EMS Program Student Handbook

EMS Program Student Handbook

Contents

Attendance in courses conducted at an off-campus Site or at an on-campus laboratory serving clients/patients. Attendance requirements and consequences for not meeting them for shall be clearly stated in the course syllabi and/or program handbooks. Students may be removed from the Site or withdrawn from the course by the Program Director/designee for not complying with stated program attendance requirements. A progressive and

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The Central New Mexico Community College Emergency Medical Services Program reserves the right to make any revisions, deletions or additions to the policy and procedures contained herein. Those changes will be provided to students in updated versions of this Student Handbook and provided to current students through course instructors via syllabi or by email or other written means of communication.

Policies listed here apply to all students in the EMS programs of study. These policies are in addition to or compliment school and college policies.

CNM Strategic Direction

In 2012, CNM gathered input from students, faculty, and staff to help develop the Strategic Direction that will guide the college for the next five years. The strategic direction encompasses the college's core Mission, Vision and Values as well as three overarching goals: Student Success, Community Success, and Organizational Excellence and Innovation. You can learn more below.

EMS Program Goal

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"To prepare competent entry level Emergency Medical Technician Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains, with or without exit points at the Emergency Medical Technician Intermediate, and/or Emergency Medical Technician Basic, and/or First Responder levels"

EMS Program Mission

The CNM Emergency Medical Services (EMS) Program prepares students to be the future leaders of a profession built upon changing lives in moments of need and around the well-being of our communities through the highest quality education and student success resources.

Program Officials

Rebekah Moskowitz – Program Director
Patrick Sauser- Interim Clinical Coordinator EMS Program
Isaac Milligan - ALS Level Program Coordinator
Sean Haaverson- EMS Program Faculty
Kris Holder- Internship Coordinator
Vacant- BLS/ILS Coordinator EMS Program Faculty
Blair Vasquez- EMS Program Faculty
Tim Woodard - EMS Program Faculty
Charlene Sanchez- Interim BLS/ILS coordinator EMS Program Faculty

You may contact any of the program officials via links on our website at www.cnm.edu/ems

Advisory Board

Membership meets twice a year and includes:
Employers
Medical Director
EMTs
Current Students
Former Students
Public Representatives
Faculty and administration from HWPS
Job Connection Center

Accreditation

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

The CNM EMS Program maintains membership to the Joint Organization on Education as directed through the legislative authority of the State of New Mexico.

Commission on Accreditation of Allied Health Education Programs

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1361 Park Street Clearwater, FL 33756
Phone: 727-210-2350 Fax: 727-210-2354
Clearwater, FL 33756 727-210-2350

www.caahep.org

CoAEMSP –Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions
8301 Lakeview Parkway
Suite 111-312
Rowlett, TX 75088
Phone: 214.703.8445
Fax: 214.703.8992
www.coaemsp.org

Program Tuition, Fees and Additional Costs

CNM tuition is based on residency status as defined by the CNM tax district, the number and type of the credit hours enrolled in. Information on tuition can be found on CNM's website under the subheading "Registration" (http://www.cnm.edu/depts/enrollment/registration/Tuition.html). Tuition rates and fees (not including textbooks) at the time of the last revision of this document are as follows:

Tuition Rates for 2022
2022 fall tuition rates will change from 57$ per credit hour to 63$ per credit hour
Tuition 2022-2023

New Mexico Residents

1-11 Credit Hours	12-18 Credit Hours	More than 18 Credit Hours
$63 per credit hour	$756	$756 + $63 per credit hour above 18

Non-New Mexico Residents

1-11 Credit Hours	12-18 Credit Hours	More than 18 Credit Hours
$318 per credit hour	$3,816	$3,816+ $318 per credit hour above 18

Contact the Cashier's Office for all questions regarding tuition charges.

Tuition is based on a student's residency status and the number and type of credit hours enrolled.

*In-district refers to CNM's tax district. Students qualifying for New Mexico residency for tuition purposes are classified as in-district or out-of-district, based on their permanent physical address. Post Office boxes are not

eligible for in-district classification. Residency status for tuition purposes is posted in student's *my*CNM student accounts.

Fees

Standard fees

- **Adult Basic Education Fee:** $10 per term Registration fee
- **Administrative Service Fee:** $10 per term per student on third-party agency contracts
- **CNM ID Replacement:** $25
- **Educational Service Fee:** Up to $75 per contract for students requiring additional services based on agreement with third party agencies
- **English as a Second Language Fee:** $10 per term Registration fee
- **Global Education Fees:** International Students: $50 application fee, $100 International students orientation fee, $75 International student fee per term
- **CNM students studying abroad**: $50 per term abroad Health and Safety fee
- **Registration Fee:** $53, which includes $2 collected on behalf of the CNM Student Allocation Board).
- **Student Payment Plan Fee:** $10 per term per student payment plan
- **Technology/Facility Fee:** $10 per credit hour, provides resources and support for CNM students in our online and physical learning environments including classrooms, computer labs, and online student success tools.
- **Credit for Prior Learning Fee:** $25 per request
- **Technology/Facility Fee:** $9 per credit hour

EMS Program Fees (*fees subject to change without notice- please check CNM.edu for the most up to date program fees information**)**

EMS	1190	EMT BASIC CLINICAL	$323.45
EMS	1493	ADVANCED EMT LAB	$442.65
EMS	1890	ADV EMT CLINICAL	$25.00

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EMS	2015	EMS COMBO BLS/ILS/ALS REFRESHER	$25.00
EMS	2103	HUMAN SYSTEMS PATHOPHYSIOLOGY AND DEVELOPMENT	$30.00
EMS	2192	DRUG CALCULATIONS LAB	$1303.00
EMS	2291	PARAMEDIC LAB I	$181.65
EMS	2390	HOSPITAL CLINICAL I	$39.50
EMS	2393	PARAMEDIC LAB II	$15.00
EMS	2590	HOSPITAL CLINICAL II	$39.50
EMS	2593	PARAMEDIC LAB III	$15.00
EMS	2790	CAPSTONE FIELD EXPERIENCE	$27.00
EMS	2993	CAPSTONE PARAMEDIC	$26.00

NREMT Exam Fees
www.nremt.org
EMR (First Responder) written exam: $85
EMT-Basic Written $98
AEMT Written Exam: $136   AEMT Practical Exam: $215
Paramedic Written: $152   Paramedic Practical Exam: $220

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*fees may change please see www.nremt.org for most updated fees

State of NM EMS Bureau Licensing Fees:
www.nmems.org
EMR (First Responder) $25.00
EMT (EMT-B) $ 65.00
AEMT (EMT-I) $ 75.00
Paramedic (EMT-P) $ 85.00
*fees may change and other licensing fees may exist. Please see www.nmems.org for most updated fees list

Code of Ethics for EMS Practitioners

Professional status as an Emergency Medical Services (EMS) Practitioner is maintained and enriched by the willingness of the individual practitioner to accept and fulfill obligations to society, other medical professionals, and the EMS profession. As an EMS practitioner, I solemnly pledge myself to the following code of professional ethics:

- To conserve life, alleviate suffering, promote health, do no harm, and encourage the quality and equal availability of emergency medical care.

- to provide services based on human need, with compassion and respect for human dignity, unrestricted by consideration of nationality, race, creed, color, or status; to not judge the merits of the patient's request for service, nor allow the patient's socioeconomic status to influence our demeanor or the care that we provide.

- To not use professional knowledge and skills in any enterprise detrimental to the public well-being.

- To respect and hold in confidence all information of a confidential nature obtained in the course of professional service unless required by law to divulge such information.

- To use social media in a responsible and professional manner that does not discredit, dishonor, or embarrass an EMS organization, co-workers, other health care practitioners, patients, individuals, or the community at large.

- as a citizen, to understand and uphold the law and perform the duties of citizenship; as a professional, to work with concerned citizens and other health care professionals in promoting a high standard of emergency medical care to all people.

- To maintain professional competence, striving always for clinical excellence in the delivery of patient care.

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- To assume responsibility in upholding standards of professional practice and education.

- To assume responsibility for individual professional actions and judgment, both in dependent and independent emergency functions, and to know and uphold the laws which affect the practice of EMS.

- To be aware of and participate in matters of legislation and regulation affecting EMS.

- To work cooperatively with EMS associates and other allied healthcare professionals in the best interest of our patients.

- To refuse participation in unethical procedures and assume the responsibility to expose incompetence or unethical conduct of others to the appropriate authority in a proper and professional manner.

Professional Behavior Standards

CNM EMS Program students are taking classes that prepare them to be medical professionals who are placed in a position of great responsibility by the public. As such, they are expected to model the behavior expected of those professionals and the behavior you would like to see from somebody who is potentially going to be caring for your loved ones. Among the behaviors expected are:

- **Punctuality**
- **Respect for the facilities, faculty, staff, and other students**
- **Patient advocacy**
- **Accountability**
- **Responsibility**
- **Maturity**
- **Empathy/Sympathy**
- **Preparedness**
- **Professional Appearance**
- **Professional tone when speaking to others**
- **Professional use of vernacular and body language**
- **Ability to listen to constructive feedback**

These are only some examples of the types of behavior expected from those who would have the public trust them. The responsibility of the CNM EMS program faculty is broader than to prepare students for their licensing exams, we also have a responsibility to the public, to ensure that those who graduate are deserving of the public's trust. This general philosophy carries over into all the following guidelines.

The CNM EMS program will not permit a student who demonstrates inappropriate behavior to be placed in a position of trust by the public by obtaining a license and possible employment in public safety, and or a

patient care environment. At any point, if a student demonstrates behaviors that are inconsistent with the expected professional standard, they will be counseled, and potentially enter a disciplinary process.

The disciplinary process can range from a verbal warning up to and including suspension and or dismissal from the program. All interactions will be documented and placed in the student's administrative file.

The CNM EMS Program reserves the right to remove a student for behaviors unbecoming of a professional EMS Healthcare Provider even if the student is in good academic standing. Students who continually violate professional behavior standards will be referred to the academic affairs director, as well as a review committee regarding their standing in the EMS program. The student shall be notified in writing regarding any potential action to be taken by the AAD and the Review Committee. Students who violate the CNM Student Code of Conduct will be referred to the Dean of Students in addition to the Academic Affairs Director and the Review Committee. Re-entry to the EMS Program will be handled on a case-by-case basis.

