

ADVANCED CARE PARAMEDIC – PROGRAM MANUAL 2025/ 2026 - 0684

**STUDENT AND FACULTY
COPY**

**FOR ADVANCED CARE
PARAMEDIC 5.0**



Paramedic Diploma Program Manual

STUDENT AND FACULTY COPY

“Real change, enduring change happens one step at a time.”

Ruth Bader Ginsburg

Message from your Coordinator:

Welcome to the Confederation College Advanced Care Paramedic Program.

Congratulations on your choice of continuing to further your career of personal growth, lifelong learning and the ability to make a difference in the lives of every person you encounter. Students will be immersed in a supportive inclusive learning environment using simulated scenarios derived from our many years as professional paramedics to ensure the best opportunities for them to learn and grow.

This manual will aid in answering your many questions and providing reminders you may require while in the program. All students are encouraged to forward any questions or requested clarifications to the email below or if personal interaction is preferred office hours are listed on RM: 284 second floor Shuniah Building (drop ins are welcome but appointments are preferred).

Warmest Regards,

Tanis Miller, Coordinator,
A-EMCA, ACP

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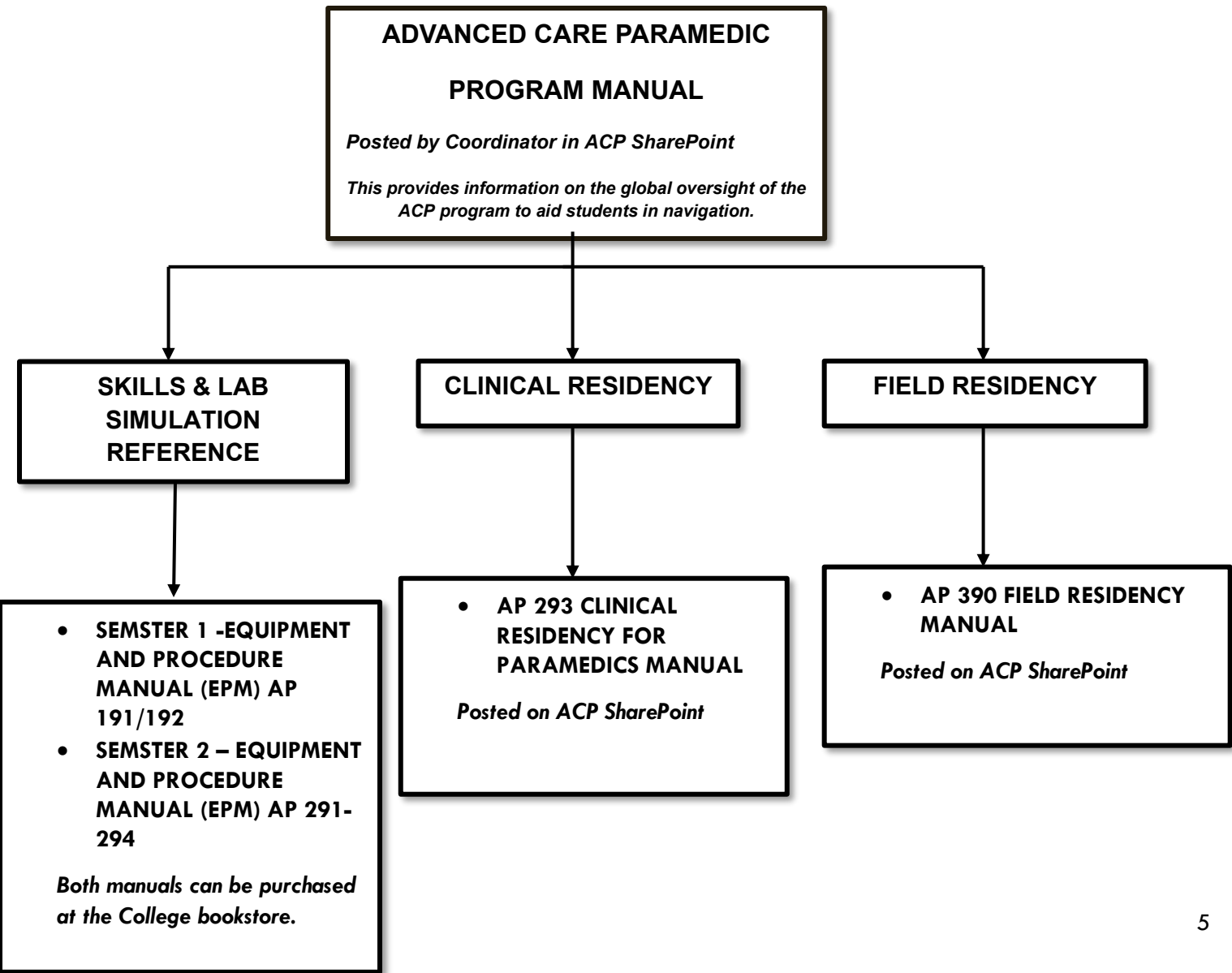
DOCUMENT CONTROL			
Version Number	Comes into Force Date	Faculty Reviewer	Brief Description of Change
1.0	April 1, 2021	Rob Plummer	Initial publication and review
2.0	Sept 5, 2021	Rob Plummer	Updates added to procedures and policy update
3.0	March 2022	Rob Plummer	Improved table of contents- updated college policies and updated Health Center information
4.0	May 2024	Rob Plummer	College staff changes addition of PLAR policy for NOCP - General Competency 7 – transportation – addition of QR code for more streamlined access to SharePoint and program information
4.1	May 2025	Rob Plummer	Review – no changes required, minor updates on language

Advanced Care Paramedic Program Manual Navigation Flow Chart

The Documents of reference that are used in creation of these specific manuals are as follows. If there is discrepancy between the created program manuals authored by program instructors, the recognized legal standards in the province of Ontario will be the default decision by which a student is evaluated on.

Paramedic Practice Documents are listed in this location; the most current documents will be referenced:

https://www.health.gov.on.ca/en/pro/programs/emergency_health/edu/practice_documents.aspx#:~:text=The%20Ministry%20of%20Health%20%28MOH%29%2C%20Emergency%20Health%20Services,practice%20documents%3A%20Standards%2C%20Training%20Bulletins%2C%20Manuals%20and%20Guides.





**Advanced Care Paramedic Program
Manuals and Course Outlines
SharePoint**

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**PROGRAM
DESCRIPTION AND
PURPOSE**

Advanced Care Paramedic Graduate Certificate Program

PROGRAM DESCRIPTION AND PURPOSE

This Graduate certificate program offered full-time over three semesters. Graduates will have demonstrated the ability to apply relevant theory, practice safely/ competently, complying with current legislation, regulations, standards, and established policies/ procedures within the Advanced Care scope of practice.

The program purpose in to prepare student for entry to practice in the Advanced Care paramedic Profession by:

- Ensuring all graduates achieve the competencies listed in the ACP Competency Profile and are ready to write the Ministry of Health and Long-Term Care – Provincial Advanced Care Exam
- Providing the student with the knowledge, skills and judgement to provide safe, competent and ethical practice in a variety of clinical practice

Advanced Care Paramedic program is to build upon the Primary Care Paramedic competencies, and Advanced Care Paramedics apply the additional knowledge and skills to provide enhanced levels of assessment and care. Controlled or delegated medical acts in the ACP competency profile include advanced techniques to manage life-threatening problems affecting patient airway, breathing and circulation. ACPs may implement treatment measure that are invasive and/ or pharmacological in nature. (*National Occupational Competency Profile for Paramedics 2011*)

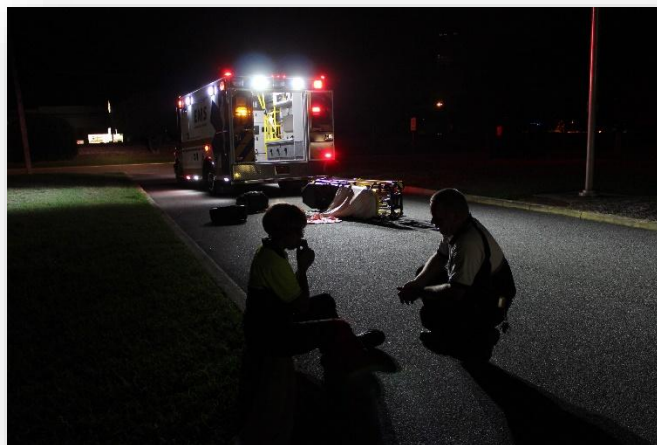
AS A GRADUATE

Following successful completion of the Advanced Care Paramedic Program, graduates are eligible to write the Ministry of Health's, Advanced Care Paramedic provincial examination. This will allow the graduate to return to current employment as an Advanced Care Paramedic or seek employment as an Advanced Care in the province of Ontario. As well as certification with Ontario Base Hospital Program.

OUTCOMES OF A GRADUATE

As a graduate you will:

- Interact professionally with patients and others, adhering to relevant provincial and federal legislation and codes of conduct
- Collaborate with a broad range of personnel such as employers, Primary Care Paramedic, Critical Care Paramedics, Communications officers, firefighters, police officers, physicians, allied health professional and others
- Lead an interdisciplinary team to ensure optimal patient care
- Provide complete and accurate report, in compliance with current legislation, regulations, standards and establish policies and procedures
- Analyze patient assessment findings critically, and infer a provisional diagnosis, using relevant theory and practices and complying with current legislation, regulation, standards, best practices and establish policies and procedures
- Evaluate patient condition continuously, anticipating changes and adapting interventions to provide safe and optimal care
- Justify an intervention plan in accordance with ACP medical Directives, best practices, evidence-based medicine and critical findings
- Perform basic and advanced life support skills safely and competently, including controlled medical acts, in accordance with established standards and Medical Directives
- Employ preventative and therapeutic interventions, while maintaining safety of self and others, to promote optimal well-being of the patient, in compliance with current legislation, regulations, standards and establish policies and procedures



PROGRAM COURSES

FIRST SEMESTER

AP190	Advanced Patient Care Theory I
AP191	Advanced Patient Care Simulation Lab I
AP192	Advanced Skills Lab
AP193	Pharmacology for Advanced Care Paramedics
AP194	Professional Development

SECOND SEMESTER

AP290	Advanced Patient Care Theory II
AP291	Advanced Patient Care Simulation Lab II
AP292	Advanced Care Documentation and Professional Standards
AP293	Clinical Residency for Paramedics
AP294	Advanced Skills Lab II

THIRD SEMESTER

AP390	Field Residency for Advanced Care Paramedics
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ADVANCED CARE



**PROGRAM
REQUIREMENTS/
PLACEMENT PACKAGE**

REQUIREMENTS FOR THE ACP PARAMEDIC PROGRAM

Our clinical placement partners require that students have completed pre-entry certifications. For the College, this means we need our paramedic students to have all their requirements completed upon entry into semester one.

- Be sure to check your certificate expiry dates to be sure they are current.
- No certificate will be accepted if it expires at any point during your placement period.
- All required documents will be submitted online through our Learning Management system Blackboard under defined headlines.
- **do not** submit any individual certificates to your Coordinator that contain health records.
- All students must keep their originals as the Coordinator may ask to view them for validation processes.
- Before you hand-in certificates, ensure that your certificates will be valid throughout your second semester placement period.
- Page 10 and website lists the components required to complete this safety package.

YOU WILL NOT BE PERMITTED ENTRY INTO SECOND SEMESTER WITHOUT COMPLETED PACKAGES

An attestation letter will be provided to the students clinical site, in addition the Attestation letter will be provided to field placement provider along with digital and paper copy of Criminal Reference Check Vulnerable Sector. If the student is not an employee of the placement provider after completion of AP390, the records will be removed to confidential shredding and deleted.

All other records required are view by program Coordinator and kept on Blackboard.

COMPONENTS OF THE PROGRAM PACKAGE

Documents for placement packages are located in the appendices of this document.

<https://www.confederationcollege.ca/program/advanced-care-paramedic/information>

Letter to request Criminal Reference Check Vulnerable Sector is located at the above link under the heading “*Requirements to be Completed Before Attending Classes*”.

1. A current **CPR certificate with Health Care Provider status**, must be maintained yearly. The standard first aid certificate certificates are good for three years, but ***CPR certificates are only good for one year as per Ambulance Act***. This must be Heart and Stroke BLS provider, Red Cross BLS or St Johns Ambulance BLS- CPR acquired from outside these agencies will not be recognized.
2. Standard first aid is not required.
3. **DRIVER’S LICENSE**: An Ontario Driver’s License photocopied in colour (front and back).
Class F is required
4. A coloured photocopy of your College student ID card. This assures, to your EMS ambulance service, that you are a registered/ paid student covered by WSIB and the College insurance policy.
5. Confidentiality agreements for the College, CACC and ambulance employer are provided for completion. (See appendices B and G)
6. Student contact information sheet attached with appendix “E”.
7. Criminal Record Check – valid for one year only, then must be renewed
 - An original **Vulnerable Sector** Criminal Record Check (CRC), or receipt showing proof of application, please note that just a receipt will delay

placement. In the event a positive check is returned, you will not be eligible for placement or may be removed and not allowed to return.

- **To be eligible for participation in field placement a student must not have been convicted of any criminal offence for which the student has not yet been pardoned. An unpardoned criminal record could result in the student not being able to participate in the field placement courses and therefore prevent the student from graduating. A recent and valid vulnerable sector criminal reference check (CRC) is therefore required to enable the student to progress through this program.**
- **Some police services require specific documentation from the Associate Dean of the School of Health. Please ensure that you notify your program Coordinator as soon as possible so the request can be completed in a timely manner.**
- **Note:**
Procedures and regulations for obtaining criminal record search documents are controlled by the RCMP and the Government of Canada. These procedures and regulations may change at any time without notification. Confederation College will endeavour to notify students of any changes when they come to our attention. As of March 1, 2012, the following reflects the current procedures and regulations of the RCMP with regard to Vulnerable Sector Verifications.
The RCMP identified a means to enhance vulnerable sector checks to make the searches more rigorous. In the interest of public safety, the enhancements were quickly implemented to protect vulnerable members

Because of the enhancement, a Vulnerable Sector Verification now requires the submission of fingerprints whenever the gender and date of birth of an applicant match to an existing pardoned sex offender record. This is not an accusation of criminality, but a requirement for a thorough verification to confirm identity and protect personal privacy. This process will take at least four months.

Note: Any costs associated with acquiring a Criminal Reference Check (CRC) will be the responsibility of the student applicant.

8. Qualitative or Quantitative “Mask Fit Testing” must be completed by a certified provider. The certificate must be valid for one year. This must be renewed on an annual basis.

9. Immunization and Communicable Disease Form

This may be completed by student’s physician, nurse practitioner or the College Health Centre

Completion of the “Immunization Communicable Disease’s Form” and a copy of your immunization records (including blood work) should be submitted to the health Centre as instructed in the College’s Health Centre web site guidelines:

All forms required will be posted under the heading -As a student

You won’t be able to get your flu shot certificates until October/ November of each year. Please see specific guidelines as outlined on the College’s Health Centre web site linkage above. Look for the “The Immunization Communicable Disease’s Form” at this site (Also in Appendix A).

10. The “Self-Declaration Form”, as required by the Ambulance Act of Ontario, attests that to the best of your knowledge, you are free from the diseases that are specified. (Found in Appendix E – Confederation College Student Entry Package.

The “Immunization Communicable Disease’s Form” is required by the Ambulance Act of Ontario and is to be submitted by the time lines specified to

the College Health Clinic or your regional campus (See a sample form Appendix A).

11. Proof of Flu shot – required for placement attendance as placement providers will take on responsibility of a non- immunized learner.

Note: Students are able to see the status of immunizations on “Black Board.” This electronic spreadsheet is kept up to date by our College’s Health Nurse. Only the student, Coordinator and the Health Nurse may see your immunization status on “Black Board”.

The above 5 documents comprise “Package B”

- **Please note: should a student refuse to acquire the annual influenza immunization they must complete the training package. This will also affect the ability to participate in field / hospital placements. Local service providers as well as hospitals have stipulated that they will NOT take responsibility for students who are not current in their vaccination against influenza (flu shot).**

PLACEMENT PACKAGE DOCUMENT SUBMISSION:

Student placement package submission will occur through Blackboard under the course designated by the Program Coordinator. Once viewed and checked off the student will receive a 5/10 with further comment for amendment and re-submission or a full mark of 10/10 which will signify the document is completed no further submission required. These marks are not for academic purposes and only serve as a completed document marker.

SUBSTANCE USE ON CAMPUS

Along with the student code of conduct and students' rights and responsibilities academic policies. Students must abide by the substance use policy while participating in Confederation College learning and events.

Please review the following link:

https://www.confederationcollege.ca/sites/default/files/uploads/department/ch4-s4-32_substance_use_policy_final_2018-12-13_revised.pdf

While attending clinical/ field placement the student MUST abide by the set policies of the placement providers that are hosting them.

Pregnancy while attending Clinical or Filed Placement:

Please reference AP 293 and AP 390 manuals for specific considerations.

ADVANCED CARE



**STUDENT EVALUATION
GRADING & REWRITE
POLICIES**

STUDENT SEMESTER PROMOTION POLICIES

A student is eligible for promotion within the paramedic program when he/she has successfully met the performance outcomes of a specified portion of the program.

To progress in and register in core paramedic program courses for the next semester, a student must achieve a passing grade in all the core paramedic courses taken in the previous semester.

