

# PRIMARY CARE PARAMEDIC PROGRAM MANUAL – 2025/26 DIPLOMA CERTIFICATE

0694

**STUDENT AND FACULTY COPY**

**FOR TWO YEAR PRIMARY CARE  
PARAMEDIC PROGRAM**



Revised By: T. Miller / R Plummer 2024/25  
version 5.1

---

# Paramedic Diploma Program Manual

STUDENT AND FACULTY COPY

**“Strive for progress NOT perfection”**

**Unknown**

Message from your Coordinator:

Welcome to the Confederation College Paramedic Program.

Congratulations on your choice of a career of personal growth, lifelong learning and the ability to make a difference in the lives of every person you encounter. This program will challenge you emotionally, physically and mentally through a combination of practical and theoretical modules compiled by the instructors that have 50 years of combined experience. 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 potential questions and providing reminders you may require while attending 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).

Welcome and Good Luck!

Robert Plummer

Coordinator, Thunder Bay Campus

A-EMCA, ACP

Office: 807-475-6357 Office #284 Shuniah Building

Email: [rplumme1@confederationcollege.ca](mailto:rplumme1@confederationcollege.ca)(preferred)

<b>TABLE OF CONTENTS</b>	
<b>Section Contents</b>	<b>Page</b>
Welcome Letter from Coordinator	2
<b>Appendices</b>	<b>3</b>
Faculty and Staff Extensions	5
<b>Program Descriptions and Courses</b>	<b>6</b>
Program Description	7
Program Courses	8
Other Requirements	9
<b>Placement Package Information</b>	<b>10</b>
Requirements for Paramedic Program	11
Components of the program package	12
Criminal Reference check information	13
<b>Student Promotions Evaluations and Evaluation Methods</b>	<b>16</b>
Student Semester Promotion Policies	17
Evaluation of Theory	19
Evaluation of Practical	20
Clinical/ Field Evaluation	22
Grading of