Examples of Behaviors that could result in disciplinary action and behavioral documentation.

a. treating others in a discourteous manner.
b. accepting gifts from individuals who teach, coach, evaluate, precept, guide or otherwise have influence over the student educational experience.
c. wearing clothing inappropriate for the activities being performed; this includes lack of proper PPE as described by CNM EMS Program or clinical/field site
d. consistently arriving to clinical, class, or lab assignments unprepared
e. failing to report to clinical, class, or lab assignments punctually at the assigned times, or failing to be at the clinical site, class, or lab assignments as scheduled.
f. consistently arriving late or leaving early from clinical, class, or lab assignments
g. failing to maintain cleanliness and order in clinical, class, or lab assignment areas.
h. fighting with or assaulting others.
i. threatening or intimidating others.
j. falsifying or altering any educational record or report.
k. stealing, destroying, defacing, or misusing clinical, classroom, or lab site property or another's property.
l. engaging in acts of insubordination including, but not limited to, refusing to follow program administration instructions concerning an education-related matter.
m. using profanity or abusive language.
n. sleeping at a clinical site, classroom, or lab setting.
o. gambling on clinical, classroom, or lab site property.
p. playing malicious or dangerous pranks or practical jokes or engaging in horseplay.
q. *Alcohol and substance use and/or abuse in a classroom, lab, clinical or field setting
r. dishonesty.
s. sexual or any other form of illegal harassment.
t. possession of deadly weapons on clinical, classroom, lab site property.
u. Behavior (as demonstrated by tone, body posture, and/or vernacular) that is confrontational, negative, aggressive, intimidating, demeaning, distracting and/or disruptive as judged by the CNM EMS Faculty, clinical instructor, and/or preceptors
v. Any behavior that causes disruption to the classroom, learning environment as deemed by the CNM EMS program.
w. Violation of CNM policies or directives.

*Students will adhere to the HWPS Suspected Impairment Policy regarding suspicion of alcohol or illegal substance abuse. CNM EMS Program has a zero-tolerance policy for positive alcohol or illegal substance abuse lab results. Students will be dismissed from the program.

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Title IX

Title IX of the Education Amendments of 1972 protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Any person may report sex discrimination, including sexual harassment, in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time, including during non-business hours.
Title IX Coordinators for CNM are Christopher Cavazos - Dean of Students (Contact information: CNM Main Campus Student Services Center Room 202B- 525 Buena Vista SE Albuquerque, NM 87106. Email: ccavazos@cnm.edu Phone: 505-224-4000 x51240) **and Juliane Ziter - Executive Director of Human Resources** (Contact information: CNM Main Campus Ted Montoya Building Room 104E- 525 Buena Vista SE Albuquerque, NM 87106. Email:JZiter@cnm.edu Phone: 505-224-4000x51294). For more information regarding Title IX, please visit the CNM Website at cnm.edu/about/title-ix-policy-and-procedures.

Committee Reviews

Lab Testing

Passing lab testing is specifically described each lab syllabus.

There are rare occasions whereby a student does not pass within the syllabus requirements. A student may be moved into a process called committee Review. This involves a committee consisting of the lead instructor, faculty, program director, and medical director (as needed). The committee will review the student's overall performance determine if the student is able to successfully remediate or if the student has unsuccessfully completed the lab course. Decisions are made on a case-by-case basis. Not all lab failures warrant a committee review. Students should not expect the ability to be in a committee review more than one time while in the program.

Program Committee Review

Committee Review May occur for following reasons.
1. Student shows continued negative behavior in the classroom/lab setting
2. Student behavior was so egregious in nature which warranted immediate committee review
3. Student failed one portion of the program and went under committee review
4. Student had a violation or complaint concerning an internship or clinical rotation

Committee will include:
1. At least 3 faculty members, including primary instructors (both past and present for the area of discipline)
2. At least 1 HWPS faculty member who is NOT an EMS faculty member
3. The program director

4. Medical director as needed
5. Internship /Clinical Coordinator specific to internship or clinical issues

The committee will review the student's overall performance in the program to determine if the student is able to successfully remediate, or if the student will receive a failing grade. Decisions are made on a case-by-case basis.

Academic Integrity

I. Introduction

As an institute of higher learning, Central New Mexico Community College (CNM) requires that students conduct themselves with honesty and integrity in all academic exercises.

As much as it is a student's responsibility to conduct themselves with honesty and integrity, so too is the institution responsible for providing a fair and equitable process for addressing behavior that falls outside of the academic integrity policy. Accordingly, this policy has been developed to ensure due process. This policy also identifies examples of efforts or actions classified as violations of academic integrity and articulates the procedural steps to be followed should issues on academic integrity arise.

II. Definitions

Violation of Academic Integrity – Attempt or behavior on the part of a student to give or receive unauthorized assistance in an academic exercise or receive credit for work which is not their own.

Such acts include, but are not limited to:

Cheating – Use of material, information, or study aids not permitted by the instructor during tests, quizzes, or other graded in-class activities. The prohibition, restriction, or permission regarding the use of such aides might be specifically stated in the test instructions (e.g., calculator use), but it need not be if their prohibition is a reasonable academic expectation for any such graded activity (e.g., use of a textbook, class notes, or a "cheat sheet" during a test). The cheating might be either premeditated (e.g., preparation and use of "cheat sheets," securing a copy of the test beforehand) or opportunistic (e.g., looking at another student's test paper).

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Plagiarism – Use of another person's or of a group's words or ideas without clearly acknowledging the source of that information, resulting in their false representation as one's own individual work. More specifically, to avoid plagiarizing, a student or other writer must give credit when he/she uses:

- another person's idea, opinion, or theory
- any facts, statistics, graphs, drawing—any pieces of information—that are not common knowledge
- quotations of another person's actual spoken or written words
- paraphrases of another person's spoken or written words
- another person's data, solutions, or calculations without permission and/or recognition of the source, including the act of accessing another person's computerized files without authorization

Plagiarism may be either deliberate or unwitting; that is, it is the responsibility of a college student to know what constitutes plagiarism so that ignorance is not a legitimate defense against a charge of plagiarism.

Falsification/Fabrication – Intentional and unacknowledged invention or alteration of any data, incidents, quotations, or citations in an academic exercise.

Unauthorized Collaboration – Intentional sharing of information or working together in an academic exercise when such collaboration is not approved by the instructor.

Facilitating Academic Dishonesty – Intentionally or knowingly helping or attempting to help another violate any provision of this policy.

Academic Sanction – Any penalty assessed by an instructor, possibly in consultation with department administration and/or the Dean of Students office, imposed solely in response to a student's academic misbehavior and including, but not limited to such actions as lowering a grade, assigning extra work, or imposing a re-test.

Disciplinary Sanction – Any sanction imposed by the Dean of Students office, which may be in addition to an Academic Sanction and may include disenrollment from a course, suspension from campus, expulsion from the institute, or other administrative action.

(For more information, see the CNM Student Code of Conduct in the Code/Policies section of the current CNM Course Catalog.)

III. Procedures

Initial Steps Taken by an Instructor

If an instructor suspects a student has violated the academic integrity policy, or suspects a student attempted to violate the Academic Integrity policy, the instructor should document the incident (e.g. what was observed or discovered that led to this belief) and meet with the student. The goal of the meeting is twofold: (1) to inform the student of the allegation and review the evidence with the student; and (2) to provide the student with the opportunity to respond to the allegation by presenting his/her own evidence or by commenting on the allegation(s) and the evidence for it. The meeting with the student should occur as soon after the incident as possible (preferably, immediately after the class session in which the alleged incident occurred).

Academic Sanctions

Once the student has been given the opportunity to respond to the allegations, the instructor must determine, based upon a preponderance of the evidence, whether the academic integrity policy was violated. "Preponderance of evidence" means more likely than not. If the instructor determines the academic integrity policy was violated, the instructor may either: 1) impose an academic sanction up to and including a "0" on the assignment or test; or 2) contact the Dean of Students to coordinate a more severe penalty for the offense (e.g. an "F" for the course, or removal from a program – in the case of limited entry programs such as exist in Health, Wellness, and Public Safety). If the Dean of Students is contacted, the departmental dean should also be notified of the instructor's intent to seek a more severe penalty in coordination with the Dean of Students office.

The instructor via email must notify regarding the instructor's decision and the sanction that will be imposed, the student. The instructor should also attempt to inform the student either by phone or in person.

Centralized Reporting

Once the decision making and sanctioning are complete, the incident must be documented and reported to the Dean of Students Office and to the appropriate instructional department office using the Academic

Integrity Incident Report Form (available in the instructional departments or in the Dean of Students office). The Dean of Students Office will be responsible for the following:

1. Generating an official CNM letter to the student summarizing the academic integrity policy violation and what sanction was imposed, as well as notifying the student what additional actions will be taken (in the case of repeat offenders or those already on probation), or what further actions would be taken should another incident occur. In addition, the letter will provide information about the student's right to appeal.
2. Maintain a centralized record of the incident within the Dean of Students Office so, if future incidents are reported, patterns of behavior can be identified and sanctioned accordingly.

Non-Academic Disciplinary Sanctions

When the report is received by the Dean of Students office, a student's record will be examined to determine whether: 1) the student has had any previous incidents of violating the academic integrity policy; or 2) the student is on disciplinary probation for any other previous disciplinary incidents. If either of these conditions exists, the student will be called into the Dean of Students Office and will be subject to disciplinary sanctions in addition to the academic sanction imposed by the instructor (per the disciplinary procedures outlined in the Student Code of Conduct). The additional disciplinary sanctions that may be imposed include disenrollment from the course, suspension from campus, expulsion from the institute, and/or other administrative actions.

Appeal Processes

Appeal of an Academic Sanction

The student may appeal any academic integrity policy determination or sanction by requesting an appeal in writing and submitting it to the Dean of the appropriate instructional department within one week after receipt of the Dean of Student's notification letter. The appeal must include the following:

1. The name of the individual requesting the appeal.
2. The name of the instructor who imposed the academic sanction and the information regarding the course (course name, course number, section number).
3. Description of the sanction that was imposed.
4. The grounds for the appeal. These grounds may include, but are not limited to, the procedure that was followed, the factual basis for the determination, and/or the severity of the sanction.

After reviewing the appeal, the instructional Dean may take any of the following actions:

1. Deny the appeal request.
2. Grant the appeal request and refer the matter back to the instructor to amend the original decision or sanction.

When a decision has been made regarding the appeal, the instructional Dean will notify the Dean of Students regarding the outcome of the appeal.