As well, students are directed to review College policies regarding Grade Point Averages (Student Handbook) which also applies to continuation in the paramedic program. All Paramedic Core Courses must have a 70% passing grade or a (CR) credit to pass and continue into the next semester. If a student fails one Core Paramedic Subject, they may qualify for a “Re-write” for that subject. If the student fails a second Core Paramedic Subject in their current semester, they will not be permitted a re-write. Only one re-write of a core paramedic subject is permitted per academic semester. These courses are identified by code **AP** in front of course number.

Passing of clinical placements and placement extensions are dependent on the Hospital and/or Paramedic Ambulance preceptor(s) recommendations.

The final decision for passing or granting extensions are the College’s.

“Extensions” if granted, are viewed as a “re-write” for the course. Any additional clinical time past the 412 hours, will be considered **AFTER** the student’s “Final Competency Evaluation Form” is submitted to the AP293 Clinical Residency for Paramedics and AP390 Field Residency for Paramedics - Clinical Coordinator.

The student's achievements in the theoretical and practical aspects of the program are evaluated separately. A student may be requested to withdraw from the program if his/her achievement in either of these two areas does not meet the program's requirements for promotion. No academic penalty will be assessed by the Registrar’s Office for course withdrawal before the specified date set by the College for “Program Withdrawal Without Academic Penalty.” These key dates are well documented in the student’s SUCCI handbooks (See “Academic Calendar” and “Withdrawal from a course” in your SUCCI Student’s Handbook.) SUCCI Student handbooks are available on the College website starting during

your first week at the College. Having a poor GPA/ failing grades makes it difficult for re-entry into many College programs. Registered failing grades will be a permanent record on your transcripts.

Students will receive a final report of their progress in the program on completion of each semester primarily through, “Blackboard” and “Banner” where our college’s electronic students’ marks are posted. A student who has not met the minimum requirements for the program at promotion will not be permitted to continue into the next semester. (Except as outlined under Evaluation of Clinical Performance.)

A student is eligible for graduation when he/she has met **all** the required outcomes of the paramedic program.

Promotion policies for the paramedic program are reviewed annually by the faculty. Occasionally, during the semester and at the end of the semester “Academic Interventions” are issued as a condition of continuation in the Paramedic Program. At times, rather than a (Credit/ or Percentage Grade being assigned, an (IN) incomplete will be assigned. The Registrar’s Office again has key dates whereby these IN grades must be changed by the Professor in charge or the grading automatically reverts to a “F” Grade. Once a “F” grading has been registered by the Registrar’s Office, the “F” grade is “Permanent.

EVALUATION OF THEORY

The final grade in each subject will be based on a continuous testing and assessment program; a variety of tools which may include oral and written tests, assignments, group presentations, class participation, instructor(s) observation, and practical tests will be used.

Professors/Instructors are to follow “Course Outlines” that students receive electronically in files and posted on Black Board at the start of each semester. There is some flexibility allowed in assessment, but assessment outcomes and criteria are followed **as per course outlines**.

Students will be informed in writing at the beginning of each semester by the instructor(s) concerned, as to the methods of assessment to be used for that subject. You should receive a schedule specific to your subject and evaluation process that follows your course outlines. The student will be evaluated on the content presented and assigned during each day of class throughout the semester.

Regular attendance and participation are an essential and integral part of the evaluation process and in achieving success in the Paramedic Program.

Text Requirements: Please refer to course outlines for your text requirements.

Students are referred to the “Plagiarism and Cheating Policy” in the Confederation College’s “SUCCI Day-Timer and Student Handbook”

EVALUATION OF PRACTICAL

Practical abilities are evaluated with either a simulated real patient or a high-fidelity manikin simulation; hospital clinical placement; or most importantly ambulance field placement. The total ambulance clinical placement required time is scheduled for 432 hours throughout the Advanced Care Paramedic Program. What is most important is performing each competency and having the competencies signed off by your preceptors. In our program, we divide up the ambulance clinical placement time as follows:

- Semester II – Clinical Residency for Paramedics – 158 hrs
- Semester III – Field Residency for Paramedics – 432 hrs

Our program follows NOCP (National Occupational Competency Profiles) for the paramedic. This means preceptors (the paramedic assessing you) must sign off specific skill sets required.

Before you are allowed in a clinical and field setting, you must demonstrate your competence in the simulated practicum and theory. At Confederation College we use the Global Rating Scale to evaluate the students' performance in a simulated practical scenario testing. This can include 5-7 scenarios that the candidate rotates through until all have been completed. During that testing time access to notes, directives, or online references is strictly forbidden and if the student is found doing so it will be considered cheating (reference cheating and academic integrity policy for further details).

Please note that when attending placement, we adhere to that service providers requirements and policies. Should you be unable to meet their standard you may not proceed to placement, which prevents success in the Advanced Care Paramedic Program.

The Following Outlines the Achievements Required for Practical Labs:

AP191 Advanced Care Simulation Lab I – Global Rating Scale is utilized to mark the student. This does not render a percentage grade; it gives the student a scale standing which allows for better feedback and statistical data on student improvement or regression. In semester one the marks required to be successful are as outlined. **Pass**:4.0 in all dimensions **Rewrite** (see reminder on rewrite qualifiers below): 3.5 in all dimensions

AP291 Advanced Care Simulation Lab II – Global Rating Scale is utilized to mark the student. This does not render a percentage grade; it gives the student a scale standing which allows for better feedback and statistical data on student improvement or regression. In semester one the marks required to be successful are as outlined. **Pass**: 4.0 in all dimensions **Rewrite** (see reminder on rewrite qualifiers below): 3.5 in all dimensions

ACP Skill Evaluation Achievements Required for Skills Labs AP 192 and AP 294

In the advanced care paramedic program skills courses AP 192 ACP Skills I and AP 294 ACP II. Each course evaluates the predetermined skills four examination points throughout the semester. The marks obtained during examinations accumulate to make up the total mark for the course. To complete and receive a credit in these courses a student must achieve no less than 70%, which is the passing standard set by the Advanced Care Paramedic program.

Skills Check Sheets:

These are in the Advanced Care Paramedic Program Equipment and Procedure Manuals. The evaluation tool is available to the student as soon as these resources are purchased through the college bookstore.

Check sheets contain the competencies that must be demonstrated by the student. Each competency is weighted based upon the importance of the competency. Within the check sheet there are critical “must” perform in accordance with the check sheet.

Once the sheets are marked and tallied by the examiner, lab referrals are based on the following criteria.

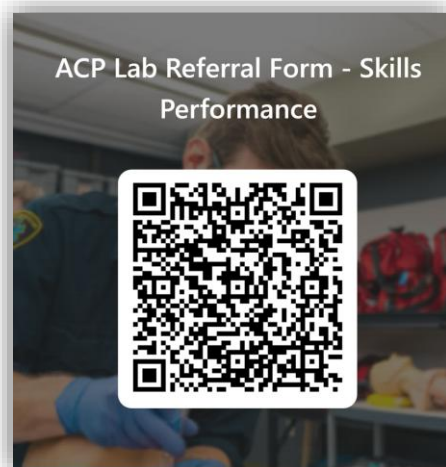
- <70 % of the students did not meet basic performance and will be remediated and given a mandatory lab referral where they will work with a faculty member to improve on strengths and weakness so that the student can be prepared for a final retest evaluation. Less than 70% means that the student will NOT be re-evaluated in the faculty led labs. The student will have to use the semester re-write to demonstrate the performance. Please review the ACP retesting policies in this Manual.
- 70-84% of the students meet most of the competencies, however, requires remediation and qualifies for re-evaluation of ACP lab faculty. This will not be included as a semester re-write. Once the student is remediated through the mandatory lab referral they will perform the skill for evaluation by the lab faculty. The student will not receive the results at that time. The marks will be submitted by ACP lab faculty through email to the program coordinator. It is then reviewed by the program coordinator and the student will then be notified of marks.
- $\geq 85\%$ of the students do not require remediation; however, they are encouraged to attend the ACP faculty led practice labs and student led practice labs.

Lab Referral Forms

These will be completed by the AP 192 or AP 294 evaluating ACP faculty through the MS Forms and is emailed to the ACP practice lab faculty. The student will be notified by email of the mandatory attendance via college email and calendar scheduling. These dates cannot be rescheduled; however, the college and the faculty understand that extenuating circumstances and these will be evaluated on a case-by-case basis.

If the student does not complete mandatory remediation, re-evaluation (if qualifies) or semester rewrite. The student will receive a failing grade and will not be permitted to progress in the program.

Check sheets are also available through ACP SharePoint for download and practice.



Reminder: You only qualify for a semester rewrite if you have been unsuccessful in one of the core courses (which are defined with the code AP) should you be unsuccessful in more than one AP core course you do not qualify for the rewrite.

The marking scheme is placed into an excel spreadsheet and each dimension is evaluated on its own (horizontal average not vertical total). The “overall performance” stands alone – this is NOT an averaging of the seven dimensions, it is the overall impression that the examiner evaluates separately.

Regarding the GRS practical examinations: *The student cannot access any technology or notes of reference while performing this exam. Even during the brief time in-between there is no access to technology or notes. Should the student be observed doing this, it will be viewed as “cheating” and will be approached as the Academic Integrity Policy outlines.*

Passing of clinical placements and placement extensions are dependent on the Hospital and/or Ambulance preceptor (s) recommendations, but the final decision for passing or granting extensions remain with the College. “Extensions” if granted are viewed as a “re-write” for the course.

Paramedic students must be aware that real people will be used as patients, including paramedic students as this is a hands-on course and this is required to facilitate interactive scenarios. Please note if there is an issue regarding this see

your program coordinator so that they may assist you. Your instructors in the practical lab setting are current and active Paramedics that bring years of combined experiences for our students. The students are taught to the provincial standard, but they must be aware of local directives that may exist while on placement.

ACP Program Remediation Pathways

In cases where a student may be identified for academic intervention or remediation based on theory, practical, clinical, and field performance the following processes and policies are set in place to assist the student in:

Academic:

- Program coordinator will check in with academic instructors at approximately 4 weeks into program start of the semester. This allows for either a few evaluation/ exams/ attendance patterns to be reported on.
- When a student is identified to need academic intervention, the coordinator based on academic instructor information will complete the form for early academic intervention. Through the faculty access portal.
- Program Coordinator will connect with student for an in-person meeting. This will include conversation surrounding barriers to success, potential need for Accommodation Plan or accessing Individual Educational Plan. The student is not expected to discuss personal barriers; however, they will be given the opportunity to seek out college counselling services. In addition to the above the program coordinator can connect students with tutoring specifically for Advanced Care Paramedic focus
- For the common topics across health care program students will be directed to the tutoring centre for specific topics such as Anatomy & Physiology, Pathophysiology and Pharmacology.
- Follow link to request a tutor: [https://www.confederationcollege.ca/department/tutoring/i-need-tutor-tutoring-services#:~:text=If%20you%20have%20any%20questions,\(807\)%20473%2D3894.&text=Your%20student%20number%20starts%20with,digits%20of%20your%20student%20number](https://www.confederationcollege.ca/department/tutoring/i-need-tutor-tutoring-services#:~:text=If%20you%20have%20any%20questions,(807)%20473%2D3894.&text=Your%20student%20number%20starts%20with,digits%20of%20your%20student%20number).
- In addition, there is the pathway through the Student Success Advisors – online notification is submitted and the SSA will then connect with the student to ensure they are accessing the resources available from the college and if they need any academic assistance.
- The SSA is notified by program coordinator post in-person meeting and student is notified of this next step
- If an ACP student is still unsuccessful at the end of the semester, they are offered a re-write in the subject failed if they were successful in all other core courses
- For remediation the student is connect with a faculty member to review areas of concern, and they are then given the option to student with a Peer Tutor who is recognized through the Confederation College tutoring centre with the qualifications of:
 - have a minimum grade of 'A' in courses they tutor in
 - have a minimum GPA of 3.0

Skills:

- <70 % of the students did not meet basic performance and will be remediated and given a mandatory lab referral where they will work with a faculty member to improve on strengths and weakness so that the student can be prepared for a final retest evaluation. Less than 70% means that the student will NOT be re-evaluated in the faculty led labs. The student will have to use the semester re-write to demonstrate the performance. Please review the ACP retesting policies in this Manual.
- 70-84% of the students meet most of the competencies, however, requires remediation and qualifies for re-evaluation of ACP lab faculty. This will not be included as a semester re-write. Once the student is remediated through the mandatory lab referral they will perform the skill for evaluation by the lab faculty. The student will not receive the results at that time. The marks will be submitted by ACP lab faculty through email to the program coordinator. It is then reviewed by the program coordinator and the student will then be notified of marks.
- If an ACP student is still unsuccessful at the end of the semester, they are offered a re-write in the subject failed if they were successful in all other core courses.
- The ACP student will be given the opportunity to review the skills that they were unsuccessful in so that they can formulate a focus for practice.
- Once this is done the student is then scheduled to practice with an ACP faculty member before the scheduled retest

Practicum Lab:

- Once the student has completed a midterm evaluation this will give a projection for the probability of the students' success – through data if a student is less than a 3.0 in the GRS scale, they must be referred to additional practice lab with faculty. The faculty will have the scenarios to review to give focus to the lab referral. They will also be able to review dimensions that are difficult for the student, so that this can also be focused on during remediation for lab.
- After final evaluation if a student achieves only 3.5 this means that they qualify for the retest if they are successful in all other ACP core courses.
- Before the student attends the lab remediation before the retest the student is given the opportunity to review their scenarios one on one with the program coordinator so that a plan can be made.
- The student will then meet with the ACP faculty so that they can practice a review before the retest date of the exam.

Clinical:

- Upon evaluation of the students NOCP Departmental Focus sheet it is noted by the Clinical Guide that there were issues with the competencies performed that day the student will meet the program coordinator, this also includes the ETT tracking sheets.

- Once areas of issue are identified a Clinical Residency Learning Plan will be completed with a plan for remediation in the additional faculty run ACP labs.
- The faculty will use the lab referral through forms to communicate the completion.
- If attendance or inappropriate conduct by the student has been identified. A student success contract or behavioural contract will be created. This process will involve and the Dean or Associate Dean of the School of Health, and once completed the final copy will be emailed to the student and Academic Management.
- After 3 attempts at remediation, the student will no longer be offered the opportunity for further remediation. The health programs have time constraints for Hospital clinical availability. Therefore, no extensions that can be granted outside of the semester the course occurs in.
- When the student does not meet the course outline objectives they will not be allowed to continue in the program and will be eligible to reapply for semester II clinical AP 293 when offered in the Winter semester of the following academic year.
- Should a student re apply and be granted a seat based on availability. They are to attend a mandatory “boot camp” to review skills and competencies needed for Clinical placement – Semester I skills sheets are utilized for this evaluation process and the student must achieve >85% on each skill sheet to be eligible to return to clinical placement.

Field Preceptorship:

- ACP Program Policy 4.0 – Student Records evaluation of Preceptorship Performance is utilized to ensure consistent application of process.
- ACP Program Policy and Procedure for Academic Certification Deviation from Medical Directive 5.0.
 - *This is located in Appendix G of this manual.*
- If a student has been identified by the preceptor that the student requires strengthening in areas of identified weaknesses the program coordinator will be notified and will then schedule a mandatory meeting with the preceptor and student.
- During the mandatory meeting a plan for remediation on skills will be developed and then a student success plan will be developed. This will include access to additional faculty lab remediation and sign off utilizing both AP 192 and AP 294 check sheets to evaluate as well as scenarios surrounding the area of decision making that requires remediation.
- If after this remediation the student is not able to achieve the outlined competencies in the course outline AP 390 the student will be withdrawn from the course and will have to reapply for this course in the following semester when it is offered again.
- Should a student re apply and be granted a seat based on availability. They are to attend a mandatory “boot camp” to review skills and competencies needed for Preceptor placement – Semester I and 2 skills sheets are utilized for this evaluation process and the student will then attend the AP 291 GRS Final Evaluation process where they must achieve greater than 4.0 to move onto the Academic Certification process.
- The student will be granted a rewrite on GRS Final only if their mark is 3.5 and above.

- Below 3.5 the student does not qualify for retest or return to placement.
- When deviation from medical directive has taken place the Base Hospital program and the ACP Program Policy and Procedure for Academic Certification Deviation from Medical Directive 5.0 will notify the program coordinator, and the policy will be followed.
 - *This is located in Appendix G of this manual.*

GRADING OF PARAMEDIC COURSES

The grading policy outlined below applies to the all-core paramedic courses:

<u>Letter Grade</u>	<u>Percentage Attained</u>
A	80 - 100%
B	70 - 79.9
F	< 70%
CR	Credit
NCR	No Credit/ Failure
IN	Incomplete
EX	Exemption

Grades for other courses are identified in each course outline. When a student fails to achieve a passing grade in a paramedic course, the student's performance will be reviewed by the faculty. Based on that review, a student may be given an opportunity to complete a rewrite or retest of that course based on program policies. The student must demonstrate satisfactory knowledge or skills through this opportunity. Any cost associated with re-testing will be at the students' expense. These "re-writes" are always an all or nothing pass and the most a student may ever receive is a passing grade on a re-write attempt.

Passing of clinical placements and placement extensions are dependent on the Hospital and/or Ambulance preceptor (s) recommendations, but the final

decision for passing or granting extensions remains with the College. “Extensions” if granted are viewed as a “re-write” for the course.

