Welcome to the Harford Community College Emergency Medical Technician Program (EMT-B, EMT-I, and EMT-P). Practicing the standards listed below will help you successfully complete this course. Please note that this list is not all-inclusive.

1. Chain of Command:
   - Questions related to lecture material should be directed to the class instructor.
   - Questions or situations of an administrative nature should be directed first to the EMS Program Coordinator for resolution. Unresolved issues can be directed to the Allied Health Coordinator after notification of the EMS Program Coordinator.
   - Questions or situations related to the clinical or skills classes should be directed first to the EMS Coordinator. Unresolved issues can be directed to the Allied Health Coordinator after notification of the EMS Program Coordinator.

2. Dress code and appearance: all students are expected to be clean, well groomed, and dress in a manner appropriate to the health care environment in the classroom, skills lab, and clinical setting. This includes:
   - Personal hygiene
     - Clean and neat
     - Appropriate use of deodorant to be free from body odor
     - No heavy colognes or aftershaves
   - Classroom attire
     - Casual and appropriate
     - Conservative and inoffensive
   - Uniforms
     - Standard “firefighter blue” uniform pants and a light blue golf shirt (color and style selected by the college) with the college patch displayed on the left shoulder
       - Must be neat, clean, wrinkle free, in good repair, and of the appropriate size
       - Shirts worn under golf shirt must be tucked in at the waist and not visible
       - Turtle neck shirts (“firefighter blue” in color) are permitted during cool weather
       - No logos or graphic images, messages, or writing visible on clothing unless approved by college
       - No jeans of any type
       - No spandex, chiffon, metallic, leather, shear, or clinging fabrics
       - No breakaway sweats
       - No sweatshirts, tank tops, or shorts
       - Undergarments may not be visible above or below the outer garments
     - No hats or head coverings without instructor approval
     - Stockings or socks must coordinate with pants scrubs and the tops of hosiery not visible
Comfortable black boots or safety shoes only
  • Must be clean, polished, and in good repair
  • Laces must be tied and match shoe color
  • Socks must be worn

Jewelry
  • Wedding/engagement rings only
  • Small stud earrings (size of a nickel or less), one set only, and none that are dangling
  • No visible body piercing jewelry other than ears (includes tongue)
  • No bracelets
  • Watch with a second hand or a digital watch with second timer (mandatory)

ID Badge (available at the HCC Library circulation desk)
  • Required by the clinical facility and Maryland State law
  • Issued by the college
  • Upright
  • Readable
  • Above the waist
  • Replacement fee for lost badges is $15.00

Hair must be neat, clean and controlled
  • Fancy barrettes, combs, ribbons or other ornaments are inappropriate
  • Facial hair must be neat, clean and well trimmed to the jaw line

Nails must be cleaned, trimmed to the fingertips and smooth
  • No acrylic nails
  • No nail polish of any kind
  • No nail art

Make-up should be natural in color and used in moderation

All tattoos must be covered

No sunglasses

Heavy colognes/aftershaves are prohibited

Gum chewing is not permitted

No valuables should be brought into the clinical area (especially purses)

In general, HCC reserves the right to determine extremes in style
  • If a student’s appearance is determined to be inappropriate, the student can be sent home.
  • For an additional fee, any lost time will be completed at a later date determined by the Allied Health Coordinator and the EMS Program Coordinator

3. All students will maintain a professional attitude at all times in the classroom, skills lab, and clinical setting. This implies that the student will be non-abusive in:
  • Speech (no shouting or cursing)
  • Dress (see above)
  • Interactions with others (courteous and respectful of other students, faculty and staff)

4. Attendance is (100%) mandatory for all classes, reviews, labs, exams, study sessions, and clinicals. With advance notification, exceptions may be granted for extenuating circumstances. Requests for excused absences must be made in writing and include verification from the appropriate source validating the reason for the occurrence. These requirements are in addition to those outlined in the college Student Handbook.
- Acceptable excused occurrences may include the following:
  - Illness of yourself or an immediate family member
  - Death in the family
  - Disabling traffic accident
  - Court appearance or jury duty
  - Military duty
  - Weather emergency
  - Absences/tardiness in excess of two excused occurrences may result in termination from the course.
- It is expected that students will return to class after a break within the time limit established by the instructor.
- **For an additional fee, excused** absences will be scheduled for make up during the next *available* class. A **No Call/No Show** is grounds for immediate termination.

5. Competency validation:
   - Students may perform a procedure in the clinical setting only **after** the instructor has documented their competency.
   - Clinical procedures will be performed as defined in the course textbook, or as modified by the instructor.
   - After completing a clinical procedure, the student will have an instructor document his/her performance on the appropriate form.
   - **Neither HCC nor any college representatives give any guarantee of future performance.**
   - Instructors will update the “Clinical Log Sheet” at the end of each clinical day and **will initial only those skills that he/she has observed the student performing.**
   - Only the Medical Director or his/her designee can validate independent performance.

6. Only students who have successfully completed all theory, skills lab, and clinical requirements are eligible to take the final exam.

7. Students are expected to arrive on time to all theory and clinical sessions. If an emergency or any situation should cause you to be five or more minutes late, or to be totally absent from the session, the **Administrative Specialist must be notified immediately at (443) 412-2317.** During clinical, please contact the clinical instructor at the clinical facility as well. Tardiness is unacceptable and may result in dismissal and/or termination.

