

# EMERGENCY MEDICAL SERVICE ACADEMY

## STUDENT HANDBOOK

### PURPOSE:

The student handbook sets forth the expectations, rules and regulations governing Emergency Medical Services Professions classes. It is designed to be a guide to the student and to help the student to have a pleasant and successful learning experience.

### GENERAL REQUIREMENTS:

**Students must comply with all requirements of this document, the Clinical/Internship Manual for the Clinical Program chosen, and the Course Schedule.**

### APPLICATIONS AND REGISTRATION:

#### Prerequisites:

At higher levels of training, a student selection process involving use of written and oral examinations as well as oral interviews will be used. Students shall reach their eighteenth birthday within one year of course completion to be eligible for certification in the State of Texas. If applying student received his/her EMS training from another source other than PERCOM, he/she must submit proof of Certification at the level below that to which they are applying.

#### Registration:

Applications will be accepted until the designated registration deadline. All tuition is due as outlined by the beginning of the first class unless otherwise agreed. Clinical fees are due by the designated Exit or Testing Session and are payable to the chosen Clinical Program. **NO EXCEPTIONS. NO REFUNDS FOR THE DIDACTIC COURSE WILL BE GIVEN EXCEPT AS STATED IN PERCOM'S PUBLISHED REFUND POLICY. NO REFUNDS FOR THE CLINICAL PORTION WILL BE MADE BY PERCOM FOR ANY REASON AND REFUNDS BY THE CLINICAL PROGRAM WILL ONLY BE MADE ACCORDING TO THEIR SET POLICIES.**

**Immunizations Required. PERCOM and its students must comply with the provisions of Texas Administrative Code Title 25, Part 1, Chapter 97, Subchapter B, Rule 97.64, which provides, in part, as follows:**

- a. All students enrolled in health-related courses which will involve direct patient contact in medical facilities must show, prior to patient contact, that they have received certain immunizations. The full text of the rule is printed below.

- b. Prior to patient contact, students born on or after January 1957, must show acceptable evidence of:
1. vaccination of two doses of measles-containing vaccine administered since January 1, 1968;
  2. one dose of rubella vaccine;
  3. one dose of mumps vaccine;
- c. All students must complete a series of hepatitis B vaccine immunizations or show evidence of prior immunity by providing results of titer showing seroconversion. (Students may be provisionally enrolled after having received two of the three doses, but must acquire the third dose in timely fashion or demonstrate immunity.)
- d. Exceptions may only be made for medical reasons as demonstrated by a physician's statement.
- e. Proof of eligibility for an exception must be provided to PERCOM, as provided by law, prior to the first patient care contact. The text of the rule governing exceptions is set forth below.

**Failure to comply with these rules may result in the student being denied access to clinical and internship experiences and failure to complete the course.**

**Paramedic Students Completing Paramedic.** Certified EMT-Intermediates who are accepted and admitted to the PERCOM EMS Academy Paramedic program must:

1. Have completed EMT-Intermediate through a PERCOM EMS Academy program and hold a current state EMT-I certification to be eligible to obtain entry to the Completion course without any individual enhancement requirements.

-OR-

2. Have completed EMT-Intermediate through another EMS education program and hold a current state EMT-I certification, but will be required to complete the EMT-I course Final Exam in a proctored environment with a minimum passing grade of 70 and pass all subscales. If the candidate scores less than the cut score for one or more categories, he/she must successfully complete and individualized remediation plan designed by the Course Coordinator. Students will also be required to demonstrate proficiency on all Intermediate skills and will be required to complete skills practice/testing on all skills included in the PERCOM Intermediate program.