Appeal of a Non-Academic Disciplinary Sanction

The student may appeal any disciplinary sanction per the guidelines found in the Student Code of Conduct under section IV, D, titled, "Non-Academic Discipline Appeal Process."

Uniform Policy
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This includes black pants (no jeans), black, black boots ϵ and the blue or grey CNM clinical polo shirt. The shirt needs to be tucked in. Pants must be at waist level, not below. A plain black belt will be worn (not supplied by uniform fees) with no flashy belt buckle or studding. All clothing needs to be in good repair and laundered. Clothing should reflect the profession and school you are representing. A black baseball hat/beanie may be worn with bill facing forward. If a student chooses to wear a hat, it must be plain and black with only the wording stating EMT or EMS. The hat cannot be worn reversed while in uniform. Piercings are permitted, but excess piercings may have to be removed if deemed unprofessional. Piercings may not have loops of any kind (only studs are permitted) Flesh tone or clear plugs may be worn if they are no larger than 1 ¼ inches (32mm). No nose or tongue piercings are allowed. Tattoos may be visible below the neck; however, inappropriate tattoos that are profane, hateful, gang-or drug-related, or otherwise vulgar or obscene must be covered at all times.   Acceptable means of covering tattoos include flesh-colored bandages, tattoo-specific coverage makeup, or long sleeves. Long sleeve shirts or sleeves to cover tattoos can be plain solid black or white only. Flesh-colored Band-Aids or tattoo-specific makeup should be used to cover any tattoos visible elsewhere. Hair is to be kept clean and professionally groomed. Extreme hairstyles or unnatural hair colors are not allowed. Long hair needs to be held back as directed for various activities. Goatees, mustaches, and sideburns must be clean and neatly trimmed and must be able to fit under an N95 mask. Students should attempt to wear a plain-colored jacket during inclement weather. Students should only wear a plain-colored jacket during inclement weather while in class. The ID badge must still be always visible. CNM is not responsible for clothing damaged or contaminated during clinical and internship rotations. The student understands that strong odors including body odor, tobacco smoke, cologne, and perfume are not acceptable while in uniform and participating in any EMS program-related activity. Students are permitted to wear plain navy blue or plain black jackets for field rotations. The name tag must be visible on the jacket. CNM jackets are available to check out for field internships only.

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Pre-hospital field and hospital clinical sites aside from CNM campus will likely have more stringent uniform requirements that all CNM EMS Program students MUST follow to be allowed in the clinical and or pre-hospital field setting.

If Personal Protective Equipment is required by the CNM EMS Program, students must wear according to stated policy. This can occur in the lab, clinical and/or field setting. Often PPE is provided by the EMS Program. Lack of adherence to PPE policies is a violation of the uniform policy as well as the behavioral policy.

Uniform Policy Enforcement

Please understand that having you in uniform is in your best interest. It helps you, the student, prepare for what the field and the public expect of you as a provider. With that, we hope that you all continually comply with the above-stated uniform policy and no further attention is needed. However, if you are not in compliance with uniform policy at ANY time during your **theory, lab, clinical or internship** experience, the following will occur:

First offense:

Verbal warning that will be documented by instructor and placed in student file. An email will also be sent to other faculty.

Second offense:

Written documentation in student file and brought to level coordinator's attention to include a follow up meeting.

Third offense:

You will be sent out of class and asked to correct uniform violation. If you are unable to correct uniform violation on campus (i.e. shoes) you will be sent home to correct the issue. You will be docked for attendance, and any in class work, quiz, exam, psychomotor skill, or live skill will appear as a zero for a grade. You will also be sent to our Academic Affairs Director. A third offense is considered a professional behavior violation and will be documented as such.

Attendance Policies

Please refer to the appropriate attendance policy below based on your courses' specific content delivery method.

Asynchronous Attendance Policy

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This policy applies to online courses with asynchronous delivery methods where students do not attend a mandatory, weekly, live class session regularly scheduled. Students who complete some work online but attend online or in-person mandatory scheduled meetings are governed by the hybrid attendance policy.

Definition of attendance for online theory courses
Attendance in online courses includes weekly completion and submission of coursework, attendance of virtual classes, or completing/participating in discussions for that week. **Simply logging in is not considered attendance in the online courses**. Students must demonstrate a record of course participation that is based on academically related activities in order to demonstrate "attendance" in a course. The minimum academically related activity for course participation will be outlined in each course syllabus. When possible, modules open weekly on Monday, and the module assignments and quizzes will close on the assigned due dates. When possible, the due dates will be at the end of the week, Sunday, but it will sometimes be necessary to have assignments due during the week to ensure the flow of the curriculum. Once quizzes and assignments close, they will remain closed; late work typically is not accepted. It is important to plan time effectively. Quizzes and assignments will only be re-opened under extenuating circumstances at the instructor's discretion. Missing or incomplete work is considered an absence.

Active Participation
Weekly course participation is expected, and students must regularly correspond with the instructor and peers within the course. Participation will enable us to learn and interact with each other as a cohort. Attendance is counted based on participation/posting to discussion boards and completing and submitting assignments within Brightspace, not the number of times a student has logged into the course. Attendance will be tallied weekly. Completing work each week is required. Missed work also affects student attendance grades.

Note: If you have not completed the course work for the first week of the course, you may be dropped for nonattendance. Students should not assume they will be dropped automatically. Please drop the class if you no longer intend to attend.

Attendance During First Week of Classes
A student who misses the first week of classes and has not contacted the instructor *or* who misses the assigned syllabus quiz deadline may be dropped from the course. Students dropped from a course for nonattendance in the *first week* of the program will also be dropped from co-requisite courses.

Tardy/absence policy:
The student may miss 5% of the total class time for the semester without having a deduction taken from their grade. **After this 5% of the class has been missed a deduction will be taken for each week of the course absent from online course work, the percentage deduction based on the number of weeks in the course total.**

Excessive Absences in Asynchronous-Online Courses

Students who do not complete assigned work, including quizzes, for two consecutive weeks **OR** miss 15% of the total course may be dropped from the course for nonattendance.

Because this is a co-requisite course, the student will be dropped from all co-requisite courses in the term. Students should not assume they will be dropped automatically**.** A student who is dropped by an instructor for nonattendance is notified at their CNM e-mail address. The instructor's decision is final, but if the student disagrees with the action, they must contact the instructor within two working days of receipt of the notification.

Student attendance outside of these guidelines is at the discretion of the instructor and/or the program director.

Dropping courses is the individual student's responsibility and not that of the instructor. Students who do not attend classes and are not dropped by the drop deadline will receive a letter grade for the course. Dropping after the published last day to drop is not possible for students or faculty. Students should note the drop deadlines for each course enrolled in.

END OF ASYNCHRONOUS ATTENDANCE POLICY

Synchronous/hybrid Attendance Policy
This policy applies to courses with synchronous/hybrid delivery methods where students are required to attend a mandatory, weekly, live class session regularly scheduled. Students who complete some work online but attend online or in-person mandatory scheduled meetings, are governed by this attendance policy.

 Definition of attendance for synchronous courses: Students must be present for the entire duration of the scheduled course either face to face or real time online, and must meet the active-participation definition below, in course activities.

First week of classes: A student who misses the first-class meeting and has not contacted the instructor may be dropped from the course. If a student is dropped from a course for non-attendance in the *first week* of the program, they may also be dropped from co-requisite courses.

Tardy/absence policy: The student may miss a total of 5% of the total class time for the semester without having a deduction taken from their grade.   **After this 5% has been missed a 1% deduction will be taken for each missed hour of the course (this includes leaving early or coming late to classes, and active participation as defined below)**.

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Active Participation: Weekly course participation is expected of all students. Students are required to regularly correspond with the instructor and peers within the course. This will enable us to learn and interact with each other, as a cohort. Attendance is counted based on participation, and completion and submission of assignments within Brightspace, along with how often you are present in class or real time online courses. Attendance is tallied weekly. Completing your work each week is required. Missed work also affects your attendance grade.

Note: Students should not assume they will be dropped automatically. Please drop the class if you no longer intend to attend.

Excessive absences:
Any student who is absent for three (3) or more class sessions during the term without first making prior arrangements with the course instructor will be dropped from the class. Students may also
be dropped for non-attendance if they are absent for **15% total** of the class. However, a student should not assume he/she will be dropped automatically. It is the responsibility of the student to communicate that they are no longer attending the course, and subsequently drop the courses in myCNM. Students should not expect instructors to drop them if they stop attending classes.
 If a student stops attending classes and does not drop, they will be issued a failing grade.
The instructor's decision is final, but if the student disagrees with the action, he or she must contact the instructor within two working days of receipt of the notification.

Student attendance outside of these guidelines is at the discretion of the instructor and/or the program director.

Offsite Attendance Policy

Students are expected to attend all scheduled clinical and internship sessions (even if minimum skill requirements are obtained with fewer shifts). Excessive absences will be dealt with on an individual basis and may be up to and including termination of your clinical experience and failure of the course.
Additional information and specifics about attendance is contained in individual course syllabi.

END OF SYNCHRONOUS ATTENDANCE POLICY

Acknowledgement of Risk Factors

I,_____, am enrolled in _(CRN#)_------------------
            Print Name   Course Number

I understand that Central New Mexico Community College (CNM) does not provide insurance coverage for medical care that I may need because of my participation in courses conducted by the Workforce Training Center of CNM. I further understand that there are certain risks and hazards that may arise during this activity, including accidents or illness in remote locations. I hereby assume the inherent risks and hazards of this activity.

I acknowledge that any claims for damage against CNM or its officers or employees for death, personal injury, or property damage, which may occur because of my participation in the above-mentioned activity, would be governed by the New Mexico tort claims act, which imposes limitation on the recovery of damages from state institutions and their public employees.

