to form study groups with other members of the class or experienced former students. Students who are absent from any scheduled classes are responsible for the material which was covered during the classes. The students will complete the required readings, obtain notes of the lecture and consult the instructor if further aid is needed. Students will have the responsibility of obtaining all handouts from the instructor and notes from another student. Arrangement to tape a class when the student is expecting to be absent from a class lecture may be done with the permission of the instructor.

## TESTS/ASSIGNMENTS/QUIZZES

Quizzes, test, and assignments will be given in class. Quizzes may be announced or unannounced. No assignment will be accepted past the original due date. Any assignment not turned in will result in a 0 grade. Two zero's may result in a warning. Three zero's may result in probation. Four zero's may result in dismissal from the program.

A grade of 75% or higher is considered passing on all test and quizzes with the exception of ACLS and PALS.

## TEST PAPERS

It is believed that a test can serve as a teaching aid and that students have a right to review tests so they can learn from the errors they have made.

The following procedure will be applied:

1. All answer sheets from the test will be returned to the students after they have been graded by the instructor.
2. The instructor will not allow the students to keep their answer sheets.
3. The instructor may post a copy of the test for a period of time in the classroom so students can check their errors.
4. The instructor will do one of the following with the test:
  - Give tests back to the students for a designated period of time determined by the instructor.
  - Review the test during class.
5. The final examination score cannot be recorded if the student fails to return an answer sheet or test papers as requested and may result in disciplinary action.
6. Proof of copying test questions or answers by the student will result in disciplinary action, and the privilege of the future review of test may be denied. It is hoped that the integrity of the student will prevent this from occurring. Honesty is part of the ethical code of a paramedic.

## ACLS/PALS

A passing grade of 84% or higher is required on the ACLS and PALS final. Failure to pass the ACLS/PALS final on a second attempt would be reason for review of the student by the program coordinator with either recommendation for probation or dismissal from the program. A student may not graduate without obtaining ACLS and PALS certification.

## MISSED TESTS AND QUIZZES

If you miss a test or quiz because of illness or other excused absence, you must make arrangements, with the instructor on your first day of returning to school, for the make up of this test.

## RETESTING

Retesting may be allowed when the instructor decides it is justified. The following will be considered in arriving at that decision:

- The student's previous school record shows that the student has been making satisfactory progress and has not had academic difficulties in other quarters
- There have been extenuating circumstances which may have contributed to the failure of the student, ex. family illness, class absence of close to the 10% guideline, personal illness, personal or family problems requiring absence from class and prior notification was given to the instructor.

If retesting takes place, the following will be implemented:

- The student will be retested only once.
- The retesting will be arranged with the instructor and will be completed outside of class time as soon as possible after the decision to retest has been made.
- The examination may be the same exam, or may be a comparable exam
- The student will receive a maximum grade of 75% for the test, even though the retest grade may be higher.

Failure to pass a retest with a 75% or higher will result in any of the following, after being evaluated by the program coordinator and instructor:

- Required tutoring at the students expense of \$40.00 per hour with a Tri-Rivers instructor
- Recommendation for withdrawal
- Dismissal from the program

## CLASSROOM GRADING SCALE: CLINICAL AND LABORATORY GRADING:

### GRADING SCALE

A	100-94
B	93-87
C	86-80
D	79-75
F	74-0

Clinical: Satisfactory/Unsatisfactory

Laboratory: Pass/or Fail

### GRADING BREAKDOWN

Homework/Assignments/Workbook	= 10%
Quizzes	= 20%
Tests	= 30%
Final Exam	= 40%

Students must maintain a grade average of 75% or higher each quarter or module for all other PSS training programs and demonstrate practical skill competency and satisfactorily complete 90% of the clinical hours needed for that quarter, to continue in the program.

## ACADEMIC ADVISING

The program coordinator is available for academic advising. Any problem affecting the student's performance in the program may be identified and discussed. Assistance may also be obtained through the adult ed. professional school counselor. However, students with social, emotional, and psychological problems of an ongoing nature will be referred to community resources.

## WARNING

A verbal warning and documentation placed in the student's file may result from infractions of classroom/clinical guidelines for the following reasons:

- One unexcused absence – classroom, clinical, required lab session.
- One unsatisfactory clinical evaluation.
- Failure on a quiz, test, or practical exam.
- Academic average falls below 80%.
- Inappropriately dressed for clinical experience.
- Inappropriate or unprofessional mannerisms or communication in the clinical area, classroom, or other connected facilities with Tri-Rivers/Marion General Hospital School of Paramedicine.
- Lack of motivation, uncooperativeness, unethical conduct, or poor personal appearance or cleanliness.
- Inability to perform in classroom, clinical, or laboratory skills sessions.
- Completing only 90%-99% of clinicals required for a quarter.
- Receiving two zero's in course work

## PROBATION

Probation is defined as a "trial period". A student may be placed on probation by the program coordinator. The student will be notified in a conference. At this conference and in writing, the student will be informed of the behaviors expected for satisfactory termination of the probationary period, along with a time period in which to be completed.

No financial aid can be disbursed if a student is placed on probation for any reason.

Probation is a measure utilized to encourage self-evaluation of progress in the program realistically and adjustment of behavior accordingly. Reasons for probation include but may not be limited to:

- Unsafe performance in the clinical area/classroom exhibited by behaviors that might prove injurious to self, clients, coworkers and/or visitors.
- Unsatisfactory performance in the clinical area/classroom as measured and documented by the clinical preceptor or instructor.
- Unsatisfactory performance in course work as measured by a grade point average below 78%.

- Failure to maintain the minimum required clinical hours during any quarter or module.
- Two unexcused absences-classroom, clinical, or required lab session
- Non-compliance with regulations of the school.
- Completing only 80%-90% of clinicals required for a quarter.
- Receiving three zero's in course work.

## DISMISSAL

Dismissal from the program MAY occur for any of the following reasons:

- Three unexcused absences-classroom, clinical, or required lab session
- Any absence or tardiness that is not reported according to regulation.
- Absenteeism of greater than 10 percent of total hours during the school year
- Persistent tardiness.
- Violation of rules and regulations.
- Conviction of a felony.
- Failure in ACLS or PALS.
- Falsification of any course related materials/dishonesty.
- Unsatisfactory performance in the clinical areas.
- Use of any clinical site computer/computers
- Falsification or forgery of any clinical or field requirements.
- Receiving four zero's in course work.

Dismissal from the program WILL occur for any of the following reasons:

- Persistent unsafe performance in the clinical area/classroom, exhibited by behavior that might prove injurious to self, patient, co-worker and/or visitor.
- A cumulative grade point average below 75 percent at the end of the quarter or module.
- Failure to meet the objectives of the program.
- Proof of chemical substance abuse.
- Falsification of application materials.
- Breach of confidentiality.

If the decision of the program coordinator, adult education director, or medical director is that the student can no longer continue in the program for any of the above reasons, the student may be given the opportunity to withdraw or they will be dismissed. The student will be informed of dismissal in writing and verbally, if possible. The student will be scheduled to have a conference with the program coordinator to discuss the dismissal. The student may select another student from the class to be present for the conference.