## **DISABILITIES OR HANDICAPS:**

Students who enter the program with a disability or handicap must notify the course coordinator or lead instructor by the beginning of the third class. **Alterations in testing or clinical rotations during the course do not ensure that the same alteration will be made for the student in the national testing situation. If a student needs accommodation for a disability at the national testing site, the student must notify the coordinator by the beginning of the third class. Any accommodation for disability at the national testing site must be prearranged. Disabilities and Handicaps that are to receive an accommodation at a national testing site shall be confirmed by a physician's statement of disability/handicap.**

## **Your Rights Under the Americans with Disabilities Act**

**The Americans with Disabilities Act (ADA) has many implications for students in EMS courses. The intent of the ADA emphasizes that individuals not be excluded from jobs or training due to a disability, or influences the result of the examination process that is a prerequisite for a job. Passing the written and skills exams during an EMS Course and passing the State Certification Exam are prerequisites for a job as a paramedic.**

**The law permits testing that requires the use of sensory, manual, or speaking skills, where tests are intended to measure the essential functions of the profession. For example an applicant with dyslexia could be required to take a written exam, if the ability to read and process is an essential job function, and the exam measures the ability to read. Skills performance must be done within a certain time frame and utilizing certain equipment. The performance measurement for time and accuracy is an essential job function. Therefore, a person with a disability may not be denied the opportunity to take an exam, but the person may be required to take the exam within a certain time frame or to meet a certain criteria.**

### **Some Points of the ADA**

- \* Prospective students should read and understand the Functional Job Description before entering the program.**
- \* Students cannot be discriminated against on the basis of a disability in the offering of the education program.**
- \* There can be NO accommodation during screening tests or course testing that will compromise or fundamentally alter the testing of knowledge or skills that are required to function safely in the profession. The following are examples in which no accommodation can be given.**
  - 1. No additional time frames for skills set with specific time frames.**
  - 2. No unlimited time to complete a written exam.**
  - 3. No written exams to be given by an oral reader**
  - 4. No specialized or simplified exams or reading material below the ninth grade reading level.**

### **Requesting Accommodation**

**If accommodation is requested, please contact the program coordinator as soon as possible. For more information concerning the ADA, contact the Association on Higher Education and Disability at 614/488-4972 or the Governor's Committee for Persons with Disabilities at 512/463-5739.**

## **COURSE LEARNING OBJECTIVES:**

The knowledge objectives for each EMS Academy course are the U. S. Department of Transportations' latest version of the National Standard Curriculum for each level of course. Copies will be made available to the student at the first of each program in the course Welcome Packet or available on PERCOM's course website.

## **REQUIRED ITEMS:**

Each student must have individual access to the following:

- Internet access and email
- Course Textbooks
- Course Syllabus and Clinical/Internship Manual **for each course**
- Student Handbook
- Skills Check-off Checksheets
- Required uniform if not already owned
- Other required course materials such as gloves, stethoscope, watch with seconds display, etc.

## **REQUIRED EXAMINATIONS:**

**WRITTEN EXAMS:** Daily quizzes, unit exams, group exams, research problems, and final exam. If non-proctored online testing is used for Major Exams during the course, the student will be required to make a minimum grade of 70 on the proctored Final Exam. If the student fails the proctored Final Exam, one retest may be made available to the student, and a minimum grade of 80 on the retest(s) is required to pass. A second retest request MAY be granted by the Program Director or Course Coordinator IF the student is willing to locate a Paramedic level EMS Instructor (National or State Certified) who must be approved by the Program Director/Course Coordinator and will serve as a tutor to assist the student in preparing for one final attempt at passing the Final Exam. The payment of any charges or fees associated with this tutoring rests solely with the student. Once the instructor notifies the Program Director/Course Coordinator that the student is ready to retest in his/her opinion, a retest may be scheduled. **There is a \$50 retest fee for each retest.**

**SKILLS EXAMS:** Skills exams and other testing as determined by the instructor.

**STATE CERTIFICATION/LICENSURE:** Students must be eligible to take and pass required national examinations in order to be certified or licensed to practice in this state.

The national written test will be scheduled through the National Registry's approved testing method. The passing score on the national exam is set by National Registry.

Neither National Registry nor DSHS gives oral examinations. All fees must be paid prior to testing. All paperwork must be filed prior to testing. It should be understood that the student might successfully complete the entire course, and be ineligible to sit for the national examination due to certain criminal background information.

Advanced level skills and written national testing may be scheduled individually for our program or in conjunction with other training programs. Special testing fees, as well as the National Registry testing application fee, will be required. Students will be expected to complete all course and application requirements in time to attend the scheduled testing. Should the student not be able to attend or does not complete the requirements, he/she will be required to make his/her own arrangements for an alternate test date and site.