_____   _____

Signature   Date

EMS Program Student Handbook

STUDENT RELEASE, WAIVER, AND INDEMNIFICATION AGREEMENT

INTERNSHIP PROGRAM

Central New Mexico Community College

525 Buena Vista Dr SE

Albuquerque, New Mexico 87106

Re: Student Participation in Field Activities and use of Personal Vehicle during Term of Internship

Location/Agency_____

Date: Fall Spring Summer (circle term(s)) Year _____

I, _____, the named student, am eighteen years of age or older and have voluntarily applied to participate in the above Internship activity and associated travel (the "**Activity and Travel**"). I acknowledge that the nature of the Activity and Travel may expose me to hazards or risks that may result in my illness, personal injury or death and I understand and appreciate the nature of such hazards and risks. In consideration of my participation in the Activity and Travel, I hereby accept all risk to my health and of my injury or death that may result from such participation and I hereby release Central New Mexico Community College, an educational institution created pursuant to Chapter 21, Article 16, NMSA 1978, its governing board, officers, employees, agents, attorneys and representatives (collectively, "**CNM**") from any and all liability to me, my personal representatives, estate, heirs, next of kin, successors and assigns for any and all claims and causes of action for loss of or damage to my property and for any and all illness or injury to my person, including my death, that may relate to, result from, or occur during my participation in the Activity and Travel, except to the extent such claims are proximately caused by negligence or intentional act of CNM. I acknowledge that under all circumstances the liability of CNM shall be subject to the immunities and limitations of the New Mexico Tort Claims Act, NMSA 1978, Sections 41-4-1 through 41-4-27, as amended. I further agree, to the extent allowable by law, to indemnify and hold harmless CNM from any and all liability that may result from my negligent or intentional act or omission while participating in the described Activity and Travel.

I HAVE CAREFULLY READ THIS AGREEMENT AND UNDERSTAND IT TO BE A RELEASE OF ALL CLAIMS AND CAUSES OF ACTION FOR MY INJURY OR DEATH OR DAMAGE TO MY PROPERTY THAT OCCURS WHILE PARTICIPATING IN THE DESCRIBED ACTIVITY AND TRAVEL AND IT OBLIGATES ME TO INDEMNIFY THE PARTIES NAMED FOR ANY LIABILITY FOR INJURY OR DEATH OF ANY PERSON AND DAMAGE TO PROPERTY CAUSED BY MY NEGLIGENT OR INTENTIONAL ACT OR OMISSION.

_____

Signature of Student   Date

Tobacco Policy

EMS Program Student Handbook

The CNM Governing Board has approved a proposal to make all CNM campuses smoke free. The use of tobacco products, including the use of chewing tobacco and e-cigarettes, is now limited to designated smoking areas, and banned from all other areas at all CNM campuses and locations.

Background Check and Drug Screening

Most health care facilities, as part of their contractual clinical agreements with the School of Health, Wellness, and Public Safety (HWPS), require that students complete a drug screen and a criminal background check prior to beginning their educational experiences in the facility. Students with a positive drug screen will be removed from the course for that term. For specific information, please see the HWPS policies.

Required Immunizations

- o MMR or MMR titer results
- o Hepatitis B series (must show that you have at least started it)
- o PPD must be good through the term (they are good for 1 year) if positive a chest x-ray result must be provided
- o Chicken Pox (varicella) vaccine or titer results
- o Tetanus within the last 10 years
- o Pertussis either DPT within the last 12 years or TDaP
- o Flu Vaccine (fall/spring in accordance with CDC)
- o Covid 19 (immunization and booster in accordance with CDC)

Confidentiality

HIPPA

During your educational experience, you will experience interactions with patients and gain intimate knowledge of health and social aspects of their lives. This information is always to be treated with confidentiality.

Student Records (FERPA)

CNM faculty and staff treat your educational records with privacy as dictated by federal law. The Family Educational Rights and Privacy Act (FERPA - also known as the Buckley Amendment) is legislation that was originally passed in 1974 and is federal law designed...

- to protect the privacy of student's education records,
- to establish the right of students to inspect and review their education records,

EMS Program Student Handbook

- And to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. (Definition established by the *American Association of Collegiate Registrars and Admissions Officers*1980)

Due to FERPA and with respect to your privacy, we cannot share your educational information with parties including your parents, spouse, classmates, or legal authorities. For more information on FERPA, please contact Enrollment Services at (505) 224-3224.

Conflict Resolution and Disciplinary Process

Student Complaint Process

Occasionally a student will encounter a problem on campus that he or she does not know how to resolve. When this happens, students should always try to work out the problem by first discussing it with those most involved with the issue.

Dealing with concerns in the most direct and honest fashion should always be the first step toward resolution. Most issues are resolved when a student makes an appointment with a faculty or staff member and calmly and honestly communicates their frustrations or concerns.

If, however, an issue or problem is not resolved, there is a formal complaint process at CNM that students may initiate. All formal complaints must be put in writing using the official CNM Student Complaint Form. These forms are available online and in the Dean of Students Office.

When initiating a formal complaint, the following steps should be followed:

1. Be sure you have first attempted to resolve the issue by speaking directly with the individual(s) or office(s) involved.
2. Complete and submit a CNM Student Complaint Form (these should be submitted online or to the Dean of Students Office).
3. When the complaint is received, it will be forwarded to the appropriate individual to review and address the issue.
4. After your concern has been addressed, you will receive a letter documenting the receipt and review of your complaint.

EMS Program Student Handbook

Student Conduct

All CNM students are expected to abide by the CNM student code of conduct published as part of the catalog. The EMS program also evaluates students based on professional behavior and has standards in that regard that are consistent with industry.

Email communication and Professionalism:

CNM email and blackboard are the mechanisms by which the students and faculty in the EMS program communicate outside of class. Faculty and staff will respond to email in 48 to 72 hours after receiving it. Faculty are not expected to respond on the weekends unless the said faculty member has requested communication from the cohort at that specific time. Email communication will be professional in tone and language, will be non-threatening, non-inflammatory and free of vulgar language between faculty and students. Should a student send an inappropriate or threatening email, it will be forwarded to the program director and student will fall under the student code of conduct procedures.

Internet Access

To be successful in the EMS programs students must have reliable access to the internet outside of class. CNM has open computer labs available for student use on all CNM campuses.

Cell Phone Use

Students have the right to uninterrupted classroom and clinical experiences. Phone calls and text messages can disrupt the learning environment for the person sending/receiving the messages and the student peers in proximity.

Classroom and On Campus Labs: When making or receiving personal calls, students should step out of the classroom/lab. Cellphones or other electronic devices can be on the student's person but must be in "silent" or "off" mode. Any disturbance, including the sound of a vibrating alert, by a student's cellular phone/electronic device is considered rude and disrespectful. The person with the obtrusive cellular phone/electronic device will be asked to leave the classroom.

Students will not have cellphones/electronic devices on their person at all during exams or exam reviews. They must be stowed in a purse or backpack (or left with the proctor until the activity is completed).

Clinical Areas: Cell phone and electrical device use will be at the discretion of the clinical instructor and in compliance with the facility's policy. Clinical and field sites may prohibit any cell phone usage. Cell phone usage in the clinical area can be perceived as unprofessional and is highly discouraged."

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Family emergencies: Students may use the EMS Program office number as an emergency contact number (224-4000). Students will not be called out of class or clinical experiences unless the nature of the emergency is explained by the calling person. If a student feels that the family situation warrants greater availability than a message relay, the student should consider attending to those issues instead of attending class or clinical (see Classroom Attendance and Clinical Attendance). Divergence from these policies may lead to initiation of a success plan.

Social Media

Social media in all forms presents ethical and legal vulnerabilities to students and professionals in medicine. Under no circumstances shall students share any Protected Health Information (PHI) in accordance with HIPPA regulations. Although the student may own the social media account individually, PHI, HIPPA and FERPA violations places the student at liability of academic action and civil action (see your compliance guidelines for details on HIPPA and PHI). In addition, while enrolled in any CNM EMS Program course, the following activities are specifically prohibited:

- Posting photos, videos, or images of any kind which could potentially identify patients, addresses, vehicle license plate numbers, or any other PHI
- Sharing confidential or proprietary information about CNM confidential information, including course materials and exams not approved by the lead instructor
- Posting or other online activities which are inconsistent with or would negatively impact the CNM EMS Program reputation, its clinical and community partners, or organizational staff
- Engaging in vulgar or abusive language, personal attacks of any kind, or offensive terms targeting individuals or groups
- Posting statements which may be perceived as derogatory, inflammatory, or disrespectful toward or regarding the CNM EMS Program, its reputation, its clinical and community partners, and or organizational staff

"Social media" is a term that includes a wide variety of applications, software, and internet based coded formats using technology for social interaction and content creation. Social media use many technologies and forms, such as blogs, wikis, photo and video sharing, podcasts, social networking, mashups, and virtual worlds. This includes current and future technological interfaces.

Students engaging in prohibited activities while participating in the CMS EMS Program and its courses, including breaks between cohorted classes, will be referred to the EMS Program Director for disciplinary action. The use of personal disclaimers outlining that the social media expresses views of the students alone do not protect the student from violation of the policy or laws overseeing the use of PHI. By attending the program, you agree that you will not engage in prohibited use as outlined above.

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Disciplinary Process

At CNM there is a clearly defined process that is in place regarding how student disciplinary issues are addressed. The document that captures this process in writing is called the Student Code of Conduct. This Code of Conduct discusses the behavioral expectations for students, the behaviors that would be considered to be outside of what is acceptable, and how breaches of behavior that may constitute a violation of the Code of Conduct are dealt with.

For the CNM EMS Program there is a defined process that is in place regarding EMS professional standards violations. The document that captures this process in writing is the CNM EMS Program Student Handbook. The handbook discusses the professional standards and behavioral expectations for EMS students. Behaviors that would be outside of what is acceptable, and how breaches of behavior that may constitute a violation of the EMS professional standards can be found in the CNM EMS Program Student handbook.

As a CNM student, you are accountable for your behavior. If there is a question about whether your behavior is acceptable, it will be addressed by the Dean of Students or by the Director of Student Life and Discipline for student code of conduct violations or by the CNM EMS Program for professional standards violations.

If the Dean of Students summons you or Director of Student Discipline concerning a discipline-related matter, you are expected to respond appropriately to that summons. Failure to do so will result in a Code of Conduct violation charge. Respectively, if you are summoned by the CNM EMS Program director in regard to a discipline related matter for either the student code of conduct or the EMS professional standards, you are expected to respond appropriately to that summons. Failure to do so will result in violation of the EMS Professional Standards.

The disciplinary process exists to both protect your rights and to address your behavior if you are violating the rights of others. Should you find yourself in a situation where you believe a fellow student has acted toward you in a manner that you believe may constitute a Code of Conduct violation, you should report this behavior to the Office of the Dean of Students. Respectively, this also applies to the EMS professional standards that you should report to the CNM EMS Program Director.