8. **Students may call the Administrative Specialist’s voice mail 24 hours a day, (443) 412-2317, if they need to be absent from class or clinical. A no-call, no-show may be considered an unexcused absence and be grounds for termination from the course.**

9. If students have any problems, incidents or accidents during this course, they are **not** to be discussed with other students, clients, or personnel in the clinical area or satellite locations. **Remember that we are guests** at these facilities. **Report any issues or concerns directly and immediately to the instructor.**

10. Students **will not, under any conditions**, administer or dispense any oral, topical, parenteral, suppository or over-the-counter medication. Failure to comply with this directive may result
in immediate dismissal and legal action against you, the Medical Director, your Instructor, the facility, and the college.

11. Students will under no circumstances ask for, or accept any money from a client or take home property that belongs to a client.

12. Students are expected to honor the confidentiality of any client information that is obtained during the clinical assignment. Breeches in confidentiality will result in termination from the course, and may result in civil litigation.

13. Personal phone calls can only be made or received during breaks, lunch and before or after class/clinical. Students are expected to use their mobile phone or a pay phone and not the facility’s telephone system.

14. Use of electronic devices such as mobile telephones, pagers, tape recorders/players, CD players, camcorders, digital cameras, etc. in the classroom, lab, or clinical setting without the knowledge and permission of the instructor is strictly prohibited. Any violation of this policy may result in disciplinary action up to and including termination from the program.

15. Students are to refrain from discussing grades or any other personal affairs with other students, clinical facility employees, and/or client/residents.

16. HCC is a smoke-free campus and smoking is prohibited. Use of tobacco products such as snuff and chewing tobacco, etc. is prohibited in the clinical area.

17. Teamwork is essential when caring for others, especially in the clinical area. Entering into a confrontation with clients, other team members, instructors, and/or facility employees will not be tolerated and may result in disciplinary action including termination.

18. Students may be sent home (dismissed) at the discretion of the instructor. Depending on the circumstances, dismissal may or may not be preceded by verbal or written warning. Reasons for dismissal from the classroom and/or clinical area include but are not limited to:
   - Inability to apply knowledge and skills
   - Academic dishonesty
   - Inadequate preparation for theory, skills lab, and clinical including issues related to (see all criteria listed in item # 1):
     - Theory content,
     - Skills lab performance,
     - Clinical performance,
     - Personal hygiene, and
     - Grooming
   - Inappropriate verbal and/or nonverbal communication with clients and their visitors/family members, facility staff, instructors and classmates
   - Dress code violations
   - Disruption of the learning or clinical environment
   - Sleeping, watching TV, and/or leaving classroom, skills lab, or clinical area without permission
   - Tardiness
   - Illness
• Safety issues
• All lost time must be completed at a time designated by the Allied Health Coordinator.

19. Students may be terminated from the course. Depending on the circumstances, termination may or may not be preceded by verbal or written warning. The Allied Health Coordinator will review all recommendations for termination, and schedule a conference with the involved persons to assess the situation. **Reasons for termination include but are not limited to:**
  • Failure to adhere to ethical and/or legal practices
  • Academic dishonesty (cheating)
  • Disruption of the learning or clinical environment
  • Inappropriate/unsafe conduct exhibiting potential harm to others
  • Breeches in confidentiality
  • Unprofessional conduct in the classroom, skills lab, or clinical setting
  • Leaving the clinical area without the instructor’s permission
  • Consuming illicit drugs and/or alcohol before or during class, skills lab, or clinical
  • Smoking and use of tobacco products
  • Parking in non-designated areas
  • Absences/tardiness
  • Repeated dress code violations

20. General expectations:
  • Adhere to the Harford Community College Code for Student Rights, Responsibilities, and Conduct
  • Adhere to acceptable ethical and legal practices
  • Be prepared in theory, skills lab, and clinical
  • Be on time
  • Remain in the immediate area unless excused by the instructor
  • Accept rotations and changes in daily assignments
  • Maintain a professional attitude at all times
  • Remain inoffensive in speech, dress, and interactions with others
  • Behave as guests of the clinical and satellite facilities
  • Refrain from involvement in interactions between facility personnel, physicians, clients, and visitors
  • Students are not to involve themselves in any interactions between clinical facility personnel, physicians, clients, family members, or visitors
  • Problems between students and facility personnel are referred directly and immediately to the instructor for resolution

21. Failure to adhere to these policies may result in termination from the course

22. Performance Improvement Notes (PIN): the instructor issues a PIN (see page 7) when:
  ➢ Performance feedback is required (positive or negative)
  ➢ Achievement drops to an unsatisfactory level
  ➢ Attendance and punctuality become an issue
  ➢ Behavior and conduct become an issue
  • The form identifies the objective, actions required, and a time frame for completion.
- A copy of the form is given to the student and the other copy is placed in the course files.
- Files are maintained for a period of five (5) years.

23. Please be aware that the contents of this document are not all inclusive. Standards Professional Behavior and Conduct will be revised as needed to ensure quality of care and the safety of patients, students, faculty, and others.
Performance Improvement Note

STUDENT: ________________________ Date: ____________

Problem: (Specific Competency/Objective)

Required Action: (To meet competency/objective)

(Student must correct deficiency by ______________________ to complete requirements.)

____________________________
Instructor/Date

____________________________
Student/Date

☐ Copy given to student
Standards of Professional Behavior and Conduct

Signature Sheet

I have received a copy of the Standards of Professional Behavior and Conduct. I have read and understand these materials. Further, I understand that a violation of any of these standards may lead to disciplinary action up to and including termination from the course.

__________________________________  ______________________________  __________________
(Student Signature)                      (Print Name)                        (Date)

__________________________________  ______________________________  __________________
(College Representative)                (Print Name)                        (Date)