Core Courses and “Subject Rewrites”

Core Courses and “Rewrites” for failed courses.

Core Courses in the paramedic program refer to all courses that start with the letters “AP.”

Students who fails one core paramedic course may be eligible for a course re-write. Students will **only** be allowed a rewrite under the following circumstances:

1. Only one rewrite is permitted for a failed core paramedic course in each semester.
2. The student must have obtained at least 50% in the failed subject to be eligible for a rewrite. Or the GRS grade outlined earlier in this manual.
3. The student must have demonstrated satisfactory attendance during the duration of the course/ subject involved. Please check for specifics in course outlines.
4. Rewrites will be comprehensive in nature including curriculum from the entire semester and previous semesters. The content and length of the re-write exam (practical/ theory) will be at the discretion of the instructor/ Coordinator involved.
5. The maximum allowable grade a student can attain after a rewrite will be a 70% grade in that course.
6. The rewrite must **be completed within one week** of the instructor registering the failed course.

NOTES:

- Students are encouraged to review the Student Rights and Responsibilities section of “The Student Handbook” as outlined on the <http://www.confederationc.on.ca/studenthandbook> web site.
- If the student has an injury that prevents them from participating in the examination process a doctor’s note must be provided and a doctor’s note stating that the student can resume the activity. The students will only be accommodated in that semester. Should the injury prevent them from completing the current semester’s testing the student will be unable to progress in the program. This is for the student’s safety and wellbeing while performing required physical duties while in the program.
- The student is expected to perform to the physical fitness level of the Paramedic required in the field. There is physical lifting and moving of patients in the lab setting, in the clinical field and ambulance field placement. If the student is unable to achieve physical fitness levels while in placement, this can affect their successful outcome.
- Lab rewrites will be comprehensive in content and will involve content from previous semesters.

EVALUATION OF LAB/CLINICAL/FIELDWORK PERFORMANCE

1. Program Outcomes

To successfully complete the Advanced Care Paramedic Program, students must meet the Learning Outcomes for the program. Successful completion of the learning outcomes for each semester enables the student to progress toward meeting the overall outcomes. This also includes the National Occupational Competency Profile for Paramedics.

The specific clinical/fieldwork outcomes in each semester relate to the content's theory being taught and help form the criteria for meeting the learning outcomes for that semester.

2. Lab/Clinical/Fieldwork Performance

The student's lab/clinical/fieldwork performance will be evaluated and discussed with him/her/ they on an ongoing basis and at the end of the semester. At that time the student's progress in meeting the outcomes for that semester will be reviewed. All the outcomes for each semester must meet satisfactorily by the end of that semester. In order for the student to receive a passing grade in the Lab/Clinical/Fieldwork Experience course.

Once a student has successfully met a lab/clinical/fieldwork outcome for any semester, he/ she/ they are expected to maintain their performance in relation to that outcome.

Students must maintain their competence throughout lab/clinical/fieldwork placement. **Students who are deemed to be unsafe in the practice setting will be withdrawn from placement and possibly the Advanced Care program.**

The student's lab/clinical/fieldwork evaluation may be considered as "Incomplete" under any of the following conditions:

- (a) when his/her/ their lab/clinical/fieldwork performance cannot be adequately assessed due to inadequate data (e.g., when the student has been absent for a major portion of the experience; failure to submit required paperwork from clinical placements to their professor in charge).
- (b) when he/she/ they have had insufficient or no opportunity to meet a particular outcome/ outcomes / NOCP competencies outline by the current NOCP document.
- (c) when he/she/ they have received an "Unsatisfactory" rating for one or more learning outcome(s) at the completion of a semester or end of an extended field placement opportunity. In the clinical setting, any extension to clinical time must be agreed upon by both the preceptor and professor responsible for the clinical subject.

The Professor in charge of the subject has the ultimate decision for pass/ fail based on data received from the preceptors and paperwork submitted by the student. The preceptors only affirm if competencies have been completed to standards and record those findings in tools provided to them, like the "Final Competency Evaluation Form."

No "UNSAT" ratings on the final Competency Evaluation Form should occur at the end of the third semester. If there is an UNSAT then an extension of placement may occur and is up to the discretion of the clinical coordinator. Please note that any extension in a field or hospital placement is considered a rewrite in that semester.

At the end of each semester, the student will receive a final report of his/her/ their progress in the **clinical area and field placement area**. The student's progress will be recorded on his/her transcript as follows:

Interpretation

Credit	The student has received a "Satisfactory" rating for all the lab/clinical/fieldwork experience outcomes at the completion of that semester.
NCR (Failure)	The student has received an "Unsatisfactory" rating for one or more lab/clinical/fieldwork experience outcomes at the completion of that semester or too many competencies documented as "Needs Improvement."
IN (Incomplete)	The student's lab/clinical/fieldwork evaluations are "Incomplete" because of one or more of the conditions outlined above. The IN must be changed to "Credit" or it will be considered a failure by the end of the next lab/clinical/fieldwork period or as otherwise specified by the Promotion Committee. The Registrar's Office automatically converts IN grades to F grades and the grade change dates are specified in the students' SUCCI program calendar.

3. Non-Credit Lab/Clinical/Fieldwork Evaluations

Students who have received a final report which specified "F" for the clinical/fieldwork evaluation at the end of a semester will be required to withdraw from the program. The College may make up a new academic intervention plan with the student, depending on circumstances surrounding the failure.

Notwithstanding any of the above, a student may be asked to withdraw from the clinical practice part of the program at any time, if his/her/ their performance is such that it is not in the best interest of patient care.

PLAR Policy for ACP Previous Learning of NOCP Standards



Procedure Title	PLAR Procedure for Advanced Care Paramedic Students – General Competency 7: Transportation
Procedure Holder	Confederation College Advanced Care Paramedic Program
Procedure Approver(s)	Shane Strickland, Dean of Health, Negahneewin & Community Services
Related Policies	Ch5-s1-01 Course Evaluation and Grading Ch5-s1-02 Academic Appeals Ch5-s1-03 Transfer Credits Ch5-s1-05 Withdrawal from Course Ch5-s3-03 Acquisition of Secondary Credential
Related Procedures	N/A
Appendices	N/A
Storage Location	Confederation College Advanced Care Paramedic Program Manual.
Effective Date	2022-08
Next Review Date	2024-05

Purpose

The Confederation College Advanced Care Paramedic program recognizes prior learning and skills, knowledge or competencies that have been acquired through graduation from a Primary Care Paramedic program where competencies were taught and assessed, employment, informal learning and/or other life experiences, specific to General Competency 7: Transportation.

Scope

This procedure applies to candidates requesting evaluation of previous learning through Prior Learning Assessment and Recognition (PLAR), to earn a grade in the Confederation College Advanced Care Paramedic program. Courses eligible for PLAR are specific to General Competency 7: Transportation.

Definitions

Candidate	For the purposes of this procedure, a candidate is an individual requesting assessment of prior learning through the PLAR process.
Challenge Process	The challenge process may involve a variety of written and non-written evaluation methods for the purpose of measuring a candidate's competency with respect to course/program learning outcomes.
Portfolio Assessment	Portfolio assessment is a method that involves the evaluation of an organized collection of materials developed by a candidate to demonstrate learning achievements and relate them to the stated outcomes/competencies of college courses or programs.
Prior Learning Assessment and Recognition (PLAR)	PLAR is a process of evaluating learning, knowledge and skills acquired through life experience such as self-directed study, paid employment, voluntary work, professional development, travel, lived experience and other learning not acquired through formal postsecondary education. For this learning to be credited, it must be described or demonstrated, assessed as to its nature, extent, and depth, and deemed equivalent and current when compared

to course or program learning outcomes. PLAR can be assessed according to various mechanisms.

Residency

Residency refers to the minimum number of credits, or corresponding length of time, that a student must be registered with Confederation College.

1. General PLAR Elements

Eligibility

- 1.1. A candidate for PLAR is 19 years of age or older or has an Ontario Secondary School Diploma (OSSD) or equivalent.
- 1.2. To receive a credential with credits obtained through PLAR, a candidate must meet the Advanced Care Paramedic program admission requirements. However, candidates are not required to be registered Confederation College students in order to be assessed.
- 1.3. The student's prior learning will be assessed by academic faculty who have subject matter expertise in the area.
- 1.4. Students who have failed a course previously or have been unsuccessful in a PLAR challenge within the past year (12 months) will not be permitted a PLAR challenge in the same course.
- 1.5. PLAR will only be awarded to candidates who have successfully completed AB 325 Ambulance Operations or an equivalent course from a recognized Canadian college. Equivalency will only be considered for courses which emphasize techniques necessary to ensure driver and vehicle readiness for emergency service, preparedness to operate an emergency vehicle, and drive defensively, as well as working effectively with other emergency response personnel.

Maximum Credits towards a Diploma or Certificate

- 1.6. Credit for courses obtained through PLAR replace no more than 75% of the courses required for such programs.

2. Assessment Process for PLAR Courses

- 2.1. Candidates applying for a portfolio assessment must do so before the course begins. Program-specific restrictions may exist.
- 2.2. Candidates may appeal Portfolio Assessments in accordance with the Academic Grade Appeal Guidelines.
- 2.3. Challenge Exam results may not be appealed.
- 2.4. A candidate may re-apply for a course PLAR after an unsuccessful attempt, after one year has passed. The candidate is required to provide a reasonable explanation of additional relevant learning.

Noncompliance

It is the joint responsibility of the Registrar and Dean to ensure that the guidelines contained in this procedure are followed and adhered to in order to effectively and efficiently support student focused learning objectives. Lack of compliance will result in delays in academic operations and student success.

Revision History

Version	Change	Author	Date of Change

ACP PLAR Assessment Letter



1450 Nakina Drive, Thunder Bay, Ontario Canada P7B 0E5 Website: www.confederationcollege.ca

Click or tap to enter a date.

Re: Result of Assessment for PLAR involving General and Sub competencies #7 – Transportation

The following documents were submitted as per the policy, ACP 1.0: PLAR Policy- Transportation:

Ministry of Health and Long-term Care A-EMCA or Equivalent

AND

Letter of Paramedic Employment confirming hours worked:

- 7.3 Transfer patient to air ambulance.
- 7.4 Transport patient to air ambulance.

AND

Course outline from college student graduated from outlining Course learning outcomes – Ambulance Operations or Equivalent: Click or tap here to enter text.

- 7.1 Prepare ambulance for service.
- 7.2 Utilize safe emergency driving techniques.

OR

Course outline from Nationally accredited Primary Care Paramedic Program where NOCP are specifically outlined.

- 7.1 Prepare ambulance for service.
- 7.2 Utilize safe emergency driving techniques.

This letter is to confirm that ACP student Click or tap here to enter text. has met the requirements to earn recognition of prior learning in the following NOCP competencies:

7.1 Prepare ambulance for service.

- 7.1a Conduct vehicle maintenance and safety check.
- 7.1.b Recognize conditions requiring removal of vehicle from service.
- 7.1.c Utilize all vehicle equipment & vehicle devices within ambulance.

7.2 Utilize safe emergency driving techniques.

- 7.2.a Utilize defensive driving techniques.
- 7.2.b Utilize safe emergency driving techniques.
- 7.2.c Drive in a manner that ensures patient comfort and a safe environment for all passengers.

7.3 Transfer patient to air ambulance.

- 7.3.a Create safe landing zone for rotary wing aircraft.
- 7.3.b Safely approach stationary rotary wing aircraft.
- 7.3.c Safely approach stationary fixed wing aircraft.

7.4 Transport patient in air ambulance.

- 7.4.a Prepare patient for air medical transport.
- 7.4.b Recognize the stressors of flight on patient, crew and equipment, and the implications for patient care.

Click or tap here to enter text. Has been successfully awarded a PLAR credit for General Competency and Sub competencies #7- Transportation.

Should you need further clarification or additional information please contact me at tanis.miller@confederationcollege.ca.

Regards,



Tanis Miller- AEMCA, ACP

Confederation College ACP Program Coordinator

ADVANCED CARE



**ACADEMIC CERTIFICATION
INFORMATION AND
NORTHWEST PREHOSPITAL
CARE PROGRAM POLICY**

ACADEMIC CERTIFICATION

THBRHSC – Base Hospital Policy Manual Link:

<https://tbrhsc.net/prehospital-care/policy-manual/>

Academic certification is a MANDATORY requirement in the Advanced Care Paramedic Program. This certification will be through Northwest Region Prehospital Care Program.

Certification will occur through practical testing and written and overseen by lead physician. The student will be allowed to perform controlled medical acts once competencies have been evaluated by Northwest Region Prehospital Care Program. The ACP student will not be permitted to perform scheduled III acts (please see link below). Specifically for clinical residency at Thunder Bay Regional Hospital and Superior North EMS Thunder Bay, this would be needle thoracostomy and cricothyrotomy.

Should these delegated medical acts be required in clinical and field settings then the preceptor (most trained personnel) are to do this act and be observed by the ACP student. These scheduled III acts are to be evaluated in a simulated setting to complete the competency required.

Please refer to National Occupational Competency Profile for Paramedics - October 2011. Pg. 93 5.1.k, 5.1.l – Cricothyrotomy, Pg. 108 - 5.5s – Needle thoracostomy (currently under review and final decision is made by the Medical Director of the Base Hospital

<https://paramedic.ca/uploaded/web/documents/2011-10-31-Approved-NOCP-English-Master.pdf>

NOTE: The ACP student must be successful at examined competencies set out by Confederation Colleges course learning outcomes and exams. The base hospital academic certification will not supersede the College marks if there is discrepancy.

https://www.health.gov.on.ca/en/pro/programs/emergency_health/reg_257_00.aspx

Policies, Procedures, Standard Operating Practices

No. CERT 1000

Title: Academic Certification – Primary or Advanced Care Paramedic	<input checked="" type="checkbox"/> Policy <input type="checkbox"/> Procedure <input type="checkbox"/> SOP
Category: Certification Dept/Prog/Service: Northwest Region Prehospital Care Program	Distribution: NW Region EMS; Confederation College
Approved: NWRPCP Medical Director & Program Manager	Approval Date: January 2022 Reviewed/Revised Date: n/a Next Review Date: n/a

1.0 PURPOSE

- 1.1 This policy refers to Northwest Region Base Hospital Program (NWRBHP) process for Academic Certification for Primary and Advanced Care Paramedic students.

2.0 POLICY STATEMENT

- 2.1 This policy details the procedures for the provision and authorization to perform controlled acts and advanced medical procedures to a Primary Care or Advanced Care paramedic student under the authority of the Northwest Region Prehospital Care Program (NWRPCP) Medical Director as per Ontario Regulation 257/00, Part III, s.8. (2)(c), and Part VI, s. 14 (2). These procedures specify the requirements for the College/Academic institute, the paramedic student, the Service Operator and the NWRPCP. Failure to comply with all aspects of this policy may result in the denial or suspension of academic certification at the discretion of the Program Medical Director.

3.0 SCOPE

- 3.1 The following certification process applies to Primary Care or Advanced Care paramedic students who are currently enrolled at an affiliated college/academic institute, and have completed the didactic and clinical training requirements, as specified by the college/academic institute, necessary to proceed to the preceptorship (field placement) phase of training.

4.0 DEFINITIONS

- 4.1 **Academic Certification:** the process by which paramedic students receive authorization from a Program Medical Director to perform controlled acts and other advanced medical procedures in accordance with the current Advanced Life Support Patient Care Standards (ALS PCS) and per Ontario Regulation 257/00, Part III, s.8. (2)(c), and Part VI, s. 14 (2).
- 4.2 **Advanced Medical Procedures:** Medical Procedures listed within the ALS PCS that are not controlled acts.
- 4.3 **Affiliated College (college):** a college or educational institute that is recognized by the NWRPCP through a formal educational partnership agreement.
- 4.4 **Authorization:** written approval to perform controlled acts and advanced medical procedures requiring medical oversight of a Program Medical Director.
- 4.5 **Controlled Act:** as set out in subsection 27(2) of the Regulated Health Professions Act, 1991
- 4.6 **Delegation:** The authorization by a Program Medical Director to paramedics for the provision of controlled acts.
- 4.7 **Program Medical Director:** a physician designated by a Regional Base Hospital as the lead Medical Authority of the NWRPCP.

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- 4.8 Service Operator: an organization or agency, certified to deliver the provision of land ambulance services as defined within the Ambulance Act.