### **EXIT SESSIONS, PRACTICE SESSIONS, TESTING SESSIONS:**

ECA/FR and EMT-Basic students are required to successfully complete an Exit Session. **No student will be allowed to RSVP for the Exit Session until he/she has completed the didactic component of the course in its entirety, which includes active participation in required chat rooms and a passing grade on the Final Exam, which is given by appointment by proctored webinar.** This session is designed to provide the student with access to facilitated practice on skills, extrication practice, and scenario and skills testing. Students will be graded on skill performance as well as affective skills. “**Affective skills**” means enthusiasm, participation, communication with others, and attitude. Students are required to RSVP by the posted deadline after completing all online coursework. Once the student has RSVP'd for a session, he/she is locked into that session. Non-attendance for any reason may require that the student pay another \$225 fee for rescheduling prior to being allowed to reschedule for another session. Basic Students must successfully complete this session prior to being allowed to sign up for clinicals through their chosen clinical program. Neither ECA/FR nor Basic students will be allowed to receive a course completion certificate or marked clear to take the National Registry Examination until this session has been successfully completed. Should the student fail a number of skills at the session requiring retests of multiple skills that cannot be completed during that Exit Session, the student will be required to reschedule for a later session and will be required to pay a \$225 rescheduling fee. All travel and lodging expenses for any Exit Session or retesting are at the expense of the student and not included in course tuition.

Advanced students are generally required to complete a minimum number of Practice Sessions as posted inside the course and inside the Course Welcome Packet materials, based on their training level, and prior to attending the Testing Session. Practice Sessions are to provide the student with facilitated practice on all skills included in the course. Students are required to RSVP for each session and must have completed the appropriate material as designated in the course and course announcements for their training level. Once the student has RSVP'd for a session, he/she is locked into that session. Non-attendance for any reason may require that the student pay another \$225 fee for rescheduling prior to being allowed to reschedule for another session. The Testing Session may be scheduled after applicable Practice Sessions are completed,

and the RSVP policy is the same as for Practice Sessions. Skills testing and scenario testing will be completed at the Testing Session. Final Exam will be completed by proctored webinar appointment. Neither Intermediate or Paramedic students will be allowed to receive a course completion certificate or marked clear to take the National Registry Examination until skills, final exam and clinicals have been successfully completed. Should the student fail a number of skills at the session requiring retests of multiple skills that cannot be completed during that Testing Session, the student will be required to reschedule for a later session and will be required to pay a \$225 rescheduling fee. All travel and lodging expenses for any Exit Session, Practice Session, Testing Session or retesting are at the expense of the student and not included in course tuition.

**Paramedic 1 students will not be allowed to attend clinical and field rotations until after being cleared by the Practice Session Lead Instructor on the appropriate form.**

**Paramedic 2 students may begin clinical and field rotations for this course as soon as all clinical documents, forms and other items are correctly on file with the PERCOM Clinical Liaison and registration has been completed by the Liaison with TEEX. However, P2 students will only be allowed to complete Emergency Room, Operating Room and Respiratory Department rotations prior to completing Practice Session 2 and having completed THROUGH the Cardiology portion of the course and successfully passing both the Pharmacology and ECG Qualifying Exams.**

\*NOTE FOR ALL STUDENTS: Instructors at the Exit/Practice/Testing Sessions reserve the right to send away any student who has arrived UNPREPARED. These sessions are not designed to teach the student everything he/she needs to know for psychomotor skills from scratch. Students are required to memorize ALL skills sheets, watch all videos, and read all online and textbook materials appropriate to the skills PRIOR to attending the sessions. If an instructor sends a student away for being unprepared, he/she will contact the Lead Instructor or Coordinator for the course. The student will be required to reschedule for a later session and pay \$225 for each rescheduled session.

### **ATTENDANCE POLICY:**

**100% attendance** is essential for successful course completion. Absences will be excused only for good cause, at the sole and exclusive discretion of the instructor. **No absence will be excused unless the instructor has been notified before class, except in cases of emergency. Online students MUST log in to the course weekly, submit a research exam or homework assignment, send the instructor an e-mail or attend a chat room or web-conferencing session weekly to remain in the course.** Students must submit homework, testing, or an e-mail to the lead instructor weekly as well as attend any and all mandatory chat rooms or forum discussions (unless excused for good cause in advance by the lead instructor) or the student will be dropped from the program for non-participation.