## REPORTING OF VIOLATIONS POLICY

Any student violations found to have merit, of the Ohio Revised Code and or Ohio Administrative Code will be reported to the appropriate authorities, to include but not limited to:

- Local Law Enforcement
- Ohio Department of Public Safety
- State Board of Pharmacy

## WITHDRAWAL & TRANSFERS

Per Ohio Department of PSS, a students' schooling must be completed within 18 months of the start date.

### WITHDRAWAL

A student may withdraw from the school voluntarily at any point in the program. The student is expected to have a personal interview with the program coordinator and to complete an official withdrawal form. This form must be completed and returned to the financial aid office for the student to be considered officially withdrawn. Any variation from this rule requires the approval of the director of adult education.

### TRANSFERS

A student may transfer to the next scheduled program at any point in the program. All transfers are subject to approval by the program coordinator after receiving a recommendation by the course instructor and a written request for transfer from the student.

- There is a \$500.00 transfer fee that must be paid prior to the transfer. The student must transfer within 12 months from the date of the request.
- Any student making a request for transfer must repeat the entire quarter in which the request was made.
- Continuation of financial aid will depend on the funding source and clock hours

## CONVICTION OF A FELONY POLICY

The purpose of this policy is to inform prospective students to the school of paramedicine whom may have a record of a conviction of a felony prior to admission, that each will be evaluated in terms of the nature of the offense. Those convicted of or pleading guilty to a felony must contact the Ohio Division of EMS and discuss their individual case. State certification candidates at the completion of the program will be required to indicate whether or not they have ever been convicted of a felony or other crime, as outlined in section 4723.28 of the Ohio Revised Code. The ruling of the EMS board may make the candidate ineligible to write the certifying examination. Therefore, it is advisable to contact the Ohio Division of EMS before starting class.

In the event the felony conviction has occurred as a result of alcohol/drug abuse, the school of paramedicine has the right to request a certified urinalysis or blood alcohol level at random for screening purposes. In the event the student refuses to comply with this request, termination from the school of paramedicine may occur.

If an applicant fails to answer the questions truthfully on the application form for admission to Tri-Rivers School of Paramedicine and the information is discovered at a later date, the student will be dismissed from the program. (See Dismissal)

This policy will be shared with any applicant who declares a felony conviction for chemical abuse. The applicant must sign a statement of agreement to the procedure before the process of admission will be considered.

Additionally, the school of paramedicine holds no liability to financially refund tuition or other related school expenses in the event that the student completes the program of learning and is denied the right to complete the certification exam by the State of Ohio, Division of EMS

## MILITARY LEAVE POLICY

A student who is called up for active duty prior to the completion of the Paramedic program may be eligible for the following considerations:

Call-up during first or second quarter – may return the following year at the beginning of the first quarter. Proper military documentation must be provided to the PSS Coordinator with a letter of intent to return to the program.

Call-up during the third quarter but prior to completion of the third quarter – may return at the beginning of the third quarter without penalty if in good standing, (attendance is at 100%, clinical grades to date and 80% grade average) at the time of call-up to active duty.

Call-up after completion of the third quarter the student may be eligible for graduation from the program if the following criteria are met and with the approval of the Program Coordinator and the Director of Adult Education:

- The student has completed the minimum of 600 hours in the training program as required by the state of Ohio.
- Grade point average of 80% or higher
- Completion of work missed or to be missed while on active duty, either prior to, during, or within 30 days of returning from active duty.
- All clinical critical components are completed and that at least 90% of the total required clinical and field time is completed prior to active duty. No clinical time may be completed after the end of class date.

## HEALTH CARE SERVICES PROVIDED

Student's who require medical treatment for illness or injury, while attending classes at Tri-Rivers or any of its contracted clinical sites, will be offered their choice of treatment facilities and transportation, if needed. However, all expenses for services rendered will be the responsibility of the student.

## COURSE COMPLETION CRITERIA

- A. Attendance: 100%
- B. Grades: A cumulative grade point average of 75% or higher
- C. Successful completion of ACLS and PALS
- D. Laboratory Practical Skills Completion
- E. Successful completion of all clinical hours and clinical assignments

## CERTIFICATION AS A PARAMEDIC

The student, upon successful completion of the prescribed course at Tri-Rivers/Marion General Hospital School of Paramedicine will be eligible for the state certifying exam. The exam used will be the National Registry exam. When a person has successfully passed all computer adaptive testing and practical sections of the exam they will be eligible to apply for certification as a paramedic in the state of Ohio.

The whole emphasis of our program is to develop a high quality paramedic. The side effect of this is a person who is better prepared for a state exam such as the National Registry.

## EVALUATION PHILOSOPHY

The school believes that evaluation is a means of determining the performance of the student at a given point in time in relation to a predetermined standard. Evaluation is meant to be a tool to assist the student in development and growth toward specific objectives. The student will receive three evaluations during the school year, at the end of each quarter.

## EVALUATION OF THE PROGRAM

Ongoing evaluation of the program is essential for the continued growth and excellence of the program. Regular evaluation of the program is conducted by the staff. Student input is utilized in this evaluation. Students are asked to complete an evaluation at the end of each quarter, as well as the total program prior to graduation. This data is utilized in the planning of future courses and learning experiences. Students may also be asked to complete an evaluation of each guest speaker.

## EMT INTERMEDIATE

DESCRIPTION: The 130 hour EMT-Intermediate curriculum as approved by the Ohio EMS Board in 2002 and implemented September 1, 2003. The course covers six modules on Preparatory (Roles & Responsibilities, Medical Direction, Quality Improvement), Patient Assessment, Airway Management (includes Advanced Airway Skills), Shock Management (includes 16 new Medication Administrations, Intravenous and Intraosseous Infusion), Cardiac Management (includes Dysrhythmia Recognition & Manual Defibrillation) and Trauma Management (including chest decompression). The clinical portion is core competency based and must be completed within the time frame of the class.

### Admissions Criteria/Process

1. Application procedure: A signed and completed application, \$95 non-refundable fee, evidence of high school diploma or GED, and evidence of current EMT-Basic level certification is required to sit for the pre-entrance written and practical examinations.
2. Pre-Entrance Written Tests include a test of EMT-Basic knowledge and three ACT Workkeys test of basic academic skills including reading, math and locating information. Allow four hours for the pre-entrance exam time. Test must be scheduled in advance by calling ext. 110.
  - a. A score of 75% on the written EMT-Basic pretest is required. An applicant may have one opportunity to retest, if the initial score is at least 70%. Otherwise, candidates will be recommended to review and wait for the next class. You can go online at [www.prenhall.com/mistovich](http://www.prenhall.com/mistovich) to review EMT-basic material.
  - b. Students will also be required to pass entry level ACT Workkeys skills in reading at level 4, math at level 3, and locating information at level 3. If a student doesn't meet the test scores, he/she may be referred to adult basic literacy education, independent study, or attendance at a class. An individual may retake any of these tests until they pass. Each additional retest will require payment of a \$15 fee. Please contact ext.110 to schedule retakes.
3. Prerequisite: EMT-Basic Practical Skills Session. Students will be required to attend an EMT- basic practical skills session. Practical skills will consist of Patient Assessment, Cardiac Arrest Management/AED, Airway Management, and Random Basic Skill.
4. Interview Process: An interview with the program coordinator and lead instructor is required. The applicant must submit documentation of the following at the time of, or before the interview in order for the interview to be held. The interview will be scored according to the following: Communication Skills-Verbal and Non-verbal and listening; Personal Appearance; EMT Experience; Personal Motivation; Attitude and Maturity
  - a. Three personal references. Applicants need to realize that one poor reference may eliminate them from being accepted.
  - b. A copy of their high school diploma or transcript or proof of GED.