5.0 PROCEDURE

- 5.1 The college/academic institute will notify the NWRPCP at the earliest opportunity to confirm any new paramedic students requiring Academic Certification, and the earliest date they will be available for the certification process.
- 5.2 The college/academic institute will provide written confirmation that the paramedic student meets all qualifications for final preceptorship.
- 5.3 The college/academic institute and NWRPCP will determine a mutually agreeable schedule for Academic Certification.
- 5.4 The college/academic institute will provide the contact information (email address) of the program coordinator, or designate, to be copied on all communication from the NWRPCP to the paramedic students.
- 5.5 The college/academic institute will provide a contact email address for each paramedic student prior to the Academic Certification process.
- 5.6 The college/academic institute will notify the NWRPCP within three (3)-business days of any changes to the paramedic student's academic enrollment or status that affects their certification status.
- 5.7 The NWRPCP will notify the paramedic student, the college/academic institute and service operator within one business day of any changes to the paramedic student's certification status that affects their ability to perform controlled acts or advanced medical procedures.
- 5.8 If indicated, the NWRPCP will guide and/or provide any required pre-course material to the paramedic student once the certification date has been confirmed.
- 5.8.1 Successful completion of all pre-course material is required prior to attending any Academic Certification process.
- 5.9 If Academic Certification is indicated, the process will include, at the discretion of the Program Medical Director:
- 5.9.1 The provision of a written knowledge examination based on the most current version of the ALS PCS, applicable to the specific scope of practice of the candidate.
- 5.9.2 An introduction to the NWRPCP policies applicable to the paramedic student (i.e. Program overview, Certification, Medical Oversight, Quality Assurance, and Professional expectations).
- 5.9.3 A review of ALS PCS Core Medical Directives including authorized Auxiliary Medical Directives and any applicable updates.
- 5.9.4 Approved simulated patient care evaluations.
- 5.9.4.1 The Global Rating Scale is the standardized testing format utilized by the NWRPCP for all initial certifications (FM-CERT-01).
- 5.9.4.2 Procedural skills assessment (applicable to the candidate's scope of practice).
- 5.10 All certification testing will occur in the City of Thunder Bay at a mutually agreed upon location
- 5.11 Certification fees may be applied to either the college/academic institute or the paramedic student as determined by the formal education partnership agreement.

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- 5.12 Any form of academic misconduct, as defined by the college/academic institute will result in the immediate withdrawal of the candidate's consideration for academic certification, and/or the termination of any currently authorized academic certification. The college/academic institute will immediately notify the NWRPCP Program Medical Director and service operator (if applicable) of any instances involving academic misconduct.
- 5.13 Upon completion of the Academic Certification process, the NWRPCP will notify the paramedic student, the college/academic institute and the service operator of the results.
- 5.14 Successful candidates will be authorized by the NWRPCP, Program Medical Director to perform controlled acts and/or advanced medical procedures, specific to the paramedic student's scope of practice, while under the direct supervision of a certified paramedic of the same scope of practice.
- 5.15 Unsuccessful candidates will receive the opportunity for one subsequent attempt at academic certification as per NWRPCP policy (CERT 100 - Initial Certification).
- 5.15.1 Primary Care Paramedic students who are unsuccessful in their retest attempt may proceed with their preceptorship/field placement phase of training, however, they will not be authorized to perform controlled acts or advanced medical procedures.
 - 5.15.2 Advanced Care Paramedic students who are unsuccessful in their retest attempt will not be permitted to proceed with their preceptorship phase of training.
 - 5.15.3 A third and final attempt at Academic Certification may be requested by the Advanced Care Paramedic Program Coordinator, or delegate, following the completion of a remediation-learning plan approved by the NWRPCP. Approval for a third attempt will be at the Program Medical Director's discretion.
 - 5.15.4 The development of a remediation-learning plan will be the responsibility of the college/academic institute.
 - 5.15.5 All costs associated with a third attempt at Academic Certification will be the responsibility of the college/academic institute.
- 5.16 Certification will be granted by the NWRPCP's Program Medical Director in the form of a certification letter.
- 5.16.1 All successful student candidates will receive a notification of their issued certification letter by direct email from NWRPCP.
 - 5.16.2 Certification letters are accessible to each student on their MedicNet profile.
 - 5.16.3 Certification letters will be provided to the college/academic institute's Program Coordinator or delegate.
- 5.17 Academic Certification for Advanced Care paramedic students will contain restrictions placed on all Schedule 3 Acts as listed in the Ontario Regulation 257/00.
- 5.18 The college/academic institute will provide the NWRPCP with a final list of successful candidates along with the names of their PCP/ACP preceptors.
- 5.18.1 Arrangements of shifts and mentors will be the responsibility of the college/academic institute and service operator.
- 5.19 The Academic Certification will expire at the culmination of the preceptorship phase of training but will be validated upon notification that the paramedic student has received an offer of employment by a service operator adhering to the Ontario Regulation 257/00 Part III Subsection 5 (4), within 90 days from completion of field placement.

6.0 QUALITY ASSURANCE

- 6.11 Issues of non-compliance identified through the NWRPCP quality assurance process (chart audit review) may require additional information from the paramedic crew resulting in the generation of an Ambulance Call Evaluation (ACE). Dependent on the level of detail required, a call review may be requested by the Program Medical Director, or delegate to discuss the case in more detail. Paramedic students are not required or permitted to attend a call review process however, they will be provided with any educational teaching points delivered during the review.
- 6.12 Any/all correspondence through the ACE will remain the responsibility of the fully certified paramedic(s) (NWRPCP QM 400 Paramedic Response and Administrative Requirements)
- 6.13 Paramedic students may complete the Ambulance Call Report at the discretion of their preceptor and in compliance with the applicable service operator's internal policy.
- 6.14 Adherence to, documentation of, and signing for, a Controlled Medical Act is the responsibility of the paramedic or paramedic student who has performed the Controlled Medical Act.
- 6.15 Paramedic students who hold Academic Certification may only deliver patient care involving controlled acts and/or advanced medical procedures while under the direct supervision of a certified paramedic. At no time is the paramedic student to assume full responsibility for patient care or, to be left unattended with a patient.

7.0 REFERENCES

- Ambulance Act and Ontario Regulation 257/00
- Emergency Health Services Branch Ministry of Health and Long-Term Care: Advanced Life Support Patient Care Standards Version 4.9

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ADVANCED CARE



**STUDENT ACCESS
INSTRUCTIONS FOR ONLINE
MANAGEMENT SYSTEMS**

STUDENT ACCESS INSTRUCTIONS

The following instructions are to assist the student with access to the common online platforms used to view grades, assignments, tests, class schedules, learning resources and placement paperwork submissions.

To access Banner and Blackboard the student must enter through their Confederation College Campus Portal:

<https://www.confederationcollege.ca/>

This requires a username and password to enter; under no circumstances is a learner to share these sign-in credentials as it gives access to all personal records and information.

Banner Student Information System (Student IT):

<https://www.confederationcollege.ca/student-it/banner-online-student-information-system>

Students can use their Banner System to:

- View and maintain contact information
- Complete online course registration and payment
- View registration status
- View academic records
- View class schedule (timetable)

How to Access student Banner:

1. You can access the Student Banner Information System by using any Internet connected computer with a web-browser. To access the site online, login to the College's **MyCampus** portal application by typing in the URL: <http://www.confederationcollege.ca> into your web browser (this is the College's main website).
2. At the top of the College website main page, click the link ***My Campus Portal***.

3. At the My Campus login page, please enter your College username and password (as determined at the start of this section) and then click the **Login** button.
4. Once you are logged into the My Campus portal, on the left-hand side of the page under the **Launchpad** section you will see the **Banner SSB Information System** link (icon of black laptop computer). Click on this icon to be automatically logged into the Banner system.

Learning Management System – Blackboard:

<https://www.confederationcollege.ca/computer-services/it-service-catalog/learning-management-system-blackboard>

Service Description:

Confederation College uses Blackboard Learn™ as its main learning management system. Blackboard Learn™ is an online/web-based software application that offers a rich set of tools, features, and resources to help greatly enhance the teaching, as well as the learning environment. Faculty may use Blackboard Learn™ to create a virtual classroom environment for their students to help support synchronous and asynchronous classroom deliveries.

Blackboard Learn™ includes a host of tools/features for faculty, including:

- Announcements (course and system level)
- Assessments, including a wide variety of tests/quizzes/surveys
- Links to e-mail
- Discussion boards
- Blogs
- Collaboration sessions
- Upload/download course documents
- Grade Centre
- Wikis

- Integration with some class textbooks
- Mobile application support (iOS & Android)
- And more....

In order to access the Blackboard Learn™, you must have an account within the system and be registered in at least one course that exists in Blackboard. Students are automatically enrolled in Blackboard Learn™ courses when they register in a program or course at the College within the Banner Student Information system. Similarly, faculty are given access to Blackboard Learn™ courses as instructors when they are assigned courses to teach in the Banner Student Information system. All users wanting to access Blackboard Learn™ must login to the system using their regular College network username and password credentials.

In addition to Blackboard Learn™, the College also uses the Blackboard Collaborate™ Web Conferencing, Instant Messaging, and Voice Authoring application tools.

SIMKLAR – PARAMEDIC EDUCATION TRACKER – AP 293 AND AP390

http://confederationcollegesimklar.com/users/sign_in

The SIMKLAR tracker is used to manage simulations, track performance and rate simulations on mobile devices. The primary objective currently for Confederation College is for performance tracking for Clinical and Field Residency.

- The students can access their information from any device with a web browser, no need to download and update software
- Student can submit attendance hours, patient encounters and competencies from the field
- Students can view their progress, preceptor comments, field ratings and approved hours. Student get a global picture of where they are at and what they need to focus on.
- Students are emailed a link to their Confederation College email. They will click on this link and will allow them to create their own secure password.

- Only the Advanced Care Paramedic Program Coordinator has access to the admin setting, students are assigned a “candidate” role and preceptor assigned the “preceptor” role by the ACP Coordinator. Permissions have been set so that a student may enter a preceptor should a different qualified preceptor attend that day. The administrator will only allow a specific domain to be used and the preceptor is subject to the coordinator’s approval.
- Student will only have access to their clinical and placement competencies when signed into SIMKLAR

<https://www.simklar.com/privacy-policy/>

Details regarding the logging of competencies AP 293 Clinical Residency Manual and AP 390 Field Residency for Paramedics

ADVANCED CARE



**ACADEMIC AGREEMENTS
AND PROGRAM SPECIFIC
POLICIES**

ACADEMIC INTERVENTIONS/ AGREEMENTS

- A student may be placed on an academic intervention or agreement by, Associate Dean/ Dean, or Paramedic Program Coordinator. In this instance an “IN” grade is assessed and when requirements are met, the grade is changed to CR or an appropriate grade mark. However, academic intervention may continue into the next semester requiring compliance of the condition(s) outlined in the intervention document. Breach of the condition may result in the student being withdrawn from the Paramedic program. The final decision in disputes will rest with the Associate Dean or the Dean.
- **Please note that “IN” grades must be converted to a numerical or a credit grade by instructors/ coordinators by dates specified in the College calendar each year. If the “IN” grade has not been converted by the stipulated date, then College policy (Registrar’s Office) dictates that the “IN” grade automatically reverts to an “F” grade. Remember that a registered “F” is a permanent record on your College transcript.**
- **Any student re-entering a semester as a repeat, must be placed under an “Academic Agreement” developed by the Coordinator.** Students are usually not informed about the availability to repeat a semester until just before the new semester begins. At this time an “Academic Intervention Agreement”, outlining the conditions for re-entry, must be developed and signed off by the Coordinator and student.
- Note: More information is available in the “SUCCI Day-Timer Student Handbook” about appeals/ academic disputes.

WITHDRAWAL FROM THE PARAMEDIC PROGRAM

Students who wish to withdraw from the paramedic program should make an appointment with the Coordinator of the Advanced Care Paramedic program. If the Coordinator is unavailable, the appointment may be made with the Associate Dean/ Dean of the program. Students should inform the coordinator of any intention to withdraw from a course or the program to prevent an “F” grade from being assigned. Once “F” grades are registered against the student, it is extremely difficult to have this grading changed by the College’s Registrar.

Link provided at end of manual.

APPLICANTS SEEKING RE-ENTRY TO PARAMEDIC PROGRAM

This policy applies to all applicants who have failed courses and/or have been away from the Paramedic Program for more than two semesters. It also applies to applicants applying from other Colleges who have failed paramedic subjects and are seeking entry into Confederation College's Advanced Care Paramedic Program.

- An internal application form must be completed and submitted to the Registrar's office.
- **OCAS application will be required if not already done.**
- Acceptance into the program will be at the discretion of the program administration.
- Any applicant seeking re-admission must meet with the program coordinator.
- All applicants will be considered on an individual basis.
- **A 70% grade in all other core subjects, not failed, must have been attained by the student.**
- Any student re-entering a semester as a repeat, must be placed under an "Academic Agreement" developed by the Coordinator. Students are usually not informed about the availability to repeat a semester until just before the new semester begins. At this time an "Academic Intervention Agreement", outlining the conditions for re-entry, must be developed and signed off by the coordinator and student.
- Students re-entering the paramedic program are required to perform skill testing (sheets provided in advanced) and/ or scenario evaluation. Based on the results the student may be referred to mandatory skills/ practical labs to aid in their success in the program.

The following criteria will be taken into consideration when deciding regarding re-admission to the program and/or courses other than first semester.

- **Seat availability** - is determined by whether an ambulance clinical seat will be available to the student in the third, semesters. You must have Paramedic preceptors that are able to take you on as a student in their clinical area.
- time elapsed since leaving the program.
- previous academic and clinical performance
- reason for leaving the program (e.g. health reasons, bereavement – documentation may be requested)
- present health status – if previously away for health reasons a doctor's note may be requested to verify fitness to return.
- work and/or learning experiences since leaving the program (employer references may be requested)
- applicant's ability to identify appropriate strategies to achieve success in the program.
- date of application
- If the student has been absent from the Advanced Care Paramedic Program for more than 5 yrs. The student must reapply and begin from semester one again.

NOTE:

Students who have failed Semester 1 courses and wish to return, must reapply through OCAS by February 1 to be **considered** for Fall admission. Previous admission into the Advanced Care paramedic program does not guarantee re-admission. You must apply as a FULL-TIME student to be reconsidered for entry into first semester). The student must also complete the pre-admissions criteria

including pre-admissions exam. All associated cost are the applicants/ students responsibility.

- Where at all possible, our College prefers that all clinical placements will take place in Thunder Bay.
- From time to time, and on a case-by-case basis it may be necessary to place a student in a community other than that of their home campus. PLEASE NOTE THAT ANY ADDITIONAL COSTS IN EXTERNAL PLACEMENT MUST BE BORNE BY THE STUDENT.



**PROGRAM ATTENDANCE
POLICIES**

ATTENDANCE POLICIES

CLASSROOM

Students are urged to attend all classes and seminars. There is a direct relationship between attendance and success in the paramedic program. Absenteeism and lateness are documented in a student's record. This is important even if attendance is not a graded component of that specific course.

1. Regular attendance is key to success in the Advanced Care Paramedic Program.
2. You will receive a schedule from your Professor/ Instructor at the start of each semester. Your "Course Outline" you receive at the start of each semester will have key objectives/ outcomes which will be reflected on your course schedule document.
3. Students who are absent from classes for any reason are responsible for the course content covered in their absence. They should find out what was taught from either their classmates or from the instructor(s). Instructors are under no obligation to privately repeat course content due to a student's absence. Please notify your coordinator of any absences via email.
4. **Tests or Exams** – If a student misses a test or exam and has not contacted the instructor(s) concerned, **prior to the test or exam** time, they will receive a mark of zero if not supported by reasons for absence as outlined in the Student Handbook. (i.e., A doctor's sick note)
5. Students who have been absent from a test or exam, with permission, must see the instructor(s) concerned immediately upon their return.

6. Students who are absent from tests/exams may be required to submit a medical certificate, death certificate (funeral attendance) or a copy of their summons to appear in court (witness; jury duty; defendant etc.).
7. Students must hand-in essays/assignments exactly as directed and on time or expect to receive a zero.

See the College Student Handbook re: The Charter of Students' Rights and Responsibilities for expectations related to attendance, tests, exams, and assignments.

LAB

1. Laboratory practice is a compulsory prerequisite to placement experience and all students are required to attend.
2. Students who are unable to attend a lab are required to notify the coordinator or instructor(s) concerned **prior to the scheduled lab**. Hours absent from labs will be recorded on the student's record. Students are responsible for lab content taught in their absence.
3. At an instructor(s) discretion, students may be removed from the placement area if they have been absent from scheduled labs. Continued absenteeism may result in failure to complete the clinical outcomes for the semester and an unsatisfactory clinical evaluation.
4. Students are expected to be on time for all lab and placement experience. Lateness will be noted. Repeated lateness reflects poorly on professional practice.
5. Students are expected to be in full clean paramedic uniform as designated for all Lab and field placements. A student may be ask to leave to fix any uniform issues and may return immediately once remedied.

6. Students must sign in and sign out of all practice labs attended
7. Practice labs are not mandatory, unless there has been a referral for an individual student. Please keep in mind that there is direct correlation between attendance at these labs and success in the program.

CLINICAL/FIELD PLACEMENT ATTENDANCE

This is a synopsis of clinical and field placement. For further details please see the preceptor manual for the Advanced Care Paramedic manual

1. Students are required to be present for all scheduled lab/clinical/field placement experiences. Students who are ill are required to notify the placement area **prior to the time** at which the experience is to begin and to identify the staff member to whom they are speaking. Students are to leave their name and telephone number with the staff member. Students who are ill may contact the College Health Nurse for advice (475-6169). Students must also contact professor in charge of their course as directed.
2. Students, who must leave the placement area before the completion of the experience because of illness, are to report to their clinical instructor(s) or preceptor.