When charged with a violation, a student has the right to notice of the violation and an opportunity to be heard. For infractions where suspension, dismissal or expulsion may be imposed, a student will have additional rights as set forth in § IV.C.W, below (in the published CNM student code of conduct) and/or the CNM EMS Program Handbook.

Charged students may decide what and how much information they will provide during a disciplinary conference or hearing

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Offsite Code of Conduct and Behavior Policy

Students will be exposed to clinical and internship rotations during their EMS studies. Students are bound by the School of Health, Wellness and Public Safety Offsite Code of Conduct and Behavior Policy approved April 7th, 2015.

Definitions:

Offsite: clinical, preceptorship, externship, internship, cooperative, or other scheduled educational activity that occurs outside of CNM property.

Policy

1. Students enrolled in HWPS programs shall maintain the highest standards of professional ethics as they attend offsite experiences on behalf of the School of Health, Wellness, and Public Safety (HWPS).
2. Students enrolled in HWPS programs shall perform their duties in a manner that would not give rise to the appearance of conflict of interest.
3. Students enrolled in HWPS programs shall not engage in any dating, romantic or sexual relationships with individuals who teach, coach, evaluate, precept, guide or otherwise have influence over the student educational experience at an offsite location.
4. Students enrolled in HWPS programs shall not fraternize with any person who has an ability to evaluate or influence the students' educational progress outside of regularly scheduled offsite hours.
5. It is the policy of HWPS that certain rules and regulations regarding student behavior are necessary for efficient offsite operations and for the benefit and safety of all students. Conduct that interferes with clinical operations, discredits the College, is in violation of College policy, is unsatisfactory or is offensive will not be tolerated. Students are always expected to conduct themselves in a positive manner to promote the best interests of the College. Examples of behavior that may result in disciplinary action, including possible removal from the program, are:
   1. treating others in a discourteous manner.
   2. accepting gifts from individuals who teach, coach, evaluate, precept, guide or otherwise have influence over the student educational experience.
   3. wearing clothing inappropriate for the activities being performed.
   4. failing to report to clinical assignments punctually at the assigned times or failing to be at the clinical site as scheduled.
   5. failing to maintain cleanliness and order in clinical assignment areas.
   6. fighting with or assaulting others.
   7. threatening or intimidating others.
   8. falsifying or altering any educational record or report, such as a clinical document, a statement to the Security department, a statement regarding academic progress or removal from a clinical site.
   9. stealing, destroying, defacing, or misusing clinical site property or another's property.

10. engaging in acts of insubordination including, but not limited to, refusing to follow program administration instructions concerning an education-related matter.
11. using profanity or abusive language.
12. sleeping at a clinical site.
13. gambling on clinical site property; and
14. playing malicious or dangerous pranks or practical jokes or engaging in horseplay.
15. alcohol and substance abuse.
16. dishonesty.
17. sexual or any other form of illegal harassment.
18. possession of deadly weapons on clinical site property.
19. poor clinical site performance.
20. violation of CNM policies or directives.

This list is not intended to be and should not be considered an exclusive listing of inappropriate behavior. Indeed, it would be impossible to list all the circumstances under which discipline may be imposed. CNM retains complete discretion to administer discipline for behavior it deems inappropriate, whether listed above or not.

F. Any student who knows of any act prohibited by law or by College policy or the code of conduct shall report it promptly to the Program Director.
G. No student shall threaten, coerce, manipulate, or mislead faculty, administrators or clinical site representatives engaged in an investigation of a concern regarding the Offsite Code of Conduct and Behavior.

Reporting Observed, Suspected, or Apparent Misconduct

Effective Date: 03/23/2015

General

School of Health, Wellness, and Public Safety (HWPS) students, and other individuals associated with CNM, acting in good faith, should report any observed misconduct, whether suspected or apparent. Misconduct is any activity performed by a CNM student or other individuals associated with CNM (i.e. clinical preceptor) that violates state and/or federal laws or regulations, local ordinances, or CNM policies. HWPS students are to maintain the highest standards of personal and professional ethics as they participate in clinical education programs on behalf of the College.

CNM is committed to conducting an initial review and continuing with a thorough investigation into allegations of misconduct where warranted, while protecting the rights of all involved. Misconduct should be

reported as soon as reasonably possible, preferably within one (1) week from the time the person becomes aware of the observed, suspected, or apparent misconduct.

Retaliation is not tolerated by CNM and will be promptly investigated. Retaliation is any adverse action taken against a student because that student reported suspected misconduct. Any student who interferes with, tries to interfere with, or retaliates against the rights of another student for reporting suspected misconduct or cooperating in an investigation is subject to disciplinary action, including possible removal from the program. CNM is committed to protecting students who report suspected misconduct in accordance with the Whistleblower Protection Act (Whistleblower Protection Act - § 10-16C-1. - N.M. Stat. Ann. § 10-16C-1 et seq (2012)). Where possible, confidentiality will be maintained, however, identity may have to be disclosed to conduct a thorough investigation, to comply with the law, and to provide accused individuals their legal rights of defense.

False or Inaccurate Accusations

It is important to protect individuals from false, unsubstantiated, or inaccurate accusations. A student who knowingly provides false information or knowingly makes a false report of suspected misconduct or a subsequent false report of retaliation, or who knowingly provides false answers or information in response to an ongoing investigation will be subject to disciplinary action, including possible removal from the program.

Safe and Professional Environment

In addition to the College and School student conduct policies and procedures, if a student makes another student, student employee, staff member or any faculty member fear for their own safety by virtue of their actions while in the CNM EMS Program, they will be referred to the Dean of Students and will not be permitted to re-enter the program until all expectations from the Dean of Students office have been met. Upon return, if the student cannot maintain academic success in the program coursework, the student will meet with the instructor and or program director to determine if they should continue in the current course, or withdraw and begin coursework in the following term.

Student Removal from an Off-Campus Instructional Site, or On-Campus Laboratory, Serving Clients/Patients

I.   Purpose and Rationale.

HWPS students often are engaged in experiential learning, both in the community and in off-campus sites. These sites serve clients, patients, employees, and students whose safety and well-being must be protected. Additionally, CNM, HWPS and the site's policies and procedures must be strictly upheld to maintain the integrity of the site's services.

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HWPS enters into a contractual agreement with each off-campus site that authorizes the off-campus Site to "dismiss any student from the Training Site premises when it is deemed in the Training Site's sole discretion that the student's health or performance is a detriment to the well-being of any Training Site patient or employee." The term "patient" is replaced with "client" or "Site student" when the Site does not serve "patients."

HWPS programs have measurable learning objectives associated with each practical, clinical, internship, externship and cooperative education course conducted at the Sites. These objectives drive HWPS decisions related to this policy.

Course syllabi include:

The measurable learning objectives for the course.

A notice to students that a violation of CNM, HWPS, or Site policy or failure to attain and demonstrate essential skills appropriate to the Site, may result in their removal from the Site and, possibly, the course; and

A notice that removal for the duration of the course may result in a failing grade.

All HWPS students will be given an orientation to CNM, HWPS and Site policies.

II. **Definitions.**

A. **Instructional Sites (hereinafter referred to as "Site" or "Sites").**
B. **Off-Campus Sites:** HWPS conducts practical, clinical, internship, externship, and cooperative education at off-campus community-based Sites. The Site may be a hospital, clinic, doctor's office, diagnostic or research laboratory, long-term care facility, government agency, public or private school, or another appropriate site. These Sites are also businesses that have standards and policies to ensure the safety and well-being of their clients, students and/or employees. HWPS students are expected to comply with the same standards and policies as the employees of the Site.
C. **On-Campus Sites:** Practical, clinical, internship, externship and/or cooperative education may also occur in On-Campus locations such as the Health Center, Fitness or Cosmetology Laboratory. The instruction in these on-campus sites is distinguished from a standard classroom or laboratory in that students work directly with clients or patients. These sites are also work sites that have standards and policies to ensure the safety and well-being of their clients, students, and employees.
D. **Serious Incident:** An incident which compromises patient, employee, other student(s) safety or the integrity of the Site; or which violates a CNM or Site policy; or which violates a local, state or federal law; or which constitutes a breach of an established professional code of ethics applicable to the field of study.

E. **Session:** The period for which a student is given an assignment to a Site that occurs within a continuous 24-hour period that begins at 12:00 midnight and ends at 11:59 p.m.

F. **Essential Skills:** Skills necessary to comply with standards and policies that ensure the safety, confidentiality and well-being of clients, students and/or employees or the integrity of the Site services.

G. **Success Plan/student contract:** A plan that outlines individualized objectives and plans for improvement as a condition for a student reentering a clinical course or continuing their educational experience at a Site.

III. Failure to Attain and Demonstrate Essential Skills Appropriate to the Site

A. When a student fails to attain and/or demonstrate Essential Skills appropriate to the Site, a progressive and timely **Communication System** will be used to notify the student. The **Communication System** will include:

   1. a verbal notice to the student.
   2. a written notice to the student along with the development and implementation of a Success Plan and/or a student Contract. See Section VII of this document for information about the Success Plan.
   3. The student meeting regularly with the program director/designee to discuss his/her progress in relation to individualized objectives and plans for improvement included in the Success Plan/student Contract.
   4. If the student fails to meet the conditions of the Success Plan/Student Contract, the Program Director or designee will meet with the student to provide notice to the student that the conditions of the Success Plan/student contract are not being met. The student will be given an opportunity to respond. Failure to meet the conditions of the Success Plan/student contract may result in a failing grade or removal from the Site for the duration of the course.

B. When a student fails to meet the conditions of the Success Plan/student contract and his/her continued attendance at the site is reasonably likely to present a risk to patient, employee, other student's safety or welfare, or to the integrity of the site's services, the student may be temporarily removed the from the site by the Program Director.

C. An investigation will be conducted, and a determination will be made pursuant to Section V of this Policy.

IV. Temporary Removal for a Serious Incident

A. As soon as possible after the incident, the instructor will meet privately with the student to explain why he/she may be temporarily removed from the Site.

B. The student will be given an opportunity to respond.

C. After the meeting with the student and consideration of the student's response, the instructor may decide to immediately and temporarily remove the student from a site.

D. If the decision of the instructor is to temporarily remove the student from the site, the student shall be informed verbally that they must leave the site for the remainder of the session and that they will receive

further instructions from the Program Director/designee. The instructor shall obtain current contact information from the student and shall provide that information to the Program Director/designee.