5. Notification of admissions: Based upon the results of the interviews, persons will be recommended for admissions. Students will need to complete the following to be accepted into the class:
- Show evidence of an AHA Healthcare Provider Card or American Red Cross CPR for the Professional Rescuer Card. Card must be current during the class time enrolled. If the card expires during the class, the student must recertify or he/she may be dismissed from class.
  - Submit the completed and accurate physical form, along with documentation of all required immunizations for the clinical site at Marion General Hospital.
  - Pay the full amount for tuition \$900 and \$102 for text and workbook. Regardless whether payment is from a student, a company, or a dept., all fees must be paid in full a minimum of two weeks prior to the 1st day of class, per our payment policy. A student is not considered enrolled until full payment is received. All fees subject to change.

## CURRICULUM

The program is accredited by the Ohio Board of Education and conforms to the U.S. Department of Transportation, National Standard Curriculum as well as the Ohio Department of Public Safety, Division of Emergency Medical Services (EMS) Curriculum. The course consists of 130 didactic, core competency based clinical experience and certification testing.

### SECTION 1 – Preparatory

1-1	1-2
Roles and Responsibilities/Foundation of EMT-I	Basic Anatomy & Physiology
Medical/Legal Considerations	Cardiac Conduction
Fluids/Electrolytes	Nervous System Overview of Human
EMS Systems/Critical Incident Stress Management	Systems
1-3	1-4
Basic Principles of Pharmacology	Venous Circulation
Access/Medication Administration	
Drug and Drug Products/Preparation	- Sublingual    Subcutaneous
Administration Techniques	- IV/IO        IM
Routes of Administration/Rates of Absorption	- Inhalation    Oral    Blood Draw
*Medications	
Nitroglycerin	Bronchodilators
Dextrose 50% in Water	naloxone
Aspirin	morphine sulfate
Epinephrine	Glucagon
diphenhydramine	nalbuphine
ketorolac, or other	diazepam / lorazepam
meperidine	Nitrous Oxide
analgesics for relief of pain	

### SECTION 2    Airway Management and Ventilation

2-1	
Airway Patency	Airway Management    Oxygen Delivery Devices

Endotracheal Intubation / Dual Lumen Airway Device (DLAD) Pharyngeal-Tracheal Lumen (PTL) / Combitube / Laryngeal Mask Airway (LMA)

SECTION 3 Patient Assessment

3-1 Patient Assessment	Medical History Taking	3-2 Physical Examination
Findings		
3-3 Clinical Decision Making		3-4 Communication
3-5 Documentation		

SECTION 4 Trauma

4-1 Mechanism of Injury/Kinematics		4-2 Hemorrhage Shock
Management and Treatment		
4-3 Burns		4-4 Thoracoabdominal
Management and Treatment		
4-5 Head Injuries		4-6 Management of
Management and Treatment		
Trauma Conditions Practical Application		

SECTION 5 Medical Emergencies

5-1 Respiratory/Pulmonary Disease	Management and Treatment	5-2 Cardiovascular/Strip Identification
Management & Treatment		
5-3 Diabetic Emergencies	Management and Treatment	5-4 Allergic
Reaction/Anaphylaxis Management & Treatment		
5-5 Toxicology/Overdose	Management and Treatment	5-6 Neurological
Emergencies Management & Treatment		
5-6 Neurological Emergencies	Management and Treatment	5-7 Non-traumatic
Abdominal Disorders Management & Treatment		
5-8 Environmental Emergencies	Management and Treatment	5-9 Behavioral
Emergencies Management & Treatment		
Heat Cold Near Drowning		
5-10 Gynecological Emergencies	Management and Treatment	

SECTION 6 Special Considerations

6-1 Pregnancy	Normal/Abnormal Delivery	6-2 Neonatal Resuscitation
APGAR		
Trauma	Management and Treatment	Care of the Newborn
Management and Treatment		
6-3 Pediatric Considerations		6-4 Developmental Stages
Geriatrics		Age-Related Changes
Trauma		Communications
Respiratory Processes	Cardiac Processes	Child Abuse/Neglect
and Treatment		Management
Trauma	Management and Treatment	

## Curriculum Breakdown

During the training program, the student must demonstrate, in a clinical setting, competencies in the following areas:

Skills	Number
IV's	5-10
Intubations	3-5 (may be obtained in the Lab or clinical)
Subcutaneous injection	1-3
Intramuscular Injection	3
Patient Assessments	20 (to be performed on all age groups, including Medical and Trauma)
IV	1 each
Medications/Saline	
Intraosseous Infusion	2 (may be done on an IO manikin)
Manual Defibrillation	1 (may be done in the Lab on a simulated Patient)
Bronchodilators	5 (initiated in the clinical setting only)

## Course Completion Criteria:

A. Attendance: per the attendance policy of the Division of EMS rules AND completion of all clinical hours. Per the attendance policy set forth by the Division of EMS rules, no student can accumulate more than a 10% classroom hour deficit. Hours under 10% must be made up hour per hour to adhere by the Ohio Department of Public Safety rules and guidelines. Attendance is a student's responsibility. The program is very fast paced and a great deal of material is covered. Absenteeism is usually reflected in poor academic and clinical performance.

B. Grades: A minimum score of 75% must be maintained in each quarter.

C. Practical Skills Evaluation: All practical skills as outlined in the DOT curriculum must be completed according to the criteria established by the school. Failure of any of these skills may result in dismissal. The student may be permitted more than one retake of the failed skill(s) if it coincides with the guidelines under retake.

D. Performance in Clinical Areas: Reports from clinical preceptors will be reviewed weekly and if an unsatisfactory evaluation occurs, the student will be advised. Probation may be the result. Repeated unsatisfactory evaluations while in the clinical area will result in dismissal from the program.

## BASIC EMT

### ELIGIBILITY REQUIREMENTS

Of State and School

1. Must be 18 years of age to sit for National Registry exam
2. Must have a high school diploma or GED (submit copy)
3. Successful completion of WorkKeys Reading exam at level 4
4. Current AHA Healthcare Provider or American Red Cross CPR for the Professional Rescuer Card.

### COURSE DESCRIPTION

This 130 hour program (114 classroom and 10 clinical, 6 hours National Registry exam) follows the U.S. D.O.T. and Ohio Division of EMS guidelines. Certification as an Ohio EMT is contingent upon successfully completing the course requirements and passing the National Registry Practical and Written Exam.

### CURRICULUM

The program is accredited by the Ohio Board of Education and conforms to the U.S. Department of Transportation, National Standard Curriculum as well as the Ohio Department of Public Safety, Division of Emergency Medical Services (EMS) Curriculum. The course consists of 114 didactic, 10 clinical/field experience hours and 6 certification testing hours (written and practical).