Students who are dropped from the program for non-participation or have dropped themselves from the program may apply for readmission within 6 months of the course drop date. Students who are re-admitted will be charged a reinstatement fee.

### **ASSIGNMENTS:**

The student will be expected to complete homework as assigned. The student is also expected to read the appropriate material from the course textbook or other assigned materials before class in order to be prepared for the class lecture. The student is responsible for all information contained in the textbook and other course materials, whether or not specifically assigned by the instructor. The student should expect daily quizzes over assigned materials.

### **INTERPERSONAL RELATIONSHIPS:**

Harassment can be defined as any unwanted advances by another person causing distress. Sexual, ethnical, or sexual orientation harassment will not be tolerated by the Program. All harassment complaints will be immediately investigated by the Coordinator and/or lead instructor. Any student found by an investigation to have committed harassment of any kind will be dismissed from the Program. The dismissed student will have the right to appeal the decision.

All students will be expected to treat coordinators, instructors, preceptors, clinical/field site staff and fellow students with respect. Inappropriate behavior or conduct will not be tolerated in the classroom or clinical/field setting. Harassment, verbal or physical abuse, or any other type of disrespectful behavior may serve as grounds for dismissal from the program.

Students who feel they have suffered harassment must notify either the lead instructor or the course coordinator of the situation as soon as possible after the incident. Students should be prepared to file a written complaint detailing the alleged conduct. Verbal complaints that are not substantiated in writing are subject to dismissal. If a student believes that a complaint has not received proper consideration, he must follow the Grievance Policy set forth below.

### **STUDENT COUNSELING:**

The course coordinator or lead instructor maintains close contact with the class and instructors. If the coordinator or lead instructor receives any negative information regarding grades, attendance, classroom performance, clinical performance, inappropriate conduct or behavior, or any blatant violation of the policies and procedures, the student will be counseled. The counseling session will be documented and if necessary, witnessed by another instructor. The counseling form will become a part of the student's records. This information may be made available to the student's financial sponsoring agency upon request.

Circumstances involving inappropriate conduct or behavior may result in dismissal from the program without student counseling. The decision to dismiss the student from the course or provide counseling will be made by the lead instructor and coordinator.

### **GRIEVANCE POLICY:**

It is the intent of PERCOM to provide quality training for the student. The mission is to prepare the student to become a contributory member of the prehospital care team. If at any time the student feels that he has not been treated fairly in a situation that has not been outlined in the Policy and Procedure manual, the student should file, in writing, a grievance with the course coordinator. The grievance can be mailed to the main address for Professional Education and Resources Company as stated in other provided course documentation and made readily available on the PERCOM website. If no action is taken or the action taken is not to the student's satisfaction, the student shall, within five working days of the initial grievance, pursue the matter with the course physician, in writing to the same address as listed above. Policies that have been provided to the student and acknowledged by the student are exempt from grievance.

### **READMISSION:**

Any student who fails an initial course may be admitted to the next offered class, space permitting. Students who are applying for readmittance due to failure of maintaining the required course average or failing final exam are subject to evaluation by a readmission committee. If the program director/medical director determines that a student shall appear before the Readmission committee, the following shall be taken into account before readmission is granted.

- e. Attendance
- f. Attitude
- g. Average Daily and Quiz Grades
- h. General Adherence to Policy/Procedures
- i. Overall Comprehension of Material

The Readmission committee will be made up of one of the student's peers, one instructor, one field paramedic, the coordinator/program director and the program's medical director.

***All decisions are final and not subject to appeal.***

Any student who must drop out of the course for personal reasons may be admitted to the next offered class, space permitting. Readmitting students will take second priority to initial enrolling students. If a student is readmitted, all tuition and fees will be due as before. There will be no application of previous funds to a future course. All initial requirements will be required of readmitting students.