Students must not change shifts without approval by College Clinical / Field Coordinator

– AP 293 and AP 390 student must submit via email

3. A student injured or exposed to a contagious disease while on placement must notify the clinical instructor Coordinator and employer supervisor immediately; then complete required documentation (See Workplace Safety and Insurance Board Guidelines).
4. When a Confederation College ACP preceptor is not present for ambulance field placement the student **CANNOT** attend placement and must return when approved ACP preceptor attends.
5. The student **MUST** wear the ACP paramedic student uniform according to the uniform policy set out by the college, while on placement. If they are not then the student will be removed from placement until proper uniform is displayed. The student will have to make up for the time lost in this case



**ADVANCED CARE PARAMEDIC
PROGRAM HEALTH
REQUIREMENTS**

HEALTH REQUIREMENTS FOR THE PARAMEDIC PROGRAM

All students registered in the Paramedic program must have completed the entrance requirements, which included the following:

- “Immunization Communicable Disease’s Form” – submitted to College Health Nurse. Look on the web page below with the link to “Health Requirements Form.”

<https://www.confederationcollege.ca/program/advanced-care-paramedic/as-a-student>

- Immunization section of the health record giving dates of the immunizations. All immunizations must be current – submit to the College Health Nurse.
- Submit a copy of your “Immunization record” along with your “Immunization Communicable Disease’s Form” to the College Health Clinic. Your personal “Immunization Record” is usually the small yellow booklet listing what immunizations you have had to date. Our College Health Nurse compares your Immunization Record with your completed “Immunization Communicable Disease’s Form” to ensure all your immunizations are in order.

Warning:

This applies to students entering the first year of the program or entering any other semester of the program. Also note that any updates you receive to the “Immunization Communicable Disease’s Form” you need to get another complete copy of that form to be submitted to your EMS management through your Coordinator or the Regional Campus Director. After the final fitness testing day on the first semester, any updated “Immunization Communicable Disease’s Form” must be given directly to your Coordinator. That is the student’s responsibility and failure to do so, may result in the student being blocked by EMS management for clinical placement. THE BIGGEST HOLD UP WE HAVE FOUND WITH STUDENTS ARE THE BLOOD SEROLGY TESTING. THIS TAKES MONTHS TO COMPLETE AT TIMES. YOU NEED TO START ON THIS ITEM RIGHT NOW

AND TAKE YOUR IMMUNIZATION COMMUNICABLE DISEASE'S FORM TO YOUR DOCTOR TO GET A HEAD START ON YOUR BLOOD WORK.

A TB Skin Test is also required in year 2. A student with a positive result must have a chest x-ray. A yearly flu shot is also required. The flu shot certificate must be submitted to the College health nurse. She will document your Flu shot on your Immunization Communicable Disease's Form." See the above paragraph warning about updates.

Students are not allowed on clinical/field placements unless all requirements are completed for both ambulance and hospital. The student's first exposure to clinical areas will occur in semester two. Your clinical placements will vary depending on whether you are at Thunder Bay, Fort Frances, Kenora or Dryden campuses.

Students who have been absent from placement may be required to provide a note to their instructor, from a physician, prior to their return, especially, if student missed a major exam.

Students are responsible for notifying their instructor(s) if they have a condition that places their health at risk in the placement areas.

NOTIFICATION OF CHANGES TO STUDENT'S ADDRESS/ PHONE

It is important that the Health and Community Services Office or Regional Director, as well as Registrar's Office to have current addresses and telephone numbers for all students. Please make certain that changes are reported. If the student is fortunate to have a **cell phone**, then it is highly advisable to provide that number to the program coordinator and professor in charge of the clinical area. At times, the College has very little time to rectify matters brought to their attention. If employer conditions/ concerns are not rectified immediately, then the student must be pulled from the clinical area. If the student does get pulled, there are no guarantees of clinical placements to complete required hours.

WHILE ON CLINICAL & FIELD PLACEMENT, PLEASE CHECK YOUR COLLEGE EMAIL AT LEAST ONCE A DAY TO ENSURE THERE ARE NO IMPORTANT MESSAGES FOR YOU, THIS IS THE PRIMARY FORM OF COMMUNICATION BETWEEN FACULTY AND STUDENTS. PLEASE ENSURE YOU REPLY TO EMAILS RIGHT AWAY.



- **W.S.I.B AND W.E.P.A FOR CLINICAL AND FIELD PLACEMENTS**
- **INFECTION CONTROL**
- **STATEMENT OF CONFIDENTIALITY**

WORKPLACE SAFETY AND INSURANCE BOARD GUIDELINES

The Ministry of Education and Training funds Workplace Safety and Insurance Board (WSIB) costs for postsecondary students in Health Sciences in unpaid field placements and clinical programs if they are placed in organizations that are covered by the Workers' Compensation Act.

Private insurance coverage is provided by the Ministry of Education and Training for students placed with employers who are not covered by the Workers' Compensation Act.

Any injury, however minor, to a student during clinical/field placement must be reported by the student to the clinical/placement agency and to the clinical instructor(s)/faculty advisor immediately, or when the first opportunity presents itself. Ideally, a Student Accident Form must be completed by the student within 24 hours and given to the instructor(s). **If accident forms arrive late, a late-filing fee is applied to the student from W.S.I.B.** EMS Services and hospitals may have other reports/ forms that need to be completed. Students must take responsibility for following the policies of the placement agency. Your agency supervisor will give you specific instructions as to what you are to do for each occurrence.

The College will submit the appropriate documents to the Workplace Safety and Insurance Board (W.S.I.B.) or the private insurer when required. More details are available on request.

STUDENT DECLARATION OF UNDERSTANDING
Workplace Safety and Insurance Board (WSIB)
or Private Insurance Coverage for Students on Unpaid Work Placements

Confederation College is committed to ensuring your safety within the Ministry of Training, Colleges and Universities (MTCU) Guidelines for Workplace Insurance for Postsecondary Students on Unpaid Work Placements.

Student coverage while on placement

The Government of Ontario, through the MTCU, covers the costs of WSIB or private insurance benefits for injury, illness or disease incurred by students enrolled in an approved Ontario postsecondary program and participating in an unpaid work placement to gain work skills and experience required by their program of study.

If an Ontario student is on an unpaid work placement at an employer who is compulsorily or voluntarily covered under the *Workplace Safety and Insurance Act (WSIA)*, the student is eligible for WSIB coverage if they are injured or contract an illness or disease while on the placement. For an unpaid work placement at an employer who is not covered by the *WSIA*, the student is eligible for limited private insurance coverage through CHUBB. The eligibility for coverage does not apply to hours outside of the work placement.

This Agreement must be completed and signed prior to the commencement of the work placement.

Declaration

- 1) WSIB or private insurance coverage will be provided through the Ministry of Training, Colleges and Universities while I am on unpaid work placements as arranged or authorized by Confederation College as a requirement of my program of study.
- 2) In the event of an injury, illness or disease incurred as a result of my placement, I will immediately report the incident to the Placement Employer and to Confederation College. I will complete Confederation College's *Injury Occurrence Report* and the MTCU's *Post-Secondary Student Unpaid Work Placement Workplace Claim Form* and submit them to my Confederation College Placement Coordinator within 24 hours. Over the course of my injury, illness or disease, I will maintain regular contact with my Placement Employer and Confederation College to provide information relating to my limitations and/or restrictions and ability to return to the placement.
- 3) Over the course of my placement, I will participate in and implement all safety-related training and procedures required by my Placement Employer and Confederation College.
- 4) I will promptly inform the Placement Employer and my Confederation College Placement Coordinator of any safety concerns related to my placement.
- 5) For records and administrative purposes, Confederation College is required to disclose personal information to the Placement Employer relevant to the placement, limited to your name, full contact information and placement schedule. Personal information may also be disclosed to the MTCU as it relates to any filed WSIB or CHUBB workplace insurance claim.

I have read and understand the above, and have had any questions answered to my satisfaction:

Student name (print): _____ Student signature: _____

Student number: _____ Program/School: _____ Date: _____

Parent/Legal Guardian's Signature (for student less than 18 years of age):

Name (print): _____ Signature: _____ Date: _____

Distribution

- Students must return the original signed letter to their Placement Coordinator.
- Students are encouraged to keep a copy for their records.

INFECTION CONTROL GUIDELINES

Paramedic students need to be aware of the potential for transmission of infection in their practice setting and take all measures necessary to prevent it. Infection control is integral to safe practice. The following is an excerpt taken from the Infection Control Guidelines:

"Preventive practice incorporates the principles of universal precautions and body substance precautions. It is based on the premise that all blood and body fluids are potentially infectious, and that appropriate measures are taken to prevent transmission of infectious agents.

"Universal precautions" was first introduced as a precautionary measure against the transmission of blood borne pathogens (e.g., HIV, Hepatitis B) from clients to caregivers. Under universal precautions, blood and certain body fluids of all individuals are considered potentially infectious, whether the individual is symptomatic. The body fluids that are considered potentially infectious under universal precautions are: semen, vaginal secretions, cerebrospinal fluid, pleural fluid, synovial fluid, peritoneal fluid, pericardial fluid, and amniotic fluid. Faeces, nasal secretions, sputum, sweat, tears, urine, and vomitus are considered potentially infectious for blood borne pathogens only if they contain visible blood.

Body substance precautions are a practice to prevent the transmission of blood borne and other infectious agents. It considers all body substances from all clients to be potentially infectious."

Please refer to the related documents Ambulance Transportation Standard March 1, 2021 version 2.5 such as Communicable Disease Control August 1, 2015 version 2.0 (links provided).

https://www.health.gov.on.ca/en/pro/programs/emergency_health/docs/ehs_amb_srvc_comm_disease_standards_v2_en.pdf

https://www.health.gov.on.ca/en/pro/programs/emergency_health/docs/patient_care_trans_standards_v2.5.pdf

Once students have been introduced to these guidelines and related theory, they will be expected to incorporate preventive practices in all clinical and community settings. For information on practices beyond the general guidelines students will need to consult with their instructor(s) and an Infection Control Practitioner in the affiliating agency.

STATEMENT ON CONFIDENTIALITY FOR HEALTH SCIENCE PROGRAMS

The Confederation College Paramedic Diploma program recognizes the individual's right of privacy with respect to information gained by agency staff, College professors and students during practicum contacts.

Confidentiality extends to **everything** that is learned during the placement experience. It extends to both important and seemingly unimportant information. This includes, the identity of all contacts, any identified problems, its cause and its treatment, everything that the client, family or friends disclose, the economic state, living conditions, domestic difficulties, etc.

Information about a client in placement contact may be shared only when it is essential for the continuity of care and during conferences and/or discussions with an instructor(s) relating to meeting educational outcomes. Such information is not to be shared outside of these educational confines.

Any misuse of information shall be considered a breach of confidentiality and disciplinary action will be taken as deemed by the Associate Dean/Dean, School of Health and Community Services. The magnitude of this responsibility is emphasized by the fact that some institutions require that students sign the College's "Pledge of Confidentiality" form. Our College does have a confidentiality form Appendix D. This must be completed and handed in with your "Confederation College - Paramedic Student - Clinical Entry Package.

Students are not to discuss their scenarios with other students after they have been tested as this will give a distinct benefit to the next student being examined. Keep your scenario information and mark results to yourself.

APPENDIX A

- **UNIFORM POLICY**
- **PERSONAL HYGENE**



UNIFORM & APPEARANCE POLICY

This policy is designed for the following purposes:

- To foster a professional image
 - To provide for the physical safety of the student and the patient
 - To prevent the spread of infection
 - To promote ease of work
-

The appearance of the paramedic student contributes to the impression formed by patients, the public, and health care professionals.

Working in very close proximity with patients requires a very high standard of hygienic practices.

The need for such aesthetic practices is also complemented by the required implementation of medical asepsis in all personal grooming and attire as a means of minimizing the transmission of infection.

The paramedic student shall be expected to respect the direction of faculty on such issues.

Uniforms are only to be worn to and from clinical placements and to and from the school. Students are not to use uniforms for anything other than assigned school activities. For example, wearing the uniform to out of College social functions is strictly forbidden.

Headwear such as caps, scarves, or any other items are not to be worn because of safety issues and ambulance services policies. Paramedics must wear helmets when required and other safety gear such as isolation hood uniform apparel. Having extra head-wear on would be not be safe to wear nor are they designed to be worn as such.

Sweaters with “hoodies” attached are not allowed in the clinical settings. “Watchman” style knitted toques that are black or dark blue in color are permitted with no insignia knitted on them.

Faculty expect you to wear the uniform as you would when at your clinical placements. Expect faculty to correct you, if you are not wearing the uniform to standard expected. If you show up wearing odd ball belts, ball caps twisted on your head and long under wear past your sleeves, that is likely how you will show up to your clinical. Faculty must correct you before it is too late for you in the clinical setting. First impressions count for a lot!

Students will be ejected from lab or clinical placement for violation of uniform policies or failure to bring required personal equipment (i.e. stethoscopes).

Personal Care

1. Oral Hygiene

Attention should be given to oral hygiene before and during placement days. Thought should be given to the avoidance of tobacco and odor producing foods such as garlic prior to clinical.

2. Hair must be clean, neat, conservative, and off the collar. Hair dangling in your patient's face is not good.

3. Beards and Mustaches

Facial hair is to be clean and neatly groomed. Students should be aware that excess hair in this area might pose a difficulty when required to wear a mask. **Students are required to pass a Mask Fit testing for clinical placement and must present themselves as clean shaven.**

4. Grooming Products

- i) Excessive and/or odorous perspiration may require considerable effort to manage. Unscented antiperspirants and talcum may prove helpful.
- ii) More frequent washing, the use of deodorizing foot powders, and attention to footwear will assist in foot odor control.
- iii) Application of make-up should be conservative, subdued and appropriate for daytime wear.

- iv) The use of perfume, fragrances and after-shave products is prohibited in the clinical areas. Please refrain from strong perfumes/fragrances in class as well.
- v) Nails must be clean, short, and filed smooth. Colored nail polish is not allowed.
- vi) Please note that facial piercings may be asked to be removed, in the clinical areas due to safety concerns (infections and possible injury inflicted from patients).

UNIFORM IN THE LAB/PRACTICE SETTING

1. During lab and field placement, students are expected to wear a navy-blue uniform shirt and navy-blue pants. 1” Reflective stripe down the lateral side of each leg pants. Paramedic student crests are to be worn of each shoulder of the blue jersey. The jersey may be either short or long sleeved. If short-sleeved, students are not to wear long-sleeved clothing under their blue jersey. Shoulder crests and epaulettes can be purchased directly through uniform pros when attending the Thunder Bay Campus. Students attending the Regional Campuses please see your director for further purchasing information regarding crests and other uniform specifics.
2. Hospital uniforms or scrubs are to be worn while in the hospital setting. Uniforms may be any solid color. No prints are allowed, and coordinates must be the same color. Uniforms must be washable, neat, clean, opaque, professional looking, and neither clinging nor crinkly. They should be of comfortable fit to allow ease of movement in working.
3. **Only the approved Confederation College** crests are to be worn on the both sides of the uniform (shoulder location) at all times. Your College ID tag is to be carried on your person while in field and hospital placement. EMS agencies do not require you to wear your College ID as they feel the above identification on your uniform is adequate. **The College ID tag must have your N95 mask fit number on the back and isolation overall size.**
4. Steel toed, black 8” high work, SAFETY steel toed boots are required for students during labs and when out in the ambulance field. During hospital placement footwear must be safe, comfortable, clean and intact. White running shoes are the generally worn item (no “Crocs”).
5. A toque type dark blue knitted “watchman’s hat” is permitted to be worn with no cresting of any type. No other types of hats are to be worn while wearing the College paramedic uniform. Hats/baseball caps are not allowed to be worn during labs and placements. No “hoodie” type sweaters are allowed in the ambulance clinical setting. Plain belt buckles are to be worn with no

identifying symbols of any type. Pants untucked from boots and uniform shirt tucked in presenting a professional appearance.

6. A helmet is required for ambulance placements. These helmets are to be worn at accident scenes, industrial areas and at any time the preceptor directs that they be worn. Please speak to Paramedic Program Coordinator (students at Thunder Bay Campus) or Regional Directors (Regional Students) for helmet specifics.
7. **Traffic vests are required in field placement and are to be supplied by the students.** The greenish-yellow vests with full reflective taping are the requirement standard as of January 1, 2009.
8. Uniforms are **not** to be worn outside of school or placement setting.
9. Students are required to supply themselves with a regulation greenish, fluorescent colored winter parka with reflective striping CSA standards. The parka must have College crests sewn on either shoulder. It must not have a “hoodie” attached for safety reasons. **“STUDENT” crests previously indicated are to be sewn on front and back as well. (See item 3 above)**
10. Safety glasses are a part of health and safety requirement – the student must purchase and acquire instructor approval before lab and placement wear.

Sourcing of where the student buys their uniform/ parka is up to the student. Above items may be purchased at SANDS on-line uniform store, locally at; Uniform Plus (807-622-7987). The choice is up to the student, but the end outcome requirements must be met and adhered to. During class labs, your professor may ask you to leave the learning environment if you are not dressed properly for class. The instructor bears a personal responsibility for having the students wear safety devices during class such as safety boots as specified under the Health and Safety Act of Ontario. Also, the instructor’s guidance will help prepare the student for the rigid clinical settings they will be going into.