Module I	Preparatory	21 Hours
Module II	Patient Assessment	18 Hours
Module III	Airway and Cardiac Arrest Management	24 Hours
Module IV	Trauma Patient Mgmt	27 Hours
Module V	Medical Patient Mgmt	24 Hours
Classroom Hours	114 Hours	
Certification Testing	6 Hours	
Clinical/Field Experience	10 Hours	
Total Hours	130 Hours	

### COURSE OUTLINE

#### CLASSROOM

The course length is 114 hours of classroom and laboratory. Classes are held every Monday and Wednesday evening from 5:30 to 9:30 p.m. There are one-half hours of instructional time and thirty minutes allotted for breaks. Saturday classes are scheduled once each month from 8:00 a.m. to 4:00 p.m. unless announced differently. Six hours of instructional time with 2 hours for lunch and breaks are allotted. Students will be informed in advance of any changes in class times or dates.

## CLINICAL

Students will be developing their skills in the direct patient care settings.

10 patient contact hours.

- The hospital clinical experience will consist of a minimum of 5 patient contact hours in the Emergency Department.
- The field clinical experience will consist of a minimum of 5 patient contact hours with a program approved field site. (1 squad run = 1 patient contact hour)

## HOSPITAL & FIELD CLINICAL EXPERIENCE

Clinical requirements consist of a minimum of 10 hours; this is variable upwards, depending on the individual need of the student. Students must satisfactorily complete 5 hours of hospital and 5 patient contact hours field clinical experience for course completion.

Each site has specific requirements. These may include varicella titer, rubella titer and mantoux TB. The school strongly recommends that the students should consider completing the series of inoculation for Hepatitis B virus.

Clinical Sites may require a clinical orientation session prior to putting in clinical hours. Requirements are available from the Public Safety Services Office by contacting the PSS Executive Assistant at (740) 389-4681 ext. 116.

## HOSPITAL

Each student is required to spend 5 hours in an Emergency Department. During the students time in the ED they are required to interview, assess, and write a satisfactory history and assessment (approved by the course instructor/clinical coordinator) on a minimum of five (5) patients in the Emergency Department.

- At least one assessment must be completed on a pediatric patient (less than 18 years of age)
- At least one assessment on a geriatric patient (over 65 years of age).

Patient Assessment Forms are included in the Clinical Handbook. The clinical preceptor must complete the Hospital Clinical Time Log sheet.

## FIELD

Each student is required to get 5 runs with an approved field clinical site. During the students time on these runs they are required to interview, assess, and write a satisfactory Prehospital Care Report (PCR).

It is encouraged to limit your field clinical rotation to no more than 8 hour shifts at a time.

## CLINICAL EXPECTATIONS

Clinical hours are not to be scheduled until after the Patient Assessment Module of the curriculum has been completed. You are expected to be at the clinical site at the assigned time. You are responsible for contacting the clinical site if you must cancel a prescheduled clinical session.

Any student with less than 10 hours of in-hospital clinical/field satisfactorily completed by the end of the course will NOT be eligible for the National Registry practical or written examination.

Satisfactory completion of all clinical hours and patient assessment forms are determined by the discretion of the instructor/coordinator.

Reports from clinical preceptors will be reviewed along with completed patient assessments and if an unsatisfactory evaluation occurs, the student will be advised. Probation may be the result. Repeated unsatisfactory evaluations while in the clinical area may be cause for dismissal from the course.

Should a student not accumulate 10 patient contact hours in 10 clock hours, additional time will be required to achieve the minimum patient contact hours. The student may only function as a student during the clinical/field rotations and not in the capacity of an employee of the clinical/field site at any time.

## ATTENDANCE

There are 114 hours in the classroom and lab sessions of the course. Absence from a class period will be permitted only with prior notification. Any student unable to attend class for any reason must notify their instructor one hour before the class. All absences must be made up in accordance with the Ohio Department of Public Safety Rules. This may be arranged with the instructor. Material from the missed class will be made available at the make-up.

Per the attendance policy set forth by the Division of EMS rules, no student can accumulate more than a 10% classroom hour deficit. Hours under 10% must be made up hour per hour to adhere by the Ohio Department of Public Safety rules and guidelines. Attendance is a student's responsibility. The program is very fast paced and a great deal of material is covered. Absenteeism is usually reflected in poor academic and clinical performance.

Absence without notification may be cause for dismissal from the program. Absences will be dealt with on an individual basis and the student may be subject to dismissal at the discretion of the program coordinator. A student may be required to bring in a physician's excuse for time missed or written permission to attend class or clinical after an illness or injury.

The student who cannot attend a scheduled clinical time should call the clinical site and the clinical coordinator no later than one (1) hour prior to the scheduled time. Acceptable

reasons for excused absence from clinical area would be personal illness, illness in immediate family, or other reasonable unexpected events.

## COURSE COMPLETION CRITERIA

Students must maintain a grade average of 75% or higher and demonstrate practical skill competency and satisfactorily complete 100% of the clinical hours needed to be eligible to sit for the National Registry written exam.

- A. Attendance: 100%
- B. Grades: A cumulative grade point average of 75% or higher
- C. Laboratory Practical Skills Completion
- D. Successful completion of all clinical hours and clinical assignments

## PRACTICAL SKILLS EVALUATION

All practical skills as outlined in the Practical Skills Document must be completed according to the criteria established by the National Registry. Failure of any of these skills may result in dismissal. The student may be permitted more than one retake of the failed skill(s) if it coincides with the guidelines under retake.

## CERTIFICATION TESTING

Upon successful completion of the prescribed course curriculum and receiving a passing score of 75% or higher and satisfactorily completing the required final practical exam, the student will be eligible to sit for the state certifying written exam. The state of Ohio uses the National Registry written exam. The exam consists of multiple-choice questions. Students are allowed three (3) opportunities to pass the written exam before remedial training is required.

The main emphasis of our program is to develop a high quality EMT-Basic.

When written confirmation of a passing score is received from the National Registry of EMT's (NR) the student will then be eligible to apply for certification as an EMT-Basic in the state of Ohio. A completed state of Ohio Application will be forwarded by the Public Safety Services office along with a copy of the written confirmation of each passing score. The student cannot function as an EMT-Basic until a certification card is issued and received from the Ohio Department of Public Safety, EMS Division (ODPS). Students will receive a letter requesting confirmation of clinical hours with your initial passing written results from the NR. By forwarding a copy of your state certification card to the NR, once you receive your state card, you will satisfy this request. This also is the step required to obtain your NR card.