**STUDENTS WILL ONLY BE ALLOWED READMISSION ONCE.**

## **MINIMUM REQUIREMENTS FOR COMPLETION:**

### STUDENT MUST:

- maintain a course average of 80% and will only be given one warning for an average below 80 before being dropped from the program; students will be required to make a minimum grade of 70 on Final Exam. Up to two retests will be allowed on the Final Exam, but the passing grade on the retest is 80.
- comply with all requirements of the Texas Department of State Health Services and the National Registry
- pay the fees for taking the national exam written and skills (not included in tuition or fees)
- make timely application to the National Registry to take the examination
- follow all rules governing class work, clinical or internship skills check-off requirements and of this Student Handbook.
- pass all mandatory examinations and courses for the level being taken

## **TEXAS DEPARTMENT OF STATE HEALTH SERVICES REQUIREMENTS:**

Texas rules and regulations are set forth in Vernon's Texas Health and Safety Code and in the Texas Administrative Code. Information can be obtained from Texas Department of State Health Services, EMS Office.

Texas uses National Registry testing as the initial entrance testing process for all levels of EMS applicants. Students will follow all National Registry guidelines for testing and all state guidelines for gaining Texas certification following successful completion of an initial training course through PERCOM prior to being allowed to work as an EMS certificant in Texas. **THE STUDENT IS SOLELY RESPONSIBLE FOR MAKING ALL TESTING ARRANGEMENTS AND COMPLETING ALL CERTIFICATION REQUIREMENTS.**

## **QUALIFICATIONS:**

The following is a general functional description of the Emergency Medical Technician (EMT), EMT-Intermediate, and PARAMEDIC

The student must successfully complete a department-approved course and achieve a passing score on practical and written certification examinations.

Must be at least 18 years of age. Generally, the knowledge and skills required show the need for a high school education or equivalent. Ability to communicate verbally; via telephone and radio equipment; ability to lift, carry, and balance up to 125 pounds (250 with assistance); ability to interpret written, oral and diagnostic form instructions; ability to use good judgment and remain calm in high stress situations; ability to work effectively in an environment with loud noises and flashing lights; ability to function efficiently throughout an entire work shift; ability to calculate

weight and volume ratios and read small print, both under life threatening time constraints; ability to read and understand English language manuals and road maps; accurately discern street signs and address numbers; ability to interview patient, family members, and bystanders; ability to document, in writing, all relevant information in prescribed format in light of legal ramifications of such; ability to converse in English with coworkers and hospital staff as to status of patient. Good manual dexterity, with ability to perform all tasks related to highest quality patient care. Ability to bend, stoop, and crawl on uneven terrain; and the ability to withstand varied environmental conditions such as extreme heat, cold, and moisture. Ability to work in low light, confined spaces and other dangerous environments.

## **COMPETENCY AREAS:**

### ***EMT EMERGENCY MEDICAL TECHNICIAN***

Must demonstrate competency handling emergencies utilizing all Basic Life Support equipment and skills in accordance with all behavioral objectives in the DOT/EMT Basic curriculum and the FEMA document entitled "Recognizing and Identifying Hazardous Materials." Automated external defibrillation and use of the pneumatic antishock garment are optional course skills.

### ***EMT-Intermediate***

Must demonstrate competency handling emergencies utilizing all Basic and Advanced Life Support equipment and skills in accordance with all behavioral objectives in the DOT/EMT Basic and EMT-I curriculum, to include endotracheal intubation. Manual and automated external defibrillation are optional course skills.

### ***PARAMEDIC***

Must demonstrate competency handling emergencies utilizing all Basic and Advanced Life Support equipment and skills in accordance with all behavioral objectives in the DOT/EMT Basic, EMT-I curriculum, and the PARAMEDIC curriculum. The PARAMEDIC has reached the highest level of pre-hospital certification.

### ***Description of Tasks***

Receives call from dispatcher, responds verbally to emergency calls, reads maps, may drive ambulance to emergency site, uses most expeditious route, and observes traffic ordinances and regulations.

Determines nature and extent of illness or injury, takes pulse, blood pressure, visually observes changes in skin color, auscultates breath sounds, makes determination regarding patient status, establishes priority for emergency care, renders appropriate emergency care (based on competency level); may administer intravenous drugs or fluid replacement as directed by physician. May use equipment (based on competency level): such as but not limited to, defibrillator, electrocardiograph, performs endotracheal intubation to open airways and ventilate

patient, inflates pneumatic anti-shock garment to improve patient's blood circulation.