Jewelry

1. A watch with a means of counting pulses/seconds is a requirement. It should be of modest size and color. It may be a lapel watch or a wristwatch.
2. Medical alert bracelets may be worn.
3. To ensure a professional appearance and for the safety of the patient and the paramedic, decorative jewelry **should not be worn**. The following two exceptions are permitted.
 - i) Finger rings – a plain band may be acceptable to accommodate an individual’s strong beliefs or values. Silicone bands are recommended but not necessary.
 - ii) Earrings – if worn, earrings should be small and smooth surfaced. Plain gold, silver, white or pearl studs are acceptable. Earrings that dangle are not allowed. The number is restricted to one earring or stud per ear.
 - iii) Scarfs or neck ties are **not** to be worn for the same reason “hoodies” are not allowed. Some patients may grab or pull at these items and may in fact try to cause injury. Please keep this in mind with all facial piercings as well. They offer a point of focus and in some situations a patient may attempt to cause harm by grabbing or pulling.

COMPUTER USE WHILE ON PLACEMENT

1. Students are not allowed access to the internet while out on field placement with **company owned “EMS” computers**. They may use their own computers, PDA's, cell phones and Blackberry devices; but only during non-patient caring or contact times. They can access wireless networks where available and allowed, per company policy at ambulance bases. Cell phone operation or the like, are not permitted in the hospital and certainly not during patient calls. Turn your cell phones to off or silent during clinical patient calls.

Students may, under direct preceptor supervision enter call reports into EMS company computers. Students must be familiar with any electronic communications or technology policies at their placement sites.

If the Clinical site is supplied with a College purchased computer, then the student may use that computer at the site.

If students are required to purchase a personal data assistant (PDA) computer, you will be notified about this requirement on orientation day. At the time of writing of this document, the College will not be asking students to purchase PDA's.

2. Ancillary student costs are already accounted for in estimated costs for OSAP requirements for all the above-mentioned items. See these costs on the Paramedic web site listed in the left-hand menu.

APPENDIX B

- **SOCIAL NETWORKING
POLICY**



Paramedic Program – Social Networking Directive

Introduction

The Chair, Program Coordinator, Professors, Instructors and Technicians (hereby referred to as “the faculty”) of the Paramedic Program at Confederation College, view facets of social networking to be both positive and progressive when used to enhance academic learning in a professional and ethical manner. The faculty respects the rights of students to make use of social networking sites as a medium for self-expression when such self-expression is considered to be professional and ethical.

For the purposes of this directive, social networking will be defined as, but is not limited to, such venues as Facebook (including personal group Facebook pages), Myspace, Twitter and blogs, snap chat, group chats, and communication will refer to all media related interchanges (e.g., written, audio, photographs and video). As future Paramedics and members of a highly regarded profession, it is essential that all Paramedic students at Confederation College adhere to, and respect the confines of this directive.

In the interest of academic and behavioral integrity, Paramedic students engaging in the use of social networking will be held accountable to Confederation College’s policies entitled “*Academic Integrity*” (Policy # 5-5-01), “*Use of Information Technology*” (Policy # 5-5-05), and the “*Student Code of Conduct*” (Policy # 5-5-02).

Paramedic students must also be aware, that employers may screen a potential employee for social networking activity.

Social Networking Directive

Paramedic students engaging in social networking will adhere to the *Paramedic Program – Social Networking Directive*. Failure to adhere to the *Paramedic Program – Social Networking Directive* will result in disciplinary action as deemed appropriate by the Chair and/or Associate Dean of the School of Health, Negahneewin, and Community Services up to and including expulsion from the program depending on the severity of the occurrence(s).

1. Paramedic students engaging in the use of social media will be professional, ethical and respectful while communicating in reference to Confederation College and the Paramedic Program; Paramedic Program faculty and students; and in reference to the students’ clinical learning environment (e.g., hospital or paramedic service placement).
2. Students will not use social networking sites as a means to disparage Confederation College and the Paramedic Program; Paramedic Program faculty and students; or the College’s clinical learning partners (e.g., hospital or paramedic service placement).

3. Paramedic students engaging in the use of social networking will be professional, ethical and respectful of Confederation College's support staff, faculty and students from other program areas, as well as all invited guests to either the classroom or the College environment.
4. Paramedic students engaging in the use of social networking will not practice the use of disrespectful language (e.g., obscenities, profanity and racism); will not use vulgar, unkind or discrediting language; will not discuss topics which the profession would regard as disrespectful or dishonorable; and will uphold the confines of Confederation College's Respect Campaign.
5. At no time with Paramedic students take or post pictures onto social media while in any lab or clinical learning environments (including hospital, dispatch center, volunteer placements or paramedic services)
6. Paramedic students will not use social networking sites to harass, bully or intimidate Paramedic Program faculty, students, or students from other program areas.

APPENDIX C

- CONFEDERATION COLLEGE IMMUNIZATION AND COMMUNICABLE DISEASE FORMS
- FORMS MAY BE COMPLETED BY PHYSICIAN, NURSE PRACTICINER OR COLLEGE HEALTH CLINIC
- **THESE ARE ELECTRONIC FILLABLE FORMS**





IMMUNIZATION AND COMMUNICABLE DISEASE FORM

The satisfactory completion of your Immunization and Communicable Disease Form is a condition of acceptance into your chosen program's clinical placements. This document outlines the immunization and tuberculosis verification required. You must attach a copy of your immunization record to this form as proof of your immunization status. The Immunization and Communicable Disease Form is **mandatory**, failure to complete this form will result in being withheld from your clinical/placement.

Completion of this form will require updates for immunization, tuberculosis skin testing or screening for communicable disease status (blood work – serology if warranted). This may require appointments with a physician/health care provider and may take several weeks to complete. Please forward by August 16th of each year to the College's Health Services.

If you do not have access to a health care professional, the Health Centre located on the Confederation College campus can assist you with this process. The Health Centre is open throughout the school year and will provide you with an appointment if necessary. The cost of the appointment is covered by OHIP. Clients without OHIP coverage will be charged a fee for these services.

Please call the Campus Health Centre for an appointment or with your questions regarding completion of this form.

Monday to Friday: 8:30 a.m. to 4:30 p.m.
Location:
Main Floor of REACH building (attached to Dental Clinic)
Phone: (807) 475-6169
Fax: (807) 622-2646

Note: Any contact you have with the Confederation College Health Centre will be handled with complete privacy and confidentiality. Medical information will not be released without your written consent, unless required by law

Health Care Provider Information

The attached Immunization and Communicable Disease Form contains immunization and Tuberculosis testing protocol which is a mandatory prerequisite for attendance in a community/clinical placement setting. These requirements follow the standards outlined in the Canadian Immunization Guide, Ontario Medical Association, Ontario Hospital Association, Thunder Bay District Health Unit and Confederation College Health Centre.

- 1. Tetanus/Diphtheria/Polio or Tetanus/Diphtheria/Pertussis (Adacel) or Tetanus/Diphtheria.**
*Students are to be vaccinated for the entire length of their stay in the program.
Vaccination should be received every ten years for tetanus and diphtheria. Check that primary series for tetanus, diphtheria, polio and pertussis has been given.*
- 2. MMR (Measles/Mumps/Rubella).**
*You are required to have two doses of MMR. If born prior to 1970 and no history of MMR or only one MMR then serology is required. If serology indicates immunity, then further immunization is not required. If born after 1970 then a second MMR is required if no proof of 2nd MMR.
Serology reports for each the measles, the mumps and rubella should be enclosed if the vaccination dates are not available. Paramedics are required to have the MMR and the serology. It is strongly recommended that nursing students have serology.*
- 3. Hepatitis B**
*Hepatitis B vaccination requires three (3) injections required within a specific time interval. The student must have started the process by having at least one injection prior to the date of admission. In some cases, students may have only received two doses (i.e.: if they were vaccinated in grade 7).
If vaccination dates are unknown, serology reports must be provided and attached to the Immunization and Communicable Disease Form. Paramedics are required to have the Hepatitis B vaccination and serology. It is highly recommended to have serology for the nursing program.*
- 4. Mantoux Testing (TB)**
*Students require a 2 step TB skin test prior to entering their program, followed by a yearly 1 step TB skin test. Note that 2-step testing is only required once in a lifetime. A 2nd Tb test can be given 7 days after the first one. Results should be documented in "mm".
If the student has a positive result with the 1st test, do not administer a 2nd test. A record of the positive reading in "mm" induration and a chest x-ray report is required to be attached to the Immunization and Communicable Disease Form. If live vaccine is given, wait 4-6 weeks prior to administering TB skin test. TB skin test can be given prior to or on the same day as live vaccines.*
- 5. Chicken Pox (Varicella)**
*Provide the date of the disease/exposure. If history and dates unknown, serology must be provided to indicate immune status. If serology proves no immunity, immunization is highly recommended.
Serology is mandatory for paramedics. It is highly recommended for the nursing program. If serology results in no immunity, vaccination is required for these programs.*
- 6. Influenza (flu) Vaccine**
Mandatory for paramedic and practical nursing students prior to placement.

References:

- Tuberculosis Surveillance Protocol for Ontario Hospitals (publication # 180) revised June 2008, Varicella/Zoster Surveillance Protocol for Ontario Hospitals (publication # 216) and Blood Borne Disease Surveillance Protocol for Hospitals (publication # 206); Published and Distributed by the Ontario Hospital Association, revised edition October 2008
- Ontario Ministry of Health and Long-Term Care Tuberculosis Protocol, October, 2008
- Canadian Tuberculosis Standards, 2007
- Canadian Immunization Guide, 7th Edition
- Publicly Funded Immunization Schedules for Ontario – January 2009

Immunization - Communicable Disease Form

Students applying for entry into Confederation College programs listed in section "B" below require current immunization status verification and Tuberculin (TB) skin testing. **Please attach a copy of your immunization record** to this sheet. You are strongly advised to keep copies of the immunization – Communicable Disease Form for your personal records. This form does NOT have to be resubmitted if completed in year one. This form can be updated at the health Centre.

A. PERSONAL INFORMATION			
Student's Last Name: Click or tap here to enter text.	First Name: Click or tap here to enter text.	Admission Year 20__	
Date of Birth: Click or tap to enter a date.	Student #: Click or tap here to enter text.		
Address: Click or tap here to enter text.	Apt.# Click or tap here to enter text.	City: Click or tap here to enter text.	
Province: Choose an item.	Postal Code: Click or tap here to enter text.	Email: Click or tap here to enter text.	Tel#: Click or tap here to enter text.
Cell#: Click or tap here to enter text.			
B. PROGRAM OF STUDY: (check the appropriate box for the program you are registered in) For the programs listed below: completed forms must be mailed or dropped off by August 16th, 2010 to Confederation College Health Centre (P.O. Box #398, 1450 Nakina Drive, Thunder Bay, Ontario P7C 4W1)			
Health Sciences: <input type="checkbox"/> Dental Assisting <input type="checkbox"/> Dental Hygiene <input type="checkbox"/> Medical Laboratory Assistant <input type="checkbox"/> Medical Radiation Technology <input type="checkbox"/> Paramedic <input type="checkbox"/> Personal Support Worker <input type="checkbox"/> Practical Nursing	Community Services: <input type="checkbox"/> Administration of Medication <input type="checkbox"/> Autism & Behavioural Science <input type="checkbox"/> Child & Youth Worker <input checked="" type="checkbox"/> Developmental Service Worker <input type="checkbox"/> Diabetes Education <input type="checkbox"/> Early Childhood Education <input type="checkbox"/> Educational Assistant <input type="checkbox"/> Foot Care – Basic & Advanced <input type="checkbox"/> Native Child & Family Worker <input type="checkbox"/> Recreation Therapy <input type="checkbox"/> Social Service Worker <input type="checkbox"/> Social Service Worker Accelerated	Program Classification: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Continuing Education <input type="checkbox"/> Distance Education Program Year: <input type="checkbox"/> Year I <input type="checkbox"/> Year II <input type="checkbox"/> Year III	
C. POLICY FOR STUDENT PLACEMENTS			
<p>Health Care Providers have an obligation to protect patients and themselves from infection that can be transmitted within clinical or community placement settings. Immunization is an important tool in preventing the transmission of infections and assists in safeguarding the health of the student during their education and beyond:</p> <ol style="list-style-type: none"> 1. The College has immunization/testing requirements for all students doing clinical/community placement practice in designated agencies. 2. These agencies have the right to refuse access to students who do not meet their immunization/testing requirements. 3. Failure to submit a signed and correctly completed immunization form to the Health Centre may result in students being withheld from the clinical/community placement components of their program. <p>It is the student's responsibility to ensure the following:</p> <ol style="list-style-type: none"> 1. The form is complete, legible and signed by the student. Copies can be made for their personal records. 2. Copies of original immunization records are to be attached along with all required serology reports/results and chest x-ray report (if needed, due to positive Tuberculin/Tb skin test result). These documents can take several weeks to obtain. 3. If medical exemption is required, please contact the Health Centre at (807) 475-6169. 4. Computerized records of childhood vaccines can be obtained by calling your local Public Health Department. Contact information for all Ontario Public Health Departments can be found on the following website: http://www.health.gov.on.ca/english/public/contact/phu/phulocmn.html 			

C.1

- TB skin testing (Mantoux) MANDATORY:** If you have a documented history of a previous positive TB Test (induration measuring equal to or greater than 10mm), a TB skin test is NOT REQUIRED. Proceed to Chest X-ray. A **One Step** is required ONLY if a documented **Two Step** has been done in previous years. TB testing should be done prior to or same day of administration of live vaccines such as MMR or Varicella vaccine. If live vaccine is given first, wait 4-6 weeks before TB skin testing. **Paramedic students must have TB tests done within the last 6 months prior to first ride out in ambulance.**

	TB Skin Test	Date Read	Induration (mm)	HealthCare Provider's Signature
STEP #1	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap here to enter text.	X _____
STEP #2	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap here to enter text.	X _____
Annual	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap here to enter text.	X _____
Annual	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap here to enter text.	X _____
Annual	Click or tap here to enter text.	Click or tap to enter a date.	Click or tap here to enter text.	X _____

❖ **NOTE: TB Skin Tests must be done 7 days apart**

CHEST X-RAY: Required **ONLY** if Tuberculin skin test reaction is equal or greater than 10mm duration. Chest x-ray must be within the last 6 months (**Please attach documentation**): **Date:**Click or tap to enter a date. **Results:**Click or tap here to enter text.

INH treatment prescribed: YES NO . If INH not prescribed, please state reason:Click or tap here to enter text.

C.2

Tetanus/Diphtheria (Due every 10 years) Date of last immunization: Click or tap to enter a date.
Day/Month/Year

Pertussis Date of last immunization: Click or tap to enter a date.
Day/Month/Year

Polio Date of last immunization:Click or tap to enter a date.
Day/Month/Year

❖ **NOTE: you must have documentation of a full series of Tetanus, Diphtheria, Pertussis and Polio** (see attached immunization record)

C.3

MMR (Measles, Mumps and Rubella): MMR antibodies serology (blood work) is required if there is no documented proof of **two MMR vaccines**. Immunization dates and serology is mandatory for the paramedic program. It is strongly recommended for nursing students to have blood work (serology).

Initial vaccination dates: 1st:Click or tap to enter a date. 2nd:Click or tap to enter a date.

Serology enclosed **Date:** Click or tap to enter a date. **Results: Immunity** **yes** **no**

(If according to the serology results you are not immune to any of the 3 components (measles, mumps, rubella), an MMR booster dose is required)

Booster date (if needed): Click or tap to enter a date.

C.4

Hepatitis B: The process of three injections must have begun prior to the student's date of admission to College. This would apply if you have been previously immunized. In some cases, only 2 doses may have been given (if given during grade 7 programs). **Immunization dates and blood work (serology) is mandatory for the paramedic program.** It is strongly recommended for nursing students to have blood work (serology) or if dates are unavailable.

1st vaccination Date: Click or tap to enter a date. 2nd vaccination Date: Click or tap to enter a date. 3rd vaccination Date: Click or tap to enter a date.

Serology enclosed. Date: Click or tap to enter a date. **Results: Immunity** yes no

If serology indicates no immunity, then re-immunization is required.

Booster date(s) (if needed): Click or tap to enter a date. **Blood work (serology) 4 wks. post booster Immunity** yes no

C.5

Past history of **Varicella** (Chicken Pox) yes no

HEALTH RELATED PROGRAMS:

* **Serology enclosed if no history of disease. Date** Click or tap to enter a date. **Results: Immunity** yes no

(Mandatory for the Paramedic Program. If serology indicates no immunity, vaccination is required). It is strongly recommended to have blood work (serology) for nursing students.

Varicella Vaccination Initial vaccination dates: 1st: Click or tap to enter a date. 2nd: Click or tap to enter a date.

* Repeat serology should be done 4 weeks post vaccination series.

C.6

Influenza (flu) vaccine: Mandatory for Paramedic, Nursing and any other students on placement in hospitals, long-term care or other community agencies requiring flu immunization.

Vaccination date(s): Click or tap to enter a date.

Click or tap to enter a date.

It is strongly recommended that all students protect themselves with an **annual influenza vaccination**. Some healthcare placement institutions mandate the flu shot. The student may be denied access to the facility if immunization is not done. Furthermore, in the event of an outbreak in the placement agency, in which the students are placed, non-immunized students may be required to take anti-viral medication and/or be prohibited from continuing their placement, thus jeopardizing successful completion of their clinical placement. Annual flu clinics are conducted on campus, date(s) to be announced.

In accordance with section 39(2) of the *Freedom of Information and Protection of Privacy Act*, you are advised that the personal information collected on this form is collected under the authority of the "Ministry of Colleges and Universities Act", R.S.O., 1990 Regulation 770. Failure to provide current immunization documentation and proof of recent tuberculin skin testing as outlined for your program can affect your eligibility to attend the clinical or community placement components of your program.