E. The instructor will notify the Program Director/designee as soon as possible after the incident.

F. The instructor will document the incident and the student response and provide the documentation and any related evidence to the Program Director/designee within 24 hours of the incident. The documentation shall be signed and dated.

V. Investigation, Evaluation and Determination.

A. After a student has been temporarily removed from the Site or a recommendation for temporary removal has been made, the Program Director will conduct an investigation that may include, but shall not be limited to, discussions with instructors or supervisors directly involved with the student, preceptors or other Site employees, and other students having knowledge of the student. If the student has already been removed from the Site, the student should be told that during the investigation and determination process, he/she should not attend scheduled sessions at the Site unless otherwise directed by the Dean, Associate Dean or Program Director.

B. The Program Director shall meet with the student to discuss the events that led to the temporary removal. The student will be given an opportunity to respond.

C. After investigating and meeting with the student, the Program Director will present the evidence to the HWPS Dean or Associate Dean.

D. The HWPS Dean or Associate Dean shall review the evidence and meet with the student to present the results of the investigation. The student will be given an opportunity to respond to the evidence relating to the removal.

E. The HWPS Dean or Associate Dean shall determine whether to return the student to the Site, whether to transfer the student to another appropriate and available Site, or whether to remove the student from the Site for the duration of the course.

F. The determination of whether and when the student may return to the Site or an alternative Site shall be made within 10 business days, and, if possible, prior to the next Site session for which the student is scheduled.

VI. Removal for the Duration of the Course

A. If, after investigation and consultation with the program director, the student and other relevant personnel, the HWPS Dean or Associate Dean determines that the student is reasonably likely to present an ongoing risk to patient, employee, other student's safety or welfare, or to the integrity of the Site's services, the student may be removed from the Site for the duration of the course. This may result in failure of the course.

B. The HWPS Dean or Associate Dean shall inform the student verbally and in writing of the determination. The student shall have the right to appeal the decision to remove him/her for the duration of the course and shall be so informed in writing. All such appeals are processed through the HWPS Division pursuant to the Appeal Policy found in HWPS Division Office and Support Center, CNM Main Campus, Jeannette Stromberg Hall, Room 310. A copy of the Appeal Policy shall be provided with the determination memo.

C. Students may be required to withdraw from co-requisite program courses. Students removed from a course pursuant to this policy may re-enroll in the course at the next enrollment opportunity, subject to space availability and subject to any HWPS limitations on the number of times a student may repeat courses. (See the program handbook for program-specific information regarding course repetition.) Students re-enrolling in a clinical, internship or cooperative education course at a Site after prior removal pursuant to this Policy must develop a Success Plan prior to re-commencing the course.

VII.   Success Plan and/or Student Contract.
Students who fail to attain and demonstrate Essential Skills appropriate to the Site, who are allowed to return to the Site or who are transferred to another Site pursuant to this Policy, may be required to develop a Success Plan and/or a student Contract which outlines individualized objectives and plans for improvement as a condition of continuing their educational experience at the Site. Students planning to re-enroll in a course after removal pursuant to this Policy are required to develop a Success Plan prior to re-enrolling. The Success Plan and or a student contract will be developed in collaboration with the Program Director/designee, the student and the HWPS Achievement Coach. The Program Director/designee must approve, sign and date the Success Plan. The student will sign and date the Success Plan and will be given a copy of the signed documents. Students who are subject to a Success Plan shall meet at least once per month with the program director/designee to review the student's status and progress. Students assigned a student contract will have specific outlined tasks and behaviors that will be followed for the duration of the student contract.

VIII.   Confidentiality.

The details and all communication related to any removal pursuant to this policy shall be kept confidential, subject to the contractual requirements of individual Sites. If an incident involves more than one student, each student's case shall be investigated, evaluated, and decided individually.

VII.   Other Policies.

A. **CNM Policies:** Incidents that occur in a standard CNM Campus classroom or laboratory shall be considered under appropriate CNM policies that include but are not limited to the Student Code of Conduct, Academic Dishonesty, Information Technology Use, Substance Abuse, and Sexual Harassment policies. The administrative official for the respective policy will be notified if an alleged violation occurs.

B. **Suspected Impairment:** Students suspected of impairment shall be subject to the HWPS Suspected Impairment Policy**.**

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Attendance in courses conducted at an off-campus Site or at an on-campus laboratory serving clients/patients. Attendance requirements and consequences for not meeting them for shall be clearly stated in the course syllabi and/or program handbooks. Students may be removed from the Site or withdrawn from the course by the Program Director/designee for not complying with stated program attendance requirements. A progressive and timely System of Communication, to include a verbal and written notice to the student, will be used to notify students of attendance issues that could compromise their enrollment status in the course. Students who have received an attendance notice are strongly encouraged to develop a Success Plan with the HWPS Achievement Coach, Instructor and/or Program Director. Students removed from the Site for attendance reasons may submit an appeal to the program. See the Program Director for more information.

Consensual Off-Site Relationships

- **Effective Date:** 04/07/2015
- The provisions of this policy do not supersede Offsite Code of Conduct and Behavior policy.
- A pre-existing (prior to offsite assignment) consensual sexual or romantic relationship between a student and those who teach, coach, evaluate, precept or guide their educational experience at an offsite location can sometimes lead to an actual or perceived conflict of interest, charges of sexual harassment, and retaliation. These situations directly affect CNM's institutional values and potentially expose CNM to liability. For these reasons, students must disclose any pre-existing consensual romantic or sexual relationships that may be a conflict of interest to the Associate Dean or Academic Affairs Director (EMS and Nursing). Disclosure under this policy for retaliatory or coercive purposes is strictly prohibited. Failure to comply with the disclosure requirement of this policy may result in disciplinary action, including possible removal from the program.
- Administrators must document all steps taken in response to a disclosure under this policy. Administrators should seek guidance from the Dean of Students regarding other individuals associated with CNM (i.e. clinical preceptor, offsite educator, etc.), but who are not CNM employees or vendors.

Cohort Program Progression/Re-entry to include all levels of EMS Instruction
Definitions:

Cohort: a group of students taking the same set of courses at the same time and progressing through more than one semester of coursework together

Course withdrawal: the student chooses to drop enrollment in a required program course.

Course failure: the student achieves a grade of less passing as defined by the course syllabus.

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Program failure: the student fails and/or withdraws from one or more <u>required</u> program courses during a single semester. This would not include any supplemental lab courses or other coursework not required for degree or certificate completion.

Program re-entry: to continue program progression the student must re-enter the **next offering of courses needed repeating**. If a student chooses not to re-enter during this time frame, they will need to re-apply and start the process from the beginning of the program. The process to re-enter is addressed under cohort program reentry

Example: the student last successfully completed all term 2 courses, then had a program failure during term 3. The student would be allowed program re-entry for term 3.

Success Plan/student contract: Students planning to re-enroll in a course after a program failure or program withdrawal pursuant to this Policy are required to develop a Success Plan prior to re-enrolling. The Success Plan will be developed in collaboration with the Program Director/designee, the student and the HWPS Achievement Coach. The Program Director/designee must approve, sign and date the Success Plan. The student will sign and date the Success Plan and will be given a copy of the signed documents. Students who are subject to a Success Plan shall meet with the program director/designee to review the student's status and progress. In addition, student may be asked to sign a student contract which outlines specific behaviors or requirements of the student to be allowed to continue in the program.

Cohort program progression requirements
Students are expected to complete all courses within a given term successfully. This satisfies the pre-requisites of the subsequent term and allows students to progress within a cohort towards the goals of graduating, taking registry boards, and entering the workforce. Students who fail and/or withdraw from one or more courses during a single semester do not demonstrate program progression and thus constitute a program failure.

Cohort program reentry

Students who experience a program failure may re-enter a program provided they satisfy one of the following conditions:

- *Reregister for courses- reapply for the program (**first term** failure of a cohort program):* students who experience a program failure during the first term of a cohort program must reapply to the program. This involves following the current processes in place for Coordinated Program Entry.

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- *Request for Re-entry (**first program failure after the first term**):* students who experience a program failure after the first term must complete the Request for Re-entry Form. The request for re-entry form is located on the CNM EMS Program website: www.cnm.edu/ems
- Request for re-entry forms must be submitted to the Program Director and will only be considered if the student submits all documentation prior to the first day (regular term) of the preceding semester they are eligible to return. Re-entry to the program is on a space available basis. Request for Re-entry students have priority over Re-entry Appeals (see below). Request for Re-entry students are ranked by:
    a) They are eligible to return based on the handbook definitions (Program re-entry)
    b) The number of courses successfully completed during the term that the program failure occurred.
    c) Behavioral Rubric scores while in the program
    d) Tiebreaker 1: Calculated GPA of courses successfully completed during the term of the program failure.
    e) Tiebreaker 2: Cumulative CNM GPA

- *Re-entry Appeal (**second** program failure):* appeal to re-enter a program after a second program failure requires the following procedures:
    1. Students are encouraged to request the assistance of an Achievement Coach for guidance in drafting the letter of appeal. Students are also encouraged to meet with a School Advisor explore other careers that may be a good fit for their perceived strengths.
    2. The letter of appeal must include:
        a) Student's full name, mailing address, email address and telephone number.
        b) Description of student strengths they will leverage to be successful in the program
        c) Description of the challenges and/or circumstances that contributed to a second program failure
        d) A plan for success which should include:
            - Positive changes that occurred since the most recent program failure that the student now believes will allow them to be successful going forward.
            - Strategies they will use to overcome the barriers to success they have experienced in the program.
            - A list of outcomes/measures that would demonstrate future success
    3. Students may request Re-entry Appeal before an Administrative Review Committee (ARC). The ARC for a Re-entry Appeal is composed of:
        a) one (1) program director from a different cohort discipline than the student requesting the appeal, and

       b) the program director and/or their designees within the discipline.

4. The written request for Re-entry Appeal must be made to the Program Director within 90 days of the second program failure. A program failure is officially recorded at the time of course withdrawal or entry of a failing grade, whichever occurs first.

5. The ARC will meet and render a decision within ten (10) working days of receipt of the request for appeal. The ARC meeting may be delayed if the CNM campus is closed (snow days, etc.) or during the semester break.

6. The ARC reviews all written requests for Re-entry Appeal and either grants or denies the request for re-entry. The decision of the ARC is final.