## Appendix A

### PRACTICAL NURSING 2005-2006 1387 HOURS

<b>Enrollment:</b>			
<u>5</u> Males	<u>70</u> Females	<u>75</u> <b>Total</b>	
<b>Completed:</b>	<u>70</u>	<u>93%</u>	
<b>Non-Completed:</b>	<u>5</u>	<u>7%</u>	
<b>Graduated:</b>	<u>54</u>	<u>72%</u>	
<b>Nontraditional Students:</b>	<u>5</u>	<u>7%</u>	
Number & Percentage with Employment	<u>3</u>	<u>60%</u>	
Number & Percentage Continuing Education	<u>4</u>	<u>80%</u>	
Number & Percentage Graduated and Completed	<u>4</u>	<u>80%</u>	
<b>Completers Employment: Related and Non-Related:</b>	<u>61</u>	<b>Total</b> <u>87%</u>	
<b>Military:</b>	<u>0</u>	<b>Total</b> <u>0%</u>	
<b>Employment:</b>			
Related:	<u>61</u>	<b>Total</b> <u>87%</u>	
Full-time	<u>45</u>	<u>74%</u>	
Part-time	<u>16</u>	<u>26%</u>	
<b>Graduate Employment:</b>	<u>53</u>	<u>76%</u>	
<b>Continuing Education:</b>	<u>26</u>	<b>Total</b> <u>41%</u>	
With Employment	<u>22</u>		
Tri-Rivers Adult Education--Practical Nursing, IV Therapy, PCT			
Marion Technical College--RN Program			
Sunbridge, CEUs			
Otterbein, RN			
MedCentral, RN to Bachelors, Mansfield			
Internet, RN			
Without Employment	<u>7</u>		
Graduates with Continuing Education	<u>22</u>		
<b>Employed and Continuing Education:</b>	<u>68</u>	<u>97%</u>	
<b>Unemployed with No Continuing Education</b>	<u>2</u>	<u>3%</u>	
(Out of Completers)			
<b>Status Known:</b> (Out of Completers)	<u>47</u>	<u>100%</u>	
<b>Passed State Board Licensure Examination:</b> (Graduates)	<u>43</u>	<u>98%</u>	
(As of 1/8/07)			
<b>Took Exam and Waiting Results:</b> (Graduates)	<u>0</u>	<u>0%</u>	
Maintains a Nurse Aide Certificate (Completers Included)	<u>70</u>	<u>100%</u>	

**AVERAGE HOURLY WAGE:** \$18.10      **BENEFITS:** 45 **Total** 64%(Reported)  
(Reported)

#### EMPLOYERS WHO HAVE HIRED OUR 2004-2005 COMPLETERS:

- Marion Area Counseling Center
- Fairhaven Community
- Arlington
- Goodwill
- The Ohio State Hospital
- Delaware Court
- National Guard
- Heartland
- Highbanks Care Center
- Marion General Hospital
- Willowbrooks
- Rescare
- Columbus Colony Elderly Care
- Lighthouse Staffing
- Healthlinks
- Sunbridge
- Country View of Sunbury
- Homecare Network
- Dr. Moodley
- Village Care Center
- Laurels of Columbus and Norworth
- Outlook Manor of Westerville
- MGH HomeHealth

## Appendix A1

### PARAMEDICINE 2005-2006 800 HOURS

<b>Enrollment:</b> <u>10</u> Males	<u>11</u> Females	<u>21</u> <b>Total</b>
<b>Graduated:</b>	<u>18</u>	<u>86%</u>
<b>Completed:</b>	<u>21</u>	<u>100%</u>
<b>Nontraditional Students:</b>	<u>11</u>	<b>Total</b> <u>52%</u>
Number and Percentage with Employment	<u>11</u>	<u>100%</u>
<b>Completers Employment: Related and Non-Related:</b> <u>21</u> <b>Total</b> <u>100%</u>		
<b>Employment:</b>		
Related:	<u>21</u>	<b>Total</b> <u>100%</u>
Full-time	<u>11</u>	<u>52%</u>
Part-time	<u>10</u>	<u>48%</u>
<b>Graduate Employment:</b> <u>18</u> <u>100%</u>		
<b>Continuing Education:</b>	<u>5</u>	<b>Total</b> <u>24%</u>
▪ MedCorp		
<b>Military, Employed, and Continuing Education:</b>	<u>21</u>	<u>100%</u>
<b>Unemployed with No Continuing Education:</b>	<u>0</u>	<u>0%</u>
<b>Status Known:</b>	<u>21</u>	<u>100%</u>
<b>Passed National Registry:</b>		
Written and Practicals:	<u>9</u>	<u>50%</u>
Practicals Only:	<u>6</u>	<u>33%</u>
No Pass of Practicals or Written	<u>3</u>	<u>17%</u>
<b>AVERAGE HOURLY WAGE: \$10.72 BENEFITS:</b> <u>11</u> <b>Total</b> <u>52%</u>		
<b>EMPLOYERS WHO HAVE HIRED OUR 2005-2006 COMPLETERS:</b>		
<ul style="list-style-type: none"> <li>• Mansfield Ambulance Service</li> <li>• Allen Township</li> <li>• Perry Township</li> <li>• Urbana Veterinarian Clinic</li> <li>• Tri-Rivers Center for Adult Education</li> <li>• Stofcheck Ambulance Company</li> <li>• Morrow County EMS</li> <li>• Marion Township Fire Department</li> </ul>	<ul style="list-style-type: none"> <li>▪ Grady Hospital, Delaware</li> <li>▪ Rural Metro</li> <li>▪ Northern Union Fire Department, Richwood</li> <li>▪ MEDCORP</li> <li>▪ Lifestar</li> <li>▪ Kare Medical Transport</li> <li>▪ Memorial Hospital</li> <li>▪ City of Marysville</li> </ul>	

## Appendix All

### PATIENT CARE TECHNICIAN 2005-2006 600 HOURS

<b>Enrollment:</b>			
<u>0</u> Males	<u>12</u> Females	<u>12</u> Total	
<b>Completed:</b>	<u>12</u>	<u>100%</u>	
<b>Graduated:</b>	<u>11</u>	<u>92%</u>	
<b>Nontraditional Students:</b>	<u>0</u>	<u>0%</u>	
<hr/>			
<b>Completers Employment: Related and Non-Related:</b>	<u>6</u>	<b>Total</b>	<u>50%</u>
<b>Military:</b>	<u>0</u>	<b>Total</b>	<u>0%</u>
<b>Employment:</b>			
Related:		<b>Total</b>	
Full-time	<u>5</u>	<u>5</u>	<u>42%</u> <u>100%</u>
Non-Related:			
Self-Employed	<u>1</u>	<u>1</u>	<u>8%</u> <u>100%</u>
<b>Graduate Employment:</b>	<u>6</u>		<u>50%</u>
<hr/>			
<b>Continuing Education:</b>	<u>5</u>	<b>Total</b>	<u>42%</u>
With Employment	<u>0</u>		
Tri-Rivers, Practical Nursing			
Without Employment	<u>5</u>		
Tri-Rivers, Paramed and Practical Nursing			
Graduates with Continuing Education	<u>0</u>		
<b>Employed and Continuing Education:</b>	<u>11</u>		<u>92%</u>
<b>Unemployed and No Continuing Education:</b>	<u>1</u>		<u>8%</u>
<b>Status Known:</b>	<u>12</u>		<u>100%</u>
<b>Passed State Board Licensure Examination:</b> (Graduates) (STNA)	<u>11</u>		<u>100%</u>
<hr/>			
<b>AVERAGE HOURLY WAGE:</b>	<u>\$11.04</u>	<b>BENEFITS:</b>	<u>5</u> Total <u>42%</u>

(Reported)

#### EMPLOYERS WHO HAVE HIRED OUR 2005-2006 COMPLETERS:

- Marion General Hospital
- Crawford County Home
- Private Home Health
- Bucyrus Community Hospital
- West Minister Rehabilitation Center
- Mortgage Broker