References: Public Hospitals Act, 2009, Regulation 965, Bylaw 4d (i-v) and 4e, pR5.2, Canada Communicable Disease Report: Proceedings of the Consensus Conference on Infected Health Care Workers: Risk for Transmission of Blood borne Pathogens, July, 1998; Canadian Tuberculosis Standards, 2007; Tuberculosis Surveillance Protocol for Ontario Hospitals (publication 180), Varicella/Zoster Surveillance Protocol for Ontario Hospitals (publication 216); Blood Borne Disease Surveillance Protocol for Hospitals (publication 206); Published and distributed by the Ontario Hospital Association, revised edition Oct 2008, Ministry of Health and Long Term Care Tuberculosis Protocol, October 2008; Canadian Immunization Guide, 7th edition; Publicly Funded Immunization Schedules for Ontario – January 2009.

Authorization for disclosure of Information: The information on this form will be kept confidential within the Health Centre. However, I authorize the release of information concerning my status in regards to completion of current immunization and tuberculin skin testing to my faculty advisor or coordinator.

D. SIGNATURE (Mandatory)	Student Full Name (Print): Click or tap here to enter text.	Student Signature: X _____
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APPENDIX D

- CONFIDENTIALITY
- CODE OF CONDUCT



CONFEDERATION COLLEGE PARAMEDIC PROGRAM'S

PLEDGE OF CONFIDENTIALITY/CODE OF CONDUCT

As a student of the Confederation College Paramedic Program, I will have access to information and material relating to patients, which is of a private and confidential nature.

- At all times, I shall respect the privacy and dignity of patients, faculty, peers and fellow students.
- I shall treat patient records as confidential material, and I will protect them to ensure full confidentiality. I shall not read records or discuss, divulge or disclose any such information unless there is a legitimate purpose as it relates to my education as a Confederation College Paramedic Program student.
- I understand that I am expected to maintain confidentiality of all patient information to which I may have access during my educational experience. I will take the necessary steps to ensure that such confidentiality is maintained both during and after completion of my education as a Confederation College Paramedic Program student.
- I shall ensure that confidential information is not inappropriately accessed, used or released by me.
- I shall only access, process and transmit non-confidential information using Confederation College Paramedic Program hardware, software, and other authorized equipment, as required by the duties of my educational experience. Any reference to the patient's name, address or specifics of circumstances will not be documented.

As a student of the Confederation College Paramedic Program, I must present myself in a way to promote professionalism and expected professional standards.

- I shall treat others with respect, dignity, caring and compassion while demonstrating honesty and integrity.
 - I shall provide an environment that ensures and protects the rights to personal dignity and privacy for each patient encountered regardless of culture, race, ancestry, place of origin, citizenship, religion, gender, sexual orientation, age, or disability
 - I shall refrain from the use of abusive or offensive language.
 - I shall act in a professional manner that promotes the paramedic profession and accountability.
 - I shall ensure that my physical appearance portrays professionalism.
-

-
- I shall not promote or post electronically or distribute through other technologies any comments, conversations or pictures, which one may find offensive, vulgar, or which negatively depicts the profession of Paramedicine or anything that relates this to the Paramedic Program at Confederation College.
 - I will not electronically post assignments, presentations (whole or part), and/or case examples delivered as part of the Paramedic Program at Confederation College.
 - I shall, as a Confederation College Paramedic student, act as an ambassador at all times to promote a high level of professionalism, parallel to that of a Paramedic in Canada. This expectation extends beyond the college walls to include any contact with the Paramedic Program community, ie: clinical sites and preceptorship/practicum locations.
 - I shall comply with all applicable federal, provincial and municipal laws and divulge to the Paramedic Program Coordinator when there has been a breach of the student's clear criminal record, which may impact the Paramedic student's clinical and/or preceptorship/practicum placement or employability.

I have read, understand and agree to abide by the conditions outlined in this statement. I also understand that should any of these conditions be breached, I will be subject to disciplinary action up to and including loss of clinical and preceptorship/practicum privileges at the discretion of Confederation College Paramedic Programs faculty, in consultation with the Dean of the School of Health and Community Services.

STUDENT NAME (please print): Click or tap here to enter text.

STUDENT SIGNATURE:

X _____

DATE: Click or tap to enter a date. **FACULTY INITIAL:**

X _____

APPENDIX E

- CLINICAL ENTRY PACKAGES
- **ELECTRONIC FILLABLE FORMS**



Student Checklist

Name: [Click or tap here to enter text.](#) **Date Received:** [Click or tap to enter a date.](#)

It is the responsibility of the institution/student to provide **all** of the listed requirements, prior to commencing their preceptorship. Students missing any of the items will have their package returned to them for completion. No packages will be accepted until complete and no student will begin their preceptorship until the 2 complete packages are submitted.

Complete package must be submitted on December of the First semester of the Paramedic Program

- A legible COLOUR photocopy of the front and back of the student's valid Ontario G2 or better Driver's License (or provincial equivalent).
- A legible colored photocopy of the student's College photo identification
- A legible photocopy of the student's valid standard level First Aid Certificate
- A legible photocopy of the student's valid 'Health Care Provider' CPR certificate. The valid period must cover the complete duration of the student's preceptorship. (Only considered valid for one year after date of course, regardless of the providers expiry date).
- Confidentiality Agreement form provided, to be signed by student and witnessed (EMS Service – appendix D; CACC – appendix G; Confederation College – appendix B)
- Emergency contact information is completed on the provided form.
- Communicable Disease "Self-Declaration Form"- appendix E
- Criminal Reference Check Vulnerable sector – mark off employment NOT volunteer. Letter available on website.
- Completed "Immunization Communicable Diseases Form"- appendix C.
- Completed Mask Fit Test Assessment form provided by college – appendix G

Submission Date to Coordinator/Designate:
[Click or tap here to enter text.](#)
[Click or tap to enter a date.](#)

PARAMEDIC STUDENT PERSONAL DATA FORM

CONFIDENTIAL WHEN COMPLETED

Please complete the following information and return it to Program Coordinator, Confederation College or their designate in the Region.

It will expedite communications between the program and individual paramedic students. Should any information change, please provide us with the revised information.

Thank you for your cooperation.

PLEASE TYPE IN THE PROVIDED SPACES

To Be Completed by EMS Service

RIDE OUT Start Date: Click or tap here to enter text. **Finish:** Click or tap here to enter text.

PRECEPTORS: Click or tap here to enter text.

Surname: Click or tap here to enter text.

Given Name: Click or tap here to enter text.

Preferred Name: Click or tap here to enter text.

Student Number: Click or tap here to enter text.

Street Address: Click or tap here to enter text.

City: Click or tap here to enter text. **Postal Code:** Click or tap here to enter text.

Home Telephone No. Click or tap here to enter text. **Other (Cell, Pager):** Click or tap here to enter text.

Student Email: Click or tap here to enter text.

Next of Kin: Click or tap here to enter text. **Relationship:** Click or tap here to enter text.

Telephone No: Click or tap here to enter text. **Other (Cell, Pager):** Click or tap here to enter text.

Address: Click or tap here to enter text.

For ACP College Students

It is Confederation College's responsibility to provide the following documentation to the EMS service prior to the student commencing preceptorship. **This package must be completed in its entirety and brought to the EMS Service (by the College) prior to the first day of placement.**

- The College must sign and return the 'Student Placement Agreement' and agree to sign the annual amendments, as required.
- The College must provide an original signed and completed Ministry of Education and Training, Work/Education Placement Agreement (WSIB Form).
- The College must provide a contact name and contact information for the College representative responsible for student ride outs.

College Representative Name: Click or tap here to enter text.

College Representative Telephone: Click or tap here to enter text.

In addition, it is the institutions/student's responsibility to provide the following documentation prior to the student commencing preceptorship:

- A legible colored photocopy of the front and back of the student's valid Class F Driver's License
 - A legible colored photocopy of the student's college photo identification badge
 - A legible photocopy of the student's valid First Aid identification
 - A legible photocopy of the student's valid **Health Care Provider** CPR certificate (only considered valid for one year after date of course, regardless of the providers expiry date). The valid period must cover the complete duration of student preceptorship.
 - The student must provide proof that they do not have any criminal conviction involving moral turpitude for which they have not been pardoned. **An original criminal record search will be provided to the EMS service, by the student. The criminal record search will be dated no earlier than 10 months prior to the start of preceptorship.**
 - The student must sign and have witnessed the Confidentiality Agreement provided.
 - The student must provide the contact information required for contact and emergency contact purposed on the form provided.
 - Qualitative or Quantitative Mask Fit Testing must be done within six months prior to preceptorship. The Mask Fit Certificate is good for 2-years.
 - The student must provide proof of current immunization, required by the Ambulance Act of Ontario. See attached sheet.
 - Communicable Diseases Self-Declaration Form must be completed.
-

CONFIDENTIALITY AGREEMENT

With

Click or tap here to enter text.

(Name of EMS Service)

I, Click or tap here to enter text., acknowledge and agree that during the course of my employment, or during the course of my student/volunteer placement with Click or tap here to enter text.(Name of EMS Service);

1. Information of any kind, or in any form whatsoever, to which I may come into contact is the sole and exclusive property of the placement service or its parent organization.
2. I will comply with the *Personal Health Information Protection Act, 2004*, the *Municipal Freedom of Information and Protection of Privacy Act*, and all other federal or provincial legislation or regulations governing the collection, retention, use, disclosure and disposal of information.
3. I will not collect, use, access or disclose any information that comes to my knowledge or possession as a result of my employment or during the course of my student/volunteer placement with the EMS service, except when authorized by law.
4. I will comply with any internal confidentiality and/or privacy policies, including the administrative, technical and physical safeguards and practices set out therein, developed and implemented by the EMS service and its parent organization.
5. I will not collect, use, access, disclose, duplicate, modify or dispose of information acquired during the course of my employment or during the course of my student/volunteer placement for my own benefit, or for the benefit of any third party or derive any direct or indirect benefit from the information.
6. I will notify the appropriate management contact, if I become aware of any unauthorized collection, use, access, disclosure, duplication, modification or disposal of information, or if I become aware of any lost or stolen information.

BY SIGNING THIS AGREEMENT, I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD AND AGREED TO THE ABOVE CONFIDENTIALITY AGREEMENT.

Signed

X _____

Date: Click or tap to enter a date.

Witness

X _____

Date: Click or tap to enter a date.

Original: EMS Service

Mandatory Immunizations for Paramedic College Students

The Ministry of Health and Long-Term Care Ambulance Service Communicable Disease Standards requires that all paramedics be required to have the following immunizations. The **College Medical Professional** will ensure that the paramedic student is in compliance with the requirement as defined in the Ministry of Health and Long-Term Care Ambulance Service Communicable Disease Standards. These immunizations **must** be up to date **prior** to their placement. The previous form in Appendix A (Immunization and Communicable Disease Form) covers the following:

Polio:	Within the last 10 years
Tetanus:	Within the last 10 years
Diphtheria:	Within the last 10 years
MMR:	Serological proof of immunity.
Hepatitis B:	Serological proof of an adequate titer level.
Chicken Pox:	Serological proof of immunity.
TB Test:	Within the last 6 months prior to commencing ride outs
Flu Shot:	Prior to Ambulance Field ride out or ever autumn

Should the student decline to be vaccinated with the influenza vaccine, they must complete the Ministry of Health Influenza Educational Review package. Students who decline the influenza vaccine will not be permitted to ride out during a declared outbreak.

College Representative overseeing placement: Click or tap here to enter text.

Date: Click or tap to enter a date.

College Paramedic Student: Click or tap here to enter text.

Print Name

X

Signature

COMMUNICABLE DISEASES – HEALTH STATUS REPORT

This report is being requested to comply with the conditions of Ambulance Services Communicable Disease Standards, Oct 2002, which states each paramedic with the service is to be free from all communicable diseases as listed below.

Taken from the Ministry of Health and Long-Term Care Emergency Services Branch, Ambulance Services Communicable Disease Standards Table 1 – Part B April 2000 (Revised October 2002)

Acquired Immunodeficiency Syndrome (AIDS)	Measles
Amebiasis	Viral Meningitis
Anthrax	Meningococcal Meningitis
Botulism	Mumps
Campylobacter Enteritis	Ophthalmia Neonatorum
Chicken Pox (Varicella)	Parathyphoid Fever
Cholera	Pertussis (Whooping Cough)
Cytomegalovirus Infection (Congenital)	Plague
Diphtheria	Poliomyelitis (Acute)
Encephalitis (Primary Viral)	Psittacosis/Ornithosis
Gastroenteritis	Q Fever
Giardiasis	Rabies
Group A Streptococcal Disease (Invasive)	Rubella
Haemophiles Influenza B Disease (Invasive)	Rubella (Congenital Syndrome)
Hemorrhagic Fevers including Ebola virus disease, Marburg Virus Disease, and other Viral Causes	Salmonellosis
Viral Hepatitis including Hepatitis A, B and C	Shigellosis
Influenza	Tuberculosis
Lassa Fever	Tularemia
Legionellosis	Typhoid Fever
Leprosy	Verotoxin producing E. Coli Infections
Listeriosis	Yellow Fever
Malaria	Yersiniosis

To the best our knowledge, the College paramedic student is in compliance with the requirements as defined in the Ministry of Health and Long-Term Care Ambulance Service Communicable Disease Standards Table 1 – Part A & B

College Representative overseeing placement: Click or tap here to enter text.

Date: Click or tap to enter a date.

College Paramedic Student: Click or tap here to enter text.

Print Name

X _____

Signature

Student Responsibilities

- The College student will be placed with a qualified Preceptor, by the EMS service. The student will ride out only on the scheduled days unless prior permission is obtained from your College Professor first and then EMS Management. The student will ride out only with their assigned Preceptor(s) unless permission is obtained from your College Professor first and then EMS management. The College Professor **MUST** first discuss the requested preceptor change with the original preceptors if at all possible. Preceptor changes are discouraged because placements are of a short duration and it takes a good deal of shifts to get to know the student. EMS Management do have the final say with any preceptor changes, but they must always notify the College before the change is made.
- The student will be familiar with the Policies and Procedures in place at the placement EMS service and the Ministry of Health and Long-Term Care BLS Patient Care Standards.
- The student will be familiar with the Northwest Region Base Hospital Program Medical Directives, consistent with their level of practice.
- The student/College will provide a form entitled “Final Competency Evaluation Form” listing the student’s learning objectives (competencies) for the preceptor crew to review. This form should be available to the crew to track the student’s performance.
- Students not meeting all of the above criteria will not be allowed to ride out with the EMS service

Uniform Requirements

- All College Paramedic students participating in field placement within must wear a uniform and have appropriate safety equipment as per Ontario Ministry of Health and Long-Term Care Ambulance personnel requirements.
 - During preceptorship, the student must wear their College approved uniform as per College policy and any EMS policies which may apply. The uniform should be worn in such a way so as to look neat, clean and professional.
 - The College Paramedic Students will have the following mandatory safety equipment with them at all time during preceptorship and utilize it as per policy:
 - Steel toed shoes/boots (Student Supplied)
 - A Ministry approved helmet and visor (student supplied)
 - Protective eye wear (glasses or goggles) (student supplied)
 - Be Qualitatively or Quantitively Fit tested and have approved masks if different then the N95. (EMS Service Supplied)
 - Safety Vest (Student Supplied)
 - Work Gloves (Day to Day type – Student Supplied; latex patient care supplied by EMS Service)
-

APPENDIX F

- **N95 QUANTITATIVE/
QUALITATIVE MASK FIT
FORMS**



STUDENT RESPIRATOR MASK FIT TESTING ASSESSMENT FORM

This form must be completed by the student prior to fit testing.

Name (please print): Click or tap here to enter text.

Please answer the following three questions by circling either YES or NO .

1. Some symptoms/conditions can affect your ability to safely use a respirator mask. Do you currently experience any of the conditions included on the attached list (*“RESPIRATOR MASK FIT TESTING REFERENCE SHEET”*)?

YES NO

2. Have you had previous health concerns/difficulties while using a respirator mask?

YES NO

3. Do you have concerns about your future ability to use a respirator mask safely?

YES NO

A “YES” answer to 1, 2 or 3 indicates further assessment by your Physician/ Nurse Practitioner is required prior to fit testing and respirator mask use. The return of this form, approval by your Physician/ Nurse Practitioner and fit testing must be completed before student shifts will be approved. Please see next form on page if you require Physician/ Nurse Practitioner assessment.

NOTE: Medical information is NOT offered on this form.

X

Signature of Respirator Mask User

Date: Click or tap to enter a date.

- **Please submit the certificate of mask fit from provide with this form, must be repeated annually.**
-

STUDENT RESPIRATOR MASK FIT TESTING REFERENCE SHEET

Form needed only if Physician / Nurse Practitioner further assessment is required as explained on previous page. DO NOT complete if not needed.

For Physician Use Only:

Medical Clearance Date:

Notes (if applicable):

Signature of Physician

Date

Do you currently experience any of the following conditions that may affect respirator mask use?
(Please do not specify on this page, simply circle YES or NO on the RESPIRATOR MASK FIT TESTING ASSESSMENT FORM).