7. A written decision will be given to the student and Program Director via e-mail.

8. Successful appeals will be granted re-entry on a first come, first serve basis and placement is based on space available. Request for Re-entry students have priority over Re-entry Appeals. Students must accept the seat when it comes available or the appeal will be null and void. If there has been a break in enrollment within the cohort, students requesting a re-entry appeal will be drug tested. Also, if there has been a break in enrollment at CNM, the student will also have to pay for fingerprinting and an additional background check.

9. Students who have their appeal denied are restricted from re-enrolling in the program for a period of up to three (3) years from the date of the appeal decision. Should the student choose to continue this program after the waiting period, the student must restart the program following the current entry process in place at that time.

    The faculty will convene with the program director and make decisions that reflect the above policy.

Student Employment

    CNM and the EMS Program understand that students enrolling in the Paramedic Program may be non-traditional students with obligations outside of the classroom. While enrolled in the Paramedic Program the following should be acknowledged:

1. While in the classroom the student is obligated to the materials presented and should NOT be scheduled for a shift, paid, volunteer or otherwise while they are scheduled for class time, clinical rotation, or internship shift. Leaving class for work obligations will not absolve the student of any material presented or the guidelines in the attendance policy. Leaving class to respond to a call is unacceptable.

2. Students will be afforded as much flexibility as possible in scheduling clinical and internship experiences but will ultimately fall within the availability as deemed appropriate by the Clinical and Internship Coordinator.

3. **Students are strictly forbidden to perform clinical tasks during regularly schedule work. Failure to abide with this policy will result in the immediate termination of the student's clinical or internship experience.**
4. Although CNM cannot dictate your work schedule, it is strongly discouraged that a student works a shift directly prior to their class, clinical or internship experience. This includes night shifts immediately before class, night shifts immediately before a clinical/ internship experience and a day shift immediately before a nighttime clinical/ internship experience.
5. Employment cannot be substituted for clinical/ internship requirements.

Inclement Weather Policy for Off-site HWPS Courses

Effective Date: 4/07/2015

Students and faculty should adhere to policies and procedures for college-wide closure or delay due to weather: https://www.cnm.edu/depts/marketing/weather. This HWPS policy is intended to supplement the college-wide policy.

Offsite Courses (CNM faculty on-site / Direct Clinical)

- In the case of a closure, students may be assigned an out-of-class assignment or a make-up day at the discretion of the clinical coordinator or instructor.
- In the case of a delay due to weather, it is at the discretion of the program to determine whether to report to for instruction at 10:00 am, in accordance with college-wide policies.
  - In some cases, programs may treat a two-hour delay as a closure (to not disrupt the operations of our off-site partners). In those cases, students may be assigned an out-of-class assignment or a make-up day at the discretion of the clinical coordinator or instructor.
- For start times after 10:00 am, attend the course as scheduled.

Offsite Courses (CNM faculty not on-site / Precepted Clinical)

- If a student is not enroute to or already at the offsite location, then they should adhere to the policies and procedures for college-wide closure or delay due to weather.
- If a student is already at the offsite location at the time of a CNM cancellation or delay, they may complete their assignment as scheduled (at the discretion of the program). The student should communicate with the clinical coordinator or instructor for further information.
- If a student is enroute to an offsite location at the time of a CNM cancellation or delay, the student must determine whether it is personally safe to continue travel to the assigned offsite location. The

student should communicate with the clinical coordinator or instructor for further information as soon as it is safe to do so.

- In the case of a delay due to weather, it is at the discretion of the program to determine whether to report to the offsite location at 10:00 am, in accordance with college-wide policies.
    o In some cases, programs may treat a two-hour delay as a closure (to not disrupt the operations of our offsite partners). In those cases, students may be assigned an out-of-class assignment or a make-up day at the discretion of the clinical coordinator or instructor.
- For clinical start times after 10:00 am, attend the course as scheduled.

Offsite Communications

- The clinical coordinator or instructor is responsible for ensuring communication occurs with our offsite partners in the event of a college-wide closure or delay due to weather.

Faculty Assignments (offsite courses cancelled due to two-hour delay)

- For Offsite Courses (CNM faculty on-site / Direct Clinical) that are cancelled due to delay, faculty should report to their Program Director, Associate Dean, or Dean for assignment at 10:00 a.m. in accordance with the policies and procedures for college-wide delay due to weather.
- For Offsite Courses (CNM faculty not on-site / Precepted Clinical) that are cancelled due to delay and for which no assigned students are in attendance, faculty should communicate with their Program Director, Associate Dean, or Dean. Hours may be flexed at the discretion of the supervisor.

O*NET Functional Abilities for Program Students

Summary Report for: 29-2041.00 - Emergency Medical Technicians and Paramedics

Assess injuries, administer emergency medical care, and extricate trapped individuals. Transport injured or sick persons to medical facilities.

Sample of reported job titles: Emergency Medical Technician (EMT); Emergency Medical Technician, Basic (EMT, B); EMT Intermediate (Emergency Medical Technician, Intermediate); EMT, Paramedic (Emergency Medical Technician, Paramedic); EMT/Dispatcher (Emergency Medical Technician/Dispatcher); Emergency Medical Technician/Driver (EMT/DRIVER); First Responder; Flight Paramedic; Multi Care Technician (Multi Care Tech); Paramedic

Tasks

- Administer first aid treatment or life support care to sick or injured persons in prehospital settings.
- Operate equipment, such as electrocardiograms (EKGs), external defibrillators, or bag valve mask resuscitators, in advanced life support environments.
- Perform emergency diagnostic and treatment procedures, such as stomach suction, airway management, or heart monitoring, during ambulance ride.

- Observe, record, and report to physician the patient's condition or injury, the treatment provided, and reactions to drugs or treatment.
- Assess nature and extent of illness or injury to establish and prioritize medical procedures.
- Drive mobile intensive care unit to specified location, following instructions from emergency medical dispatcher.
- Decontaminate ambulance interior following treatment of patient with infectious disease and report case to proper authorities.
- Administer drugs, orally or by injection, or perform intravenous procedures under a physician's direction.
- Immobilize patient for placement on stretcher and ambulance transport, using backboard or another spinal immobilization device.
- Coordinate work with other emergency medical team members, police, or fire department personnel.

Tools & Technology

Emergency medical services suction units or accessories — Airway suction units; Battery-powered portable suction units; Fixed-suction equipment

Emergency response litters or stretchers or accessories — Multi-level wheeled cots; Stair chairs; Stretchers

Intravenous infusion pumps for general use — Intravenous IV pressure infusers; Intravenous IV pumps

Laryngoscopes or accessories — Curved adult blades; Laryngoscopes; Straight adult blades; Straight pediatric blades

Medical gas cylinders or related devices — Fixed-oxygen equipment; Portable oxygen equipment

Medical oxygen masks or parts — Adult non-rebreather oxygen masks; Child oxygen masks; Infant oxygen masks

Orthopedic splint systems — Cardboard splints; Rigid splints; Splints

Spine boards — Extrication devices; Full-spine immobilization devices; Half-spine immobilization devices; Spinal immobilization equipment

Technology used in this occupation:

Information retrieval or search software — Epocrates software; HyperTox; Skyscape software; TechOnSoftware HazMatCE Pro; excel spreadsheets; Immagetrend;

Medical software — MedDataSolutions Registry

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Knowledge

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Medicine and Dentistry — Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Public Safety and Security — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

Education and Training — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

Mathematics — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

Psychology — Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

Transportation — Knowledge of principles and methods for moving people or goods by air, rail, sea, or road, including the relative costs and benefits.

Biology — Knowledge of plant and animal organisms, their tissues, cells, functions, interdependencies, and interactions with each other and the environment.

Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

Skills

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Coordination — Adjusting actions in relation to others' actions.

Speaking — Talking to others to convey information effectively.

Service Orientation — Actively looking for ways to help people.

Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.

Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.

Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Learning Strategies — Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.

Abilities

Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.

Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).

Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.

Oral Expression — The ability to communicate information and ideas in speaking so others will understand.

Speech Clarity — The ability to speak clearly so others can understand you.

Speech Recognition — The ability to identify and understand the speech of another person.

Arm-Hand Steadiness — The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.

Information Ordering — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).

Multilimb Coordination — The ability to coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down. It does not involve performing the activities while the whole body is in motion.

Work Activities

Assisting and Caring for Others — Providing personal assistance, medical attention, emotional support, or other personal care to others such as coworkers, customers, or patients.

Documenting/Recording Information — Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.

Making Decisions and Solving Problems — Analyzing information and evaluating results to choose the best solution and solve problems.

Performing for or Working Directly with the Public — Performing for people or dealing directly with the public. This includes serving customers in restaurants and stores and receiving clients or guests.

Inspecting Equipment, Structures, or Material — Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.

Operating Vehicles, Mechanized Devices, or Equipment — Running, maneuvering, navigating, or driving vehicles or mechanized equipment, such as forklifts, passenger vehicles, aircraft, or watercraft.

Getting Information — Observing, receiving, and otherwise obtaining information from all relevant sources.

Identifying Objects, Actions, and Events — Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.

Updating and Using Relevant Knowledge — Keeping up-to-date technically and applying new knowledge to your job.

Performing General Physical Activities — Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.

Work Context

Impact of Decisions on Co-workers or Company Results — How do the decisions an employee makes impact the results of co-workers, clients, or the company?

Physical Proximity — To what extent does this job require the worker to perform job tasks in close physical proximity to other people?

Outdoors, Exposed to Weather — How often does this job require working outdoors, exposed to all weather conditions.

Work with Work Group or Team — How important is it to work with others in a group or team in this job?

Deal with External Customers — How important is it to work with external customers or the public in this job?

Face-to-Face Discussions — How often do you have to have face-to-face discussions with individuals or teams in this job?

Responsible for Others' Health and Safety — How much responsibility is there for the health and safety of others in this job?

Wear Common Protective or Safety Equipment such as Safety Shoes, Glasses, Gloves, Hearing Protection, Hard Hats, or Life Jackets — How much does this job require wearing common protective or safety equipment such as safety shoes, glasses, gloves, hard hats or life jackets?

Consequence of Error — How serious would the result usually be if the worker made a mistake that was not readily correctable?

Contact with Others — How much does this job require the worker to be in contact with others (face-to-face, by telephone, or otherwise) to perform it?