Assists in lifting, carrying, and transporting patient to ambulance and on to a medical facility. Reassures patients and bystanders, avoids mishandling patient and undue haste, searches for medical identification emblem to aid in care. Extricates patient from entrapment, assesses extent of injury, uses prescribed techniques and appliances, radios dispatcher for additional assistance or services, provides light rescue service if required, provides additional emergency care following established protocols.

Complies with regulation in handling deceased, notifies authorities, arranges for protection of property and evidence at scene. Determines appropriate facility to which patient will be transported, reports nature and extent of injuries or illness to the facility, asks for direction from hospital physician or emergency department. Observes patient en route and administers care as directed by physician or emergency department or according to published protocol. Identifies diagnostic signs that require communication with facility. Assists in removing patient from ambulance and into emergency facility. Reports verbally and in writing observations about and care of patient at the scene and in-route to facility, provides assistance to emergency staff as required.

Replaces supplies, sends used supplied for sterilization, checks all equipment for future readiness, maintains ambulance in operable condition, ensures ambulance cleanliness and orderliness of equipment and supplies, decontaminates vehicle interior, determines vehicle readiness by checking oil, gas, water in battery and radiator, and tire pressure, maintains familiarity with all specialized equipment.

**DRESS CODE:**

Students are required to follow all dress code procedures for the chosen clinical program. Non-adherence to the required clinical program dress code may result in disciplinary action or being dropped from the clinical program. If the student is dropped from the clinical program and barred from re-admission to the program for not following the dress code (or any other policies/procedures in the program), the student will also be dropped from the PERCOM program. The student may appeal to the clinical program for readmission per the clinical program's appeals process. If the student is readmitted to the clinical program within 6 months of being dropped, the student may be readmitted to the PERCOM program as well. However, the student MAY be subject to a reinstatement fee by one or both programs.

**CLINICAL EXPERIENCE:**

**Students may be required to pay a separate clinical tuition fee to a program with which PERCOM holds a Cooperative Agreement. These programs are pre-approved by PERCOM and will provide PERCOM with the final documentation of the clinical experiences of the student as well as a letter verifying completion of the clinical program's requirements. Once PERCOM receives the letter verifying completion and documentation**

**of all clinical and field rotations and associated documentation, PERCOM will grant credit for completion of the clinical and field rotation requirement toward successful completion of the EMT-Basic, EMT-Intermediate, or EMT-Paramedic program.**

Students must obtain all Clinical Documents and Instructions from the Student Announcements Page of the PERCOM website. Students must begin the process for submission of appropriate documents for clinicals early in their programs and should contact the PERCOM Clinical Liaison at [clinical@percomonline.com](mailto:clinical@percomonline.com) for further instructions. **NO student will be allowed in the clinical or field rotation environment prior to having submitted all necessary course documents and items, prior to having the submissions approved by the PERCOM Clinical Liaison and the appropriate clinical program, or prior to having been registered by the Liaison with the appropriate clinical program. Students are barred from contacting clinical sites to register themselves for rotations and are barred from attending rotations without being in complete uniform with nametag.**

**Students who are scheduled for clinical or field rotations but do not show up for a scheduled rotation without having canceled with the Clinical Liaison at least 48 hours prior to the start time of the rotation shift will be charged a \$50 “no-show” fee for each missed shift and will not be scheduled for further rotations until the fee is paid. Emergencies will be reviewed on a case by case basis and may require documentation verifying the emergency causing the “no show.”**

### **INFECTIOUS DISEASE CONTROL:**

Please refer to the **MANUAL FOR INFECTION CONTROL AND EXPOSURE POLICY AND PROCEDURES**, which is attached as **APPENDIX A** to this document.