CARDIAC

Chest pain on exertion
CAD/ Angina
uncontrolled hypertension

RESPIRATORY

shortness of breath
COPD/Emphysema
asthma
chronic cough

NEUROLOGICAL

myasthenia gravis
facial paralysis
multiple sclerosis

EAR/NOSE/THROAT

dizziness/vertigo
angioedema
severe allergic rhinitis

OTHER

nausea
claustrophobia

APPENDIX G

**COLLEGE and PROGRAM SPECIFIC
LINKS – QUICK REFERENCE**

**ADDITIONAL ACP PROGRAM
SPECIFIC POLICIES**



<https://www.confederationcollege.ca/academic-policies>

POLICY QUICK LINKS

https://www.confederationcollege.ca/sites/default/files/images/ch5-s5-01_academic_integrity_0.pdf

https://www.confederationcollege.ca/sites/default/files/legacy/5-5-02_student_code_of_conduct_0.pdf

https://www.confederationcollege.ca/sites/default/files/images/5-5-03_charter_of_students_rights_and_responsibilities.pdf

https://www.confederationcollege.ca/sites/default/files/images/5-5-04_complaints_process_non-academic.pdf

https://www.confederationcollege.ca/sites/default/files/uploads/ch5-s5-06_use_of_electronic_devices_1.pdf

<https://www.confederationcollege.ca/accessibility/legislation-and-policy>

https://www.confederationcollege.ca/sites/default/files/images/ch5-s1-02_academic_appeal_policy_0.pdf

https://www.confederationcollege.ca/sites/default/files/uploads/academic_appeal_process_flowchart.pdf

https://www.confederationcollege.ca/sites/default/files/legacy/5-1-04_withdrawal_from_the_college.pdf

<https://www.confederationcollege.ca/sites/default/files/legacy/ch1-s1-04-records-retention.pdf>

<https://www.confederationcollege.ca/sites/default/files/legacy/ch1-s1-02-freedom-of-information-and-protection-of-privacy.pdf>

**ACP Program Specific Procedures Regarding Grade Auditing
and Retention of Education Materials**

Procedure Title	Retention and Use of Student Evaluation Records
Procedure Holder	Confederation College Advanced Care Paramedic Program
Procedure Approver(s)	Shane Strickland, Dean of Health, Negahneewin & Community Services
Related Policies	Ch5-s1-01 Course Evaluation and Grading 7-3-02 Expectation of Privacy 1-1-04 Records Retention College Policy Ch5-s1-02 Academic Appeals Ch5-s1-03 Transfer Credits Ch5-s1-05 Withdrawal from Course Ch5-s3-03 Acquisition of Secondary Credential
Related Procedures	N/A
Appendices	N/A
Storage Location	Confederation College Advanced Care Paramedic Program Manual.
Effective Date	2024-05
Next Review Date	2027- 08

1. Purpose

To establish guidelines for the retention, storage, and use of evaluation records for the students in the Advanced Care Paramedic (ACP) Program at Confederation College, ensuring compliance and relevant laws and best practices in educational record-keeping

2. Scope

This procedure applies to all evaluation records of students enrolled in the ACP Program, including but not limited to exams, practical assessments, project evaluations, clinical performance review and academic certification for field placement.

3. Definitions

Evaluation Records	Documents and digital files that provide evidence of a student's performance in the ACP program.
Retention Period	The length of time evaluation records are to be kept before being securely disposed of.
Secure Storage	Methods for storing evaluation records that protect them from unauthorized access, loss, or damage.

4. Procedure

4.1. Retention Period

- Evaluation records shall be retained for a minimum of 18 months after a student graduates or withdrawal from the program.
- After the retention period, records will be securely disposed of in accordance with Confederation College's data destruction procedure.

4.2. Storage of Records

- All evaluation records must be stored securely, whether in physical or electronic format
- Physical records should be kept in locked cabinets within secure office spaces.
- Electronic records must be stored on secure servers with access controls and regular backups.
- Part time staff is responsible to ensure that all educational materials are given to program coordinator for secure storage and disposal

4.3. Access to Records

- Access to evaluation records is restricted to authorized personnel, including faculty members, program coordinators, program management and relevant administrative staff.
- Students may have accessed their own evaluation records upon written requests to the program coordinator, in accordance with Confederation College privacy procedure.

4.4. Use of Records

- Evaluation records are used to assess student performance, provide feedback, and surrounding academic advising and progression decisions.
- Records may also be used for accreditation, program evaluation and research purposes. However, the waiver for this specific task must be completed by the student.

4.5. Confidentiality

- All personnel with access to evaluation records must maintain the confidentiality of the records and adhere to relevant privacy laws and institutional policies.
- Any breach of confidentiality must be reported immediately to the program administrator.

4.6. Disposal of Records

- Records that have surpassed their retention period must be disposed of securely.
- Physical records should be shredded or incinerated.
- Electronic records should be permanently deleted from all storage systems and backups.

5. Procedures

5.1 Creation and Maintenance of Records

- Instructors and assessors are responsible for the accurate and timely creation and maintenance of evaluation records.
- Records should include the student's name, date of evaluation, type of assessment and results.

5.2. Requesting Access to Records

- Students requesting access to their records must submit a written request to the program coordinator.
- The program coordinator will verify the student's identity and provide access within 10 business days.

5.3. Handling Breaches of Confidentiality

- Any suspected or confirmed breach of confidentiality must be reported to the program coordinator.
- An investigation will be conducted, and appropriate actions will be taken to address the breach and prevent future occurrences.

5.4. Record Disposal

- The program administrator will oversee the secure disposal of records that have surpassed the retention period.
- Disposal methods will be documented and confirmed through the School of Health as the charge of confidential record disposal.

6. Responsibilities

- **Program Coordinator:** Ensure compliance with this procedure, oversee the secure storage of and disposal of records, and handle access requests and confidentiality breaches.
- **Instructors and Assessors:** Maintain accurate evaluation records and ensure their secure storage.
- **Students:** Submit requests for access to their records writing and respect the confidentiality of their peers' records

7. Compliance and Review

- This procedure will be reviewed every 3 years or as required by changes in legislation or institutional procedure.
- Non-compliance with this procedure may result in disciplinary action.

8. Contact Information

For questions or further information about this procedure, please contact: Tanis L Miller – ACP Program Coordinator

Revision History

Version	Change	Author	Date of Change

Procedure Title	Auditing Student Evaluation Records
Procedure Holder	Confederation College Advanced Care Paramedic Program
Procedure Approver(s)	Shane Strickland, Dean of Health, Negahneewin & Community Services
Related Policies	Ch5-s1-01 Course Evaluation and Grading 7-3-02 Expectation of Privacy 1-1-04 Records Retention College Policy Ch5-s1-02 Academic Appeals Ch5-s1-03 Transfer Credits Ch5-s1-05 Withdrawal from Course Ch5-s3-03 Acquisition of Secondary Credential
Related Procedures	N/A
Appendices	N/A
Storage Location	Confederation College Advanced Care Paramedic Program Manual.
Effective Date	2023 -01
Next Review Date	2026- 01

1. Purpose

The purpose of this procedure is to establish a standardized procedure for auditing student evaluation records within the Advanced Care Paramedic (ACP) program. This ensures the accuracy, integrity, and fairness of the evaluation process, and compliance with educational standards and regulatory requirements.

2. Scope

This procedure applies to all student evaluation records within the ACP program, including but not limited to exams, practical assessments, clinical evaluations, and any other forms of student assessment.

3. Responsibilities



Program Coordinator	Oversees the auditing process and ensures compliance with this procedure.
Faculty Members	Maintain accurate records and cooperate with the auditing process.
Auditing Committee	Conducts the audit and reports findings.

4. Definitions

Evaluation Records	Documents and data related to the assessment of student performance.
Auditing Committee	A group designated to conduct the audit, consisting of faculty members and one external auditor if possible

5. Procedure

5.1. Preparation for Audit

- 1. Formation of Auditing Committee:**
 - The Program Coordinator appoints an Auditing Committee at the beginning of each academic year.
 - The committee consists of at least three members, including one external auditor if possible.
- 2. Selection of Records:**
 - The Program Coordinator appoints an Auditing Committee at the beginning of each academic year.
 - The committee consists of at least three members, including one external auditor if possible.

5.2. Conducting Audit

- 1. Review of Records:**
 - The Auditing Committee reviews selected records for completeness, accuracy, and compliance with established evaluation criteria.
 - Each record is cross-checked against grading rubrics, attendance records, and feedback forms.
- 2. Interviews:**
 - If necessary, the committee conducts interviews with faculty members to clarify any discrepancies or gather additional information.
- 3. Verification:**
 - The committee verifies that grades have been recorded correctly and that any changes are well-documented and justified.



5.3. Reporting and Follow-Up

1. Audit Report:

- Upon completion, the Auditing Committee prepares a detailed report outlining the findings, including any discrepancies, trends, or areas of concern.
- The report includes recommendations for corrective actions if needed.

2. Presentation of Findings:

- The report is presented to the Program Coordinator and relevant faculty members.
- A meeting is scheduled to discuss the findings and agree on any necessary actions.

3. Implementation of Recommendations:

- The Program Coordinator oversees the implementation of corrective actions and improvements based on the audit findings.
- Follow-up audits may be scheduled to ensure that recommended changes have been effectively implemented.

5.4. Record Keeping

- All audit reports and related documents are securely stored for a minimum of five years.
- Access to these records is restricted to authorized personnel only.

6. Responsibilities

- Continuous improvement of the audit process will be sought through regular review and updates to this procedure.

7. Review and Revision

- This procedure will be reviewed annually and updated as necessary to reflect changes in educational standards and regulatory requirements



Revision History

Version	Change	Author	Date of Change

Procedure Title	Student Record Evaluation of Preceptorship Performance
Procedure Holder	Confederation College Advanced Care Paramedic Program
Procedure Approver(s)	Shane Strickland, Dean of Health, Negahneewin & Community Services
Related Policies	Ch5-s1-01 Course Evaluation and Grading 7-3-02 Expectation of Privacy 1-1-04 Records Retention College Policy Ch5-s1-02 Academic Appeals Ch5-s1-03 Transfer Credits Ch5-s1-05 Withdrawal from Course Ch5-s3-03 Acquisition of Secondary Credential
Related Procedures	N/A
Appendices	N/A
Storage Location	Confederation College Advanced Care Paramedic Program Manual.
Effective Date	2023 -01
Next Review Date	2026- 01

1. Purpose

The purpose of this procedure is to establish a consistent and thorough process for evaluating the practicum performance of students, ensuring that evaluations are conducted regularly and transparently by the program coordinator.

2. Scope

This procedure applies to all students enrolled in practicum courses within the program and to the program coordinator responsible for overseeing the evaluation process.

3. Evaluation Criteria

Student performance during the preceptorship will be evaluated based on the following criteria:

- Attendance and punctuality
- Professional behavior and attitude
- Completion of assigned tasks and responsibilities
- Demonstration of skills and competencies



- Feedback from practicum preceptors
- Reflection and self-assessment
- Attainment of the NOCP as outlined in the Paramedic Profile for Field Preceptorship

4. Evaluation Process:

a. Weekly Reviews:

- The program coordinator will conduct weekly reviews of student practicum records.
- These reviews will include assessments from practicum supervisors, student self-assessments, and any other relevant documentation.

b. Documentation:

- All evaluations and feedback will be documented in the student's practicum record.
- Students will have access to their records and will be encouraged to review and discuss their evaluations with the program field placement liaison in scheduled meetings or by email contact

c. Feedback and Improvement:

- Constructive feedback will be provided to students, highlighting strengths and areas for improvement
- Students will be given specific goals and action plans to address any identified deficiencies
- This will be completed during the mandatory meetings with the field placement liaison.

5. Audits:

a. Weekly Audits:

- The program coordinator will perform audits of the practicum performance records weekly.
- These audits will ensure that evaluations are being conducted consistently and that all necessary documentation is complete and accurate
- If a "high risk" competency is completed while on field placement the ACP program coordinator will contact the student within 24 hours to discuss the call and the student experience. These alert emails will also alert field placement liaison for cohort.
 - i. High risk is defined as:
 - 5.1.k percutaneous cricothyrotomy
 - 5.1.h Utilize airway devices requiring visualization of the vocal cords introduced endotracheally
 - 5.5e Conduct Intraosseous
 - 5.5.k Conduct cardioversion
 - 5.5.l. Conduct Transcutaneous pacing
 - 5.5.s Needle thoracostomy
 - 6.1.q provide care for an obstetrical patient
 - 6.2.a provide care for a neonatal patient
 - 6.2.b provide care for a pediatric patient



b. Audit Procedure:

- The coordinator will review student records each week
- Any discrepancies or issues identified during the audit will be addressed immediately, with corrective actions taken as necessary. This is completed by connecting with the field preceptor in either online or in-person meeting will occur.
- Auto reminder emails are sent out to preceptors to remind them of the outstanding competencies weekly
- If a preceptor after weekly reminder does not complete evaluation direct contact by phone call is made by program coordinator to ensure there are no barriers to completion
- The Program coordinator can not “sign off” on AP 390 field competencies this must be completed by preceptor

c. Reporting:

- Tracking will occur automatically through the SIMKLAR online tracker
- Verbal report to Dean of the School of Health will include findings, actions taken and any recommendations for improvement of the placement and its evaluation effectiveness.

6. Confidentiality

- All student records and evaluation data will be handled with the utmost confidentiality, in accordance with institutional policies and relevant privacy laws.

7. Review and improvement Procedure

- This procedure will be reviewed annually by the program coordinator and relevant stakeholders to ensure its effectiveness and to make any necessary adjustments.

8. Approval and Implementation:

- This procedure will be implemented and enforced by the program coordinator and all practicum supervisors

9. Contact Information:

- For any questions or concerns regarding this procedure, please contact the program coordinator



Revision History

Version	Change	Author	Date of Change



ACP Program Procedure Title	Remediation Procedure for Academic Certification Deviation from Medical Directive
Procedure Holder	Confederation College Advanced Care Paramedic Program
Procedure Approver(s)	Shane Strickland, Dean of Health, Negahneewin & Community Services
Related Policies	Ch5-s1-01 Course Evaluation and Grading 7-3-02 Expectation of Privacy 1-1-04 Records Retention College Policy Ch5-s1-02 Academic Appeals Ch5-s1-03 Transfer Credits Ch5-s1-05 Withdrawal from Course Ch5-s3-03 Acquisition of Secondary Credential
Related Procedures	N/A
Appendices	N/A
Storage Location	confederation College Advanced Care Paramedic Program Manual.
Effective Date	2023 -08
Next Review Date	2026- 01

1. Purpose

The purpose of this procedure is to establish a standardized procedure if a student who is participating in AP 390 Field Residency deviates from Medical Directive and how this applied to a student under preceptor supervision.

2. Scope

This procedure applies to all student who are participating in AP 390, which means they have obtained and must maintain Academic Certification

3. Responsibilities



Medical Director	Provides medical license and oversight for the Confederation College ACP program students participating in AP 390
Program Coordinator	Oversees the auditing process and ensures compliance with this procedure.
Faculty Members	Maintain accurate records and cooperate with the auditing process. This mainly refers to the Field Placement Liaison

4. Procedure

4.1. Notification

1. Program Coordinator Notification of Non-compliance:

- The program coordinator will be notified by the Base Hospital providing the academic certification when a deviation or non-compliance of a medical directive has been identified. This is completed through Ambulance Call Evaluation report.
- Due to PHIPA restriction the program coordinator cannot attend Base Hospital discussion around non-compliance. However, the program coordinator will be notified of the student involved and the skill or decision that is of concern

2. Student Notification and Attendance of BH Meetings:

- The student and the preceptor will be notified of the call review meeting
- As per college ACP program requirements it is mandatory that the student attends these meetings to continue to attend placement.
- Should the student need guidance before attending the meeting they are to connect with the program coordinator so that there is the correct support in place to assist the students in navigating this process.
- The student must understand that these are not punitive but provide potential identification of remediation needs or cautions in practice

4.2. Process for Remediation:

1. Medical Director Identifies need for Remediation:

- The college is notified by the Medical Director that they have identified a student who requires remediation due to repeated compliance issues or critical deviation from the ACP Medical Directive
- Discussion between Medical Director and Program Coordinator will occur regarding objective and requirements
- Program Coordinator will arrange for 1:1 remediation within 24 hours of Medical Director discussion. At this time the student is removed from placement until remediation can be completed and objective met. The program coordinator will provide an outline of objective to be met during this time to both faculty and student participating in remediation
- Program coordinator will complete an incident report for Human Resources for record keeping purposes only and review if required later
- Once completion of remediation has occurred the faculty will complete an outline of objective practiced any skills sheets student completed and an outline of scenarios performed, any identified weaknesses must also be identified in this synopsis.



- The faculty, in conversation with the program coordinator, will then decide if the student is able to return to placement.
- If the student can return to placement the program coordinator will then inform the medical director through email that the student has completed remediation and meets standard and seek permission for them to return.

4.3 Failure to meet objectives:

1. Unable to Return to Field Placement:

- Should a student be unable to complete the remediation they will be removed from placement and withdrawn from the placement opportunity
- If this occurs beyond midterm of the semester the potential for rewrite will be offered in the next semester the course occurs in
- The student may then reapply when the AP 390 Placement is offered again in Spring semester for Confederation College
- The semester does not allow in time frame for a “re-write” to occur beyond the midterm of the semester

5. Review and Revision

- This procedure will be reviewed annually and updated as necessary to reflect changes in educational standards and regulatory requirements



Revision History

Version	Change	Author	Date of Change