## Appendix AIII

MAINTENANCE MECHANICS  
2005-2006  
600 HOURS

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<b>Enrollment:</b> <u>4</u> Males	<u>0</u> Females	<u>4</u> <b>Total</b>	
<b>Graduated:</b>	<u>2</u>	<u>50 %</u>	
<b>Completed:</b>	<u>3</u>	<u>75%</u>	
<b>Nontraditional Students:</b>	<u>0</u>	<u>0%</u>	
<hr/>			
<b>Completers Employment: Related and Non-Related:</b>	<u>3</u>	<b>Total</b>	<u>100%</u>
<b>Employment:</b>			
Related:	<u>3</u>	<b>Total</b>	<u>100%</u>
Full-time		<u>3</u>	<u>100%</u>
<hr/>			
<b>Graduate Employment:</b>	<u>2</u>		<u>100%</u>
<hr/>			
<b>Continuing Education:</b>			
(Our of Completers)	<u>2</u>	<b>Total</b>	<u>67%</u>
<b>Military, Employed, and Continuing Education:</b>	<u>3</u>		<u>75%</u>
<b>Unemployed with No Continuing Education:</b>	<u>1</u>		<u>25%</u>
<b>Status Known:</b>	<u>3</u>		<u>100%</u>
<hr/>			
<b>AVERAGE HOURLY WAGE:</b> <u>\$12.06</u>	<b>BENEFITS:</b> <u>3</u>	<b>Total</b>	<u>75%</u>

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**EMPLOYERS WHO HAVE HIRED OUR 2005-2006 COMPLETERS:**

- HPM Taylor Industries, Mt. Gilead
- Schneider Trucking, Marion

**TRI-RIVERS CENTER FOR ADULT EDUCATION  
FOLLOW-UP STATISTICS  
2005-2006 SCHOOL YEAR  
COMPOSITE AND AVERAGE FO SKILLS TRAINING PROGRAMS**

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**STUDENT INFORMATION**

Enrolled in Full Time Programs	<u>112</u>
Completed Full Time Programs	<u>106---95%</u>
Graduated from Programs	<u>85---76%</u>

<b>NONTRADITIONAL STUDENTS:</b>	<b>Total</b>	<b><u>16---14%</u></b>
Number and Percentage with Employment		<u>14---88%</u>
Number and Percentage with Continuing Education		<u>4---25%</u>
Number and Percentage Graduated and Completed		<u>16---100%</u>

---

**COMPLETERS EMPLOYMENT: Related & Non-Related Total 91—86%**

Related:	<u>90</u>	Total <u>99%</u>
Full-time		<u>64---71%</u>
Part-time		<u>26---29%</u>
Military (related)		<u>0---0%</u>
Non-Related:	<u>0</u>	Total <u>0%</u>
Part-Time		<u>0---0%</u>
Continuing Education:	<u>41</u>	Total <u>39%</u>
With Employment		<u>29---71%</u>
Without Employment		<u>12---29%</u>

**EMPLOYED, MILITARY, & CONTINUING EDUCATION:**

(Related + Non-Related + Continuing Education without Employment)	<u>102</u>	Total <u>96%</u>
---	------------	------------------

**UNEMPLOYED WITH NO CONTINUING EDUCATION:**

<u>4</u>	Total <u>4%</u>
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**STATUS:**

Known	<u>106</u>	Total <u>100%</u>
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**GRADUATE EMPLOYMENT**

<u>79</u>	Total <u>93%</u>
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**AVERAGE HOURLY WAGE: \$13.05    NUMBER RECEIVING BENEFITS: 64—60%**

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# Appendix AIV

Phone Number \_\_\_\_\_  
Program \_\_\_\_\_

Name \_\_\_\_\_

The Tri-Rivers Center for Adult Education is conducting a follow-up study of recent students. We are very proud of the success of our students and programs, and your information is very important to us.

Please complete the following questionnaire.

- A. What is your current employment and/or educational status?
- \_\_\_\_\_ Entered military related (1)
  - \_\_\_\_\_ Entered military non-related (2)
  - \_\_\_\_\_ Employed related and pursuing related education (3)
  - \_\_\_\_\_ Employed related and pursuing non-related education (4)
  - \_\_\_\_\_ Employed related and not pursuing education (5)
  - \_\_\_\_\_ Employed non-related and pursuing related education (6)
  - \_\_\_\_\_ Employed non-related and pursuing non-related education (7)
  - \_\_\_\_\_ Employed non-related and not pursuing education (8)
  - \_\_\_\_\_ Not working and pursuing related education (9)
  - \_\_\_\_\_ Not working and pursuing non-related education (10)
  - \_\_\_\_\_ Not working, but actively seeking employment (11)
  - \_\_\_\_\_ Not working, not seeking employment (homeless, incarcerated, welfare) (12)
  - \_\_\_\_\_ In the voluntary labor force (work of the family) (13)
  - \_\_\_\_\_ Status Unknown (14)
- B. What is your current educational status?
- \_\_\_\_\_ Currently attending school and my major field of study is: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_ Not currently attending school

**IF YOU ARE EMPLOYED, PLEASE COMPLETE THE REMAINING INFORMATION:  
OTHERWISE THANK YOU FOR YOUR COOPERATION.**

Name of Company or Firm: \_\_\_\_\_

Company or Firm Mailing Address: \_\_\_\_\_

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

Job Title: \_\_\_\_\_

Job Duties: \_\_\_\_\_

What is your current salary before deductions (do not add overtime)? \$ \_\_\_\_\_ per hour.  
The figure is item D is based on how many work hours per week? \_\_\_\_\_  
Do you receive benefits? Please check those that apply.

\_\_\_\_\_ Health Insurance      \_\_\_\_\_ Dental Plan      \_\_\_\_\_ Sick Leave      \_\_\_\_\_ Prescription Card  
\_\_\_\_\_ Optical Plan            \_\_\_\_\_ 401 K                    \_\_\_\_\_ Vacation            \_\_\_\_\_ Holiday

Do you have a Nurse Aide/Ohio Health Department Certificate? \_\_\_\_\_ Yes      \_\_\_\_\_ No  
Did you pass your State Board or National Registry (Written or Practical)? \_\_\_\_\_ Yes \_\_\_\_\_ No

## Appendix B

### CRIME STATISTICS REPORT FOR 2003-2004

CLASSIFICATION OF OFFENSES	NO OFFENSES reported or known to police
CRIMINAL HOMICIDE	
a. Murder and nonnegligent homicide (scene at attempts as aggravated assault) if homicide reported submit Supplementary Homicide Report	
b. Manslaughter by negligence	
FORCIBLE RAPE TOTAL	
a. Rape by force	
b. Attempts to commit rape	
ROBBERTY TOTAL	
a. Firearm	
b. Knife or cutting instrument	
c. Other dangerous weapon	
d. Strong arm (hands, fists, feet)	
ASSAULT TOTAL	2
a. Firearm	
b. Knife or cutting instrument	
c. Other dangerous weapon	
Hands, feet, fists, etc. – Aggravated injury	2
Other assaults – Simple not Aggravated	
BURGLARY TOTAL	
a. Forcible entry	
b. Unlawful entry – No force	
c. Attempted forcible entry	
LARCENY – THEFT TOTAL (Except motor vehicle theft)	0
MOTOR VEHICLE THEFT TOTAL	0
a. Autos	0
b. Trucks and buses	
c. Other vehicles	
GRAND TOTAL	2