### **ALCOHOL AND DRUG POLICY:**

Consumption of alcohol and drugs is inconsistent with a good learning experience. Students who come to class after having ingested alcoholic beverages will be required to leave class, and an unexcused absence will be recorded. **Students will not drink alcoholic beverages while performing clinical or internship experiences; nor within a period of 8 hours prior to such experiences or as otherwise stated in the clinical program’s policies; nor at any time or place when wearing the clinical uniform.** Students shall not perform clinical or internship experiences while under the influence of any drug that impairs performance, whether such drug be prescription or over-the-counter. Students shall not be under the influence of any illegal drug. An instructor who has reason to believe that a student is under the influence of either alcohol or drugs during class or during clinical or internship experiences may require that the student submit to a blood or urine test at the student’s expense. Refusal to submit to a required alcohol or drug test will result in dismissal from the program without appeal. If it is determined that a student is under the influence of alcohol and/or drugs during class or a clinical or internship experience, the student may either be required to receive counseling or be dropped from the program as determined by the Course Coordinator. **Violation of drug and alcohol policy may result in dismissal from the program and an overall grade of "F" assigned to**

**the course and may not be allowed to reapply for program admission in another course.**

**CHEATING, LYING, STEALING AND MISREPRESENTATION:**

Students who cheat in any way, steal either information or tangible goods, lie about or misrepresent any material fact pertaining to any document or record, the student's presence or absence at any clinical site or during any ambulance rotation, the student's conduct or actions during any part of any courses taken, or otherwise in any manner in connection with the courses being taken will be dismissed from all courses with a grade of "F". Criminal prosecution will be invoked in any appropriate case.

**Plagiarism in completing assignments will not be tolerated. Any student found guilty of plagiarizing in completion of required course homework or assignments may be dropped from the course with a grade of "F" and will not be allowed readmittance to the program.**

**Any breach of this policy may result in PERCOM's notification to Texas Department of State Health Services of the circumstances surrounding the breach.**

**REPRESENTATIONS BY STUDENT:**

A student that represents himself/herself to hold any certification not held is subject to criminal prosecution. A student may not represent himself/herself to be an employee of any clinical or ambulance facility or of PERCOM or any of its clinical affiliates or programs unless duly employed there. Any such conduct will result in dismissal from the course with grade of "F" and may be reported to Texas Department of State Health Services.

**CPR CERTIFICATION:**

Basic students must maintain valid American Heart Association CPR for Health Professionals at all times during the course. Some clinical programs may allow an "equivalent" to this certification; however, this will be reviewed on a case by case basis. Students will be evaluated during skills training/testing sessions, research exams, homework and/or final examination using American Heart Association standards to ensure minimum competence can be demonstrated in these skills. **No student will be allowed to attend clinical or field rotations or to receive course completion without a current copy of the above mentioned card on file.**

**LIABILITY INSURANCE:**

Student's liability insurance policy may contain provision for limited medical payments if the student is injured during clinical or ambulance internship; however, this is a matter between the insurance carrier and the student. **PROFESSIONAL EDUCATION AND RESOURCES GROUP IS NOT AN INSURER OF ANY STUDENT AND WILL NOT BE RESPONSIBLE FOR ANY INJURY TO THE STUDENT OR FOR THE COST OF ANY MEDICAL CARE.** Emergency medical care shall not be billed to PERCOM or its owners,

agents, or employees, or any of its affiliates.

All injuries during clinicals or internship must be reported to the Clinical Coordinator for the chosen clinical program in person or by paging him or her as soon as practical. In no event will a student represent to any health care provider that he/she is employed by PERCOM or the chosen clinical program, covered by health insurance provided by PERCOM or the chosen clinical program, or that a bill for medical services should be sent to PERCOM, the chosen clinical program or any of its affiliates. Doing so could lead to the student being dismissed from the program with a grade of "F".

**STUDENT ASSUMES ALL RISKS INVOLVED WITH TRAINING AND SHALL HOLD PERCOM, THE STUDENT'S CHOSEN CLINICAL PROGRAM, AND ITS AFFILIATES HARMLESS FROM ANY COSTS, PAYMENTS OR LIABILITY RESULTING FROM INJURY TO THE STUDENT.**

**UNDERSTANDING POLICIES AND PROCEDURES:**

The course instructor and course coordinator are always available to answer students' questions about the course and the policies and procedures applicable to it. Students should always feel free to ask the instructor or coordinator about any matter concerning the course or the student's participation or standing. It is the student's responsibility to know and follow all policies. Ask questions about any matters you do not clearly understand, and this will help to avoid misunderstandings.

**END OF STUDENT HANDBOOK.**