Job Zone

Title	Job Zone Three: Medium Preparation Needed
Education	Most occupations in this zone require training in vocational schools, related on-the-job experience, or an associate's degree.
Related Experience	Previous work-related skill, knowledge, or experience is required for these occupations. For example, an electrician must have completed three or four years of apprenticeship or several years of vocational training, and often must have passed a licensing exam, to perform the job.
Job Training	Employees in these occupations usually need one or two years of training involving both on-the-job experience and informal training with experienced workers. A recognized apprenticeship program may be associated with these occupations.
Job Zone Examples	These occupations usually involve using communication and organizational skills to coordinate, supervise, manage, or train others to accomplish goals. Examples include food service managers, electricians, agricultural technicians, legal secretaries, interviewers, and insurance sales agents.
SVP Range	(6.0 to < 7.0)

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Education

Percentage of Respondents	Education Level Required
43 ▬▬▬	Post-secondary certificates
30 ▬▬	Some college, no degree
12 ▬	Associate's degree

Interests

Social — Social occupations frequently involve working with, communicating with, and teaching people. These occupations often involve helping or providing service to others.

Investigative — Investigative occupations frequently involve working with ideas and require an extensive amount of thinking. These occupations can involve searching for facts and figuring out problems mentally.

Realistic — Realistic occupations frequently involve work activities that include practical, hands-on problems and solutions. They often deal with plants, animals, and real-world materials like wood, tools, and machinery. Many of the occupations require working outside, and do not involve a lot of paperwork or working closely with others.

Enterprising — Enterprising occupations frequently involve starting up and carrying out projects. These occupations can involve leading people and making many decisions. Sometimes they require risk taking and often deal with business.

Work Styles

Concern for Others — Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.

Integrity — Job requires being honest and ethical.

Self-Control — Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.

Stress Tolerance — Job requires accepting criticism and dealing calmly and effectively with high stress situations.

Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations.

Adaptability/Flexibility — Job requires being open to change (positive or negative) and to considerable variety in the workplace.

Cooperation — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.

Attention to Detail — Job requires being careful about detail and thorough in completing work tasks.

Leadership — Job requires a willingness to lead, take charge, and offer opinions and direction.

Initiative — Job requires a willingness to take on responsibilities and challenges.

Work Values

Relationships — Occupations that satisfy this work value allow employees to provide service to others and work with co-workers in a friendly non-competitive environment. Corresponding needs are Co-workers, Moral Values and Social Service.

Support — Occupations that satisfy this work value offer supportive management that stands behind employees. Corresponding needs are Company Policies, Supervision: Human Relations and Supervision: Technical.

Achievement — Occupations that satisfy this work value are results oriented and allow employees to use their strongest abilities, giving them a feeling of accomplishment. Corresponding needs are Ability Utilization and Achievement.

Wages & Employment Trends

Median wages (2013)	$15.04 hourly, $31,270 annual
Employment (2012)	239,000 employees
Projected growth (2012-2022)	Much faster than average (22% or higher)
Projected job openings (2012-2022)	120,600

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Student Success and Resources

The EMS program has your success in mind every day that you are a student in this program. Here are some resources that will help you in that success:

Achievement Coach

The Achievement Coaches are a group of people who can support student success at CNM. Achievement Coaches are here to support students in setting and reaching goals. Please visit our website at www.cnm.edu/depts/achievement-coach to contact us regarding the following services**:**

Academic Coaching:

- Set and reach academic goals
- Overcome challenges
- Etc...

Career Coaching:

- Program and Career planning
- Job readiness
- Etc...

Referrals to CNM Departments:

- Financial Aid
- Academic Advisement
- Etc...

Referrals to Community Resources:

- Childcare
- Health Services
- Etc...

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Work and Study Time Chart

Work hours per week	**Max** recommended credit hours per term	Estimated study time required per week	Total hours for class and study time per week
40	6	12-18	58-64
30	9	18-27	57-66
20	12	24-36	56-68
10	15	30-45	55-70
0	18 **(*15 in summer)**	36-54	54-72

Special Services

Students with disabilities, including dual enrollment and high school age students, are encouraged to contact the Disability Resource Center to arrange for academic adjustments, including auxiliary aids, i.e., accommodations.

Main Campus and Westside Campus 224-3259, e-mail: disability_resource_center@cnm.edu;

Montoya Campus 224-5946, e-mail: disability_resource_center_jmmc@cnm.edu;

website: http://www.cnm.edu/depts/disability-resource-center

How to advance in your EMS Education:

Please visit www.cnm.edu/ems for the most up to date information.

AEMT Program: EMT Basic Licensure required by week 2 of program. Department Approval required

Fall and Spring: Program can be condensed into one term

Summer: Two term program

*This can change based on clinical availability

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Term 1

AAS Mathematics Requirement 3-4 credit hour(s) *
EMS 1053 - EMT Basic Theory 6 credit hour(s)
EMS 1093 - EMT Basic Lab 2 credit hour(s)
EMS 1190 - EMT Basic Clinical 1 credit hour(s)
ENG 1101 - College Writing 3 credit hour(s)
HLTH 1001 - Clinical Preparation 1 credit hour(s)

Term 2

EMS 1412 - Advanced EMT (EMT-I) Theory 6 credit hour(s)
EMS 1493 - Advanced EMT (EMT-I) Lab 2 credit hour(s)
** Fast track course has clinical in the same term as term 2

Term 3
EMS 1890 - Advanced EMT (EMT-I) Clinical 2 credit hour(s)

Emergency Medical Services - Intermediate, Certificate of Completion 26-27 credits hours

Paramedic Program Departmental Approval Required
Spring Term Entry: Traditional Program

Fall Term Entry: Service Based, Hybrid Program

Requirements

- EMT-Basic or Intermediate New Mexico State License
- Current CNM Student
- ENGL 1101

If you are registered in required courses at CNM you will be considered "in progress." These courses must be on your CNM record with a final grade by the end of the current term to be eligible to start the program. Courses must be "in progress" at CNM. Classes must be completed with a letter grade of "C" or better. If you do not complete these courses successfully you may lose your seat in the program.

Program Information

- Seats available in the program: 24
- Entrance availability: every Spring and Fall term

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Program Proficiencies and/or Prerequisites

Students may demonstrate proficiency in these areas either by **Diploma/GPA**, placement **exam scores**, or specific course work.

      Math Proficiency 2
      Reading & Writing Proficiency 2

Required Sequence of Courses

Term 1

ENG 1101 - College Writing 3 credit hour(s)

EMS 1053 - EMT Basic Theory 6 credit hour(s)
and
EMS 1093 - EMT Basic Lab 2 credit hour(s)
and
EMS 1190 - EMT Basic Clinical 1 credit hour(s)
or
EMS 1412 - Advanced EMT (EMT-I) Theory 6 credit hour(s)
and
EMS 1493 - Advanced EMT (EMT-I) Lab 2 credit hour(s)
and
EMS 1890 - Advanced EMT (EMT-I) Clinical 2 credit hour(s) *
HLTH 1001 - Clinical Preparation 1 credit hour(s)

Term 2

Program Approved Laboratory Science Requirement 3 credit hour(s)
Social and Behavioral Science Requirement 3 credit hour(s)
Humanities Requirement 3 credit hour(s)
AAS Mathematics Requirement 3 credit hour(s)**

Term 3

EMS 2103 - Human Systems Pathophysiology and Development 3 credit hour(s)
EMS 2105 - EMS Program Success Course 3 credit hour(s)
EMS 2192 - Drug Calculations Lab 2 credit hour(s)
EMS 2207 - Legal Issues and Report Writing 2 credit hour(s)

Term 4

EMS 2213 - Endocrine and GI/GU Theory 1 credit hour(s)
EMS 2217 - Pharmacology Theory 3 credit hour(s)
EMS 2223 - Advanced Trauma Theory 3 credit hour(s)
EMS 2291 - Paramedic Lab I 2 credit hour(s)
EMS 2313 - Neurological Theory 2 credit hour(s)

Term 5

EMS 2303 - Cardiovascular Theory 3 credit hour(s)
EMS 2307 - Respiratory Theory 2 credit hour(s)
EMS 2390 - Hospital Clinical I 2 credit hour(s)
EMS 2393 - Paramedic Lab II 3 credit hour(s)
EMS 2513 - Behavioral Emergencies and Communication 1 credit hour(s)

Term 6

EMS 2503 - Pediatric and Gynecology Theory 3 credit hour(s)
EMS 2507 - Environmental Theory 3 credit hour(s)
EMS 2590 - Hospital Clinical II 1 credit hour(s)
EMS 2593 - Paramedic Lab III 2 credit hours
EMS 2790 - Capstone Field Experience 5 credit hour(s)
EMS 2993 - Paramedic Capstone 1 credit hour(s)

Associate of Applied Science in Emergency Medical Services, Paramedic 67-70 credit hours
* EMS 1890 Advanced EMT [EMT-I] Clinical would be taken in Term 2* * MATH 1330 recommended for transfer to UNM

EMS Program Outcomes:

NREMT Pass Rate
EMT Basic 3-year average:

Advanced EMT:

Registration Level:	Advanced EMT (AEMT)
Course Completion Date:	1st quarter 2020 to 4th quarter 2021
Training Program:	Central New Mexico Community College (NM-4312)

Attempted the Exam	First Attempt Pass	Cumulative Pass Within 3 Attempts	Cumulative Pass Within 6 Attempts	Failed All 6 Attempts	Eligible for Retest	Did Not Complete Within 2 Years
84	68%	82%	83%	0% (0)	12% (15)	5%

Paramedic:

Registration Level:	Paramedic
Course Completion Date:	1st quarter 2020 to 4th quarter 2022
Training Program:	Central New Mexico Community College (NM-4312)

Attempted the Exam	First Attempt Pass	Cumulative Pass Within 3 Attempts	Cumulative Pass Within 6 Attempts	Failed All 6 Attempts	Eligible for Retest	Did Not Complete Within 2 Years
49	100%	100%	100%	0% (0)	0% (0)	0% (0)

Paramedic Retention

Paramedic Program with Outcomes

CAAHEP Accredited Paramedic Programs and CoAEMSP Letter of Review (LoR) Programs track and report outcome measures annually to the Committee

on Accreditation for the Emergency Medical Services Professions (CoAEMSP).

The most current CoAEMSP Annual Report was for the calendar year 2021. The most recent success rate for the National Registry of EMT Paramedic/State

Cognitive exam was **100%**

The most recent positive placement rate for graduates was **100%** Positive

placement is defined by the CoAEMSP as 'Employed full or part-time in a related field and/or continuing his/her education and/or serving in the military'. Positive placement is measured at completion of the program. Job placement is at 100%

The most recent retention rate was 75**%.**

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