## Appendix B1

### Labor Market Information 2003-2004

Occupational Title	Employment 2010 Projected	Percent Change in Employment	Total Annual Openings	Avg. Wage 2001
Admin. Services Mgrs.	14,930	15.1%	407	23.75
Emergency Management Specialist	320	10.3%	11	19.93
Computer Support Specialist	34,580	86.5%	1,682	19.96
Registered Nurses	119,040	17.6%	3,806	21.45
EMT & Paramed	9,690	28.9%	408	11.88
LPN	39,240	17.6%	1,442	15.68
Home Health Aides	37,570	37.4%	1,362	8.73
NA, Orderlies & Attendants	82,030	19.2%	2,178	9.27
Medical Asst.	24,100	47.0%	1,199	11.07
Medical Trans.	5,620	25.7%	232	12.7
Healthcare Support Workers, All Other	6,960	15.6%	249	NA
Fire Fighters	21,220	8.0%	667	14.21
First-Line Sup/Mgrs of Office & Admin	53,250	6.3%	1,283	17.97
Recp. & Info. Clerks	46,830	18.8%	1,595	9.59
Police, Fire & Ambulance Disp.	5,530	14.3%	149	13.50
Computer Operators	5,490	-21.6%	125	13.92
Boilermakers	570	-1.7%	14	19.69
Brickmasons & Blockmasons	9,650	13.1%	234	20.72
Carpenters	44,730	12.2%	1,005	16.97
Construction Laborers	39,800	22.6%	1,030	15.39
Electricians	38,350	15.5%	1,100	21.69
Plumbers, Pipefitters, & Steamfitters	21,780	9.6%	485	20.63
Heating, AC & Refrig Mechanics/Installers	11,240	19.1%	264	15.59
Ind. Mach. Mech.	9,020	1.9%	241	21.11
Welders, Cutters, Solderers, & Brazers	24,920	8.6%	813	15.78

## Appendix C - Sample Forms

### Family Education Rights and Privacy Act (FERPA) Policy

The Family Education Rights and Privacy Act of 1974 gives students control over the release of their educational records. In order to release student information, their permission is required. Students are asked to sign a release statement for various reasons. Students may opt to sign one section of the release statement and not others or none at all. The following is a list of potential reasons records may be released. Records will only be released in instance where students have signed the appropriate section.

1) Because our school is accredited by several agencies: North Central Association of Schools, Ohio Board of Nursing, Ohio Dept. of Public Safety, National Registry and under the US Dept. of Education and Ohio Dept. of Education, any audits performed by these agencies may involve the systematic review of student records. While confidentiality of these records is maintained, personnel assigned from these agencies will at various times have to access these records to ensure that Tri-Rivers Center for Adult Education is providing the required documentation and following processes as outlined. Signature of this section indicates approval of review of records for such said purpose.

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

2) The Ohio Department of Education requests release of educational records, which includes name, social security number, individual demographic information, and program follow-up information to the agencies listed below. The agency use of these records is limited to and in connection with the audit and evaluation of federally-supported education programs, or in connection with the enforcement of the federal legal requirements, which related to such programs.

Student/Examinee information released to:

Ohio Department of Job and Family Services, 145 South Front Street, Columbus, OH 43215

Signature is a student's acknowledgement that he/she has read and voluntarily consented to the release of the above mentioned education records as collected and utilized by the Adult Workforce Education (AWE) full-time program he/she has previously enrolled or tested with.

Soc. Sec. Number or Security Number \_\_\_\_\_

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

3) Students may authorize Tri-Rivers Center for Adult Education, to release and share the following information to any agency requiring information pertaining to their participation in training or where there is an educational need to know. For instance, this may include but not be limited to: Ohio Job and Family Services, Veterans Affairs, Bureau of Vocational Rehabilitation, a specific company, contracts, legal counsel, school board, teachers, administrators.

- A. Grades or progress records issued for participation in training, including any notices of academic standing, including dates of attendance.
- B. Assessment results, or enrollment status.
- C. Financial aid and/or individual pay account records for agency verification.
- D. General information regarding inquiries for employment during or after the completion of my education.
- E. Telephone number.

Such release shall be for information relevant to training and/or education costs for effective monitoring of a student's training progress by all agencies concerned. Students sign indicating that they understand their right to privacy and waive this right for the purposes identified above.

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

4) Students may sign a statement of release for awards or special recognition received, so that this may be released and used with area media for publicity; this could include a photograph and might be placed on the internet or in print to local newspapers.

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

5) Since September 1999 the U.S. Department of Education has created an office to handle disputes of student loan borrowers. The regulation states that if a borrower disputes the terms of their loan in writing and the lender does not resolve the dispute, then the lender's response must provide the borrower with an appropriate contact at the guaranty agency for resolution. If the guaranty agency does not resolve the dispute, then the agency response must provide the borrower with information on the availability of the Student Loan Ombudsman office. At Great Lakes, the appropriate person to call if disputes cannot be resolved with the lender is Mary Winchell and she can be reached at 1-800-236-5900.

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

6) I have seen and reviewed crime statistics for the previous year.

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

Witness Signature \_\_\_\_\_ Date \_\_\_\_\_

**TRI-RIVERS CENTER FOR ADULT EDUCATION**  
**STUDENT ACADEMIC / DISCIPLINARY NOTICE**  
 2008-2009

Student Name: \_\_\_\_\_ Program: \_\_\_\_\_ Date: \_\_\_\_\_  
 \_\_\_\_\_ Academic Warning \_\_\_\_\_ Disciplinary Warning \_\_\_\_\_ Academic Probation \_\_\_\_\_  
 \_\_\_\_\_ Effective Date \_\_\_\_\_ Date Off Probation \_\_\_\_\_

\*\*\*\*\*

Copy to financial aid administrator and director of adult ed.

\_\_\_\_\_ Enrollment Status changing from full-time to part-time \_\_\_\_\_ Withdraw \_\_\_\_\_ Dismissed

\_\_\_\_\_ Effective drop/change date  
 (next date class is in session)

\_\_\_\_\_ Total clock hours completed  
 for the payment period by student

\_\_\_\_\_ Total clock hours to date in  
 for the payment period

PN	50%	PARAMED	61%	Maintenance Mechanics	61%	Patient Care Technician	61%	
PP1	9/5	PP1	9/5 – 10/30	10/6	PP1	8/31-10/31	10/6	
PP2	10/22	PP2	11/1-1/7	12/10	PP2	11/1-1/7	12/6	
PP3	12/10	PP3	1/10-3/4	2/11	PP3	1/9-3/9	2/14	
PP4	2/10	PP4	3/7-5/11	4/15	PP4	3/13-5/9	4/24	
						PP1	10/23 – 12/12	11/23
						PP2	12/13 - 2/7	1/20
						PP3	2/8 – 4/4	3/9

Reason: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

If enrollment status changed, identify courses and hours to be taken in the present quarter and future quarters:

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

\_\_\_\_\_  
 Manager's or Coordinator's Signature  
 If a student chooses not to sign, it should be noted.

\_\_\_\_\_  
 Student Signature  
 The student's signature indicates receipt and does NOT necessarily mean agreement with content

\_\_\_\_\_  
 Witness – Optional  
 Students may request a witness to a disciplinary meeting. If a witness attends, that person must also sign

**Drug and Alcohol  
STAFF REFERRAL FORM**

Student \_\_\_\_\_ Date \_\_\_\_\_ Course \_\_\_\_\_ Staff Member \_\_\_\_\_

**Check observable behaviors that the student is exhibiting.**

**ACADEMIC PERFORMANCE**

- |   |  |
|---|--|
| <input type="checkbox"/> Lower achievement      | <input type="checkbox"/> Lower grades                |
| <input type="checkbox"/> Academic failure       | <input type="checkbox"/> Lack of motivation – apathy |
| <input type="checkbox"/> Always behind in class |  |

**SCHOOL ATTENDANCE**

- |  |   |
|--|---|
| <input type="checkbox"/> Absenteeism               | <input type="checkbox"/> Tardy                            |
| <input type="checkbox"/> Suspension                |   |
| <input type="checkbox"/> Frequent schedule changes | <input type="checkbox"/> Frequent trips made out of class |

**PHYSICAL SYMPTOMS**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Staggering or stumbling              | <input type="checkbox"/> Smelling of alcohol or pot        | <input type="checkbox"/> Vomiting            |
| <input type="checkbox"/> Glassy, bloodshot eyes, dark glasses | <input type="checkbox"/> Coordination                      | <input type="checkbox"/> Slurred speech      |
| <input type="checkbox"/> Bad hygiene                          | <input type="checkbox"/> Sleeping in class                 | <input type="checkbox"/> Physical complaints |
| <input type="checkbox"/> Changes in manner of dress           | <input type="checkbox"/> Selling drugs, exchanges of money | <input type="checkbox"/> Physical injuries   |
| <input type="checkbox"/> Possession of drugs & paraphernalia  | <input type="checkbox"/> Involvement in thefts & assaults  | <input type="checkbox"/> Vandalism           |
| <input type="checkbox"/> Carrying weapons                     |  |  |

**BEHAVIOR – DISRUPTIVE BEHAVIOR**

- |  |   |
|--|---|
| <input type="checkbox"/> Defiance of rules – constant discipline | <input type="checkbox"/> Irresponsibility, blaming, denying |
| <input type="checkbox"/> Fighting                                | <input type="checkbox"/> Cheating                           |
| <input type="checkbox"/> Throwing objects                        | <input type="checkbox"/> Defiant littering                  |
| <input type="checkbox"/> Sudden outbursts – verbal abuse         | <input type="checkbox"/> Obscene language, gestures         |
| <input type="checkbox"/> Dramatic attention getting              | <input type="checkbox"/> Constantly in wrong area           |
| <input type="checkbox"/> Extreme negativism                      | <input type="checkbox"/> Hyperactivity, nervousness         |
| <input type="checkbox"/> Crying                                  |   |

**BEHAVIOR – ATYPICAL BEHAVIOR**

- |  |   |
|--|---|
| <input type="checkbox"/> Talks freely about drug use                           | <input type="checkbox"/> Avoidance of contact with others     |
| <input type="checkbox"/> Erratic behavior change as viewed on day-to-day basis | <input type="checkbox"/> Change of friends – usually negative |
| <input type="checkbox"/> Sudden popularity                                     | <input type="checkbox"/> Hypertension – won't be touched      |
| <input type="checkbox"/> Sex looseness or intimacy in public                   | <input type="checkbox"/> Time disoriented                     |
| <input type="checkbox"/> Unrealistic goals                                     | <input type="checkbox"/> Inappropriate response               |
| <input type="checkbox"/> Depression  | <input type="checkbox"/> Defensive                            |
| <input type="checkbox"/> Withdrawn, loner                                      | <input type="checkbox"/> Sitting in parking lot               |
| <input type="checkbox"/> Change from doing extra work to minimal work          |   |

**HOME PROBLEMS**

- Family problems

**REFERRAL**

- Others report concern about behavior

**IF ALCOHOLISM IS SUSPECTED**

- |  |  |
|--|--|
| <input type="checkbox"/> May drink frequent sodas        | <input type="checkbox"/> Excessive use of breath mints         |
| <input type="checkbox"/> May have red or bleary eyes     | <input type="checkbox"/> Tremor hands                          |
| <input type="checkbox"/> Unsteady gait or slurred speech | <input type="checkbox"/> May take frequent coffee breaks alone |

**EMPLOYMENT HISTORY – JOB PROBLEMS**

- |   |  |
|---|--|
| <input type="checkbox"/> Numerous job changes in last 3-5 years | <input type="checkbox"/> Frequent relocations  |
| <input type="checkbox"/> Frequent hospitalizations              | <input type="checkbox"/> Elaborate & complicated medical history                     |
| <input type="checkbox"/> Unexplained time lapses in life        | <input type="checkbox"/> Inappropriate references (all references should be checked) |
| <input type="checkbox"/> Inappropriate job for training         | <input type="checkbox"/> Reluctant to agree to an immediate physical exam            |

**CHEMICAL DEPENDENCY EVALUATION/TREATMENT AGREEMENT**

I, \_\_\_\_\_, agree to be evaluated for possible chemical use/abuse or addiction by the following agency:

\_\_\_\_ Marion Area Counseling Ctr (MACC) (387-5210) 320 Executive Dr., Marion, M-Th 8am- 8pm, Fri 8am-5pm

\_\_\_\_ Enrichment Center (383-7840) 1050 Delaware Ave., Marion., 9am-7pm

\_\_\_\_ Morrow County Council on Alcohol & Drugs, Inc. (419/947-4055) 950 Meadow Dr., Suite C., Mt. Gilead 43338 M,T,Th 8:30am-8pm, W,F 8:30am-5pm

\_\_\_\_ Peer Assistance Program for Nurses (614/237-5414) 4000 East Main Street, Columbus 43213-2083

\_\_\_\_ Serenity Hall (419/589-5511) Pager # (800/589-4673) 1451 Lucas Road., Mansfield 44901

\_\_\_\_ Freedom Hall (419/683-3733) 291 Heiser Court., Crestline 44827 Open 24 hours

\_\_\_\_ Talbot Hall (614/257-3760) 1441 Clifton Ave., Columbus 43205 Open 24 hours

Mailing Address: (Connect with O.S.U. Hospital, East) 1492 E. Broad St., Columbus

\_\_\_\_ Other Certified Alcohol Counselor

The date and time arranged for this assessment is \_\_\_\_\_

I understand that any and all fees will be my responsibility and not that of the Tri-Rivers Center for Adult Education. The evaluation fees have been discussed with me prior to my decision.

I also agree to sign a release of information form so that the agency will be permitted to inform the school of my progress toward evaluation/ treatment/ recovery.

It is also understood by me that when I return to school I can depend on the support from staff and student body to encourage me through my chemical education program.

**TRI-RIVERS CAREER CENTER TECHNOLOGY ACCEPTABLE USE POLICY  
FORM**

I hereby apply for a student account on the District computer network:

Student's Name: \_\_\_\_\_ Student's Home Phone #: \_\_\_\_\_

Student's Address: \_\_\_\_\_ Student's Home E-mail address: \_\_\_\_\_

I have read and I understand the Tri-Rivers Technology Acceptable Use Policy and agree to abide by all of the rules and standards for acceptable use stated therein. I attest all information provided for the creation of this account is truthful and accurate. I further understand that any violation of the regulation above unethical and may constitute a criminal offense. Should I commit any violation or in any way misuse the electronic network service, my access privileges may be revoked, and/or school disciplinary action taken.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Career-Tech Program \_\_\_\_\_

Student Handbook

2008-2009

Date: \_\_\_\_\_

Statement of Understanding

I have received, read and understand the contents of the 2008-2009 Student Handbook. When I begin a course, it is my responsibility to clarify what I do not understand regarding the requirements of the course with the instructor.

\_\_\_\_\_  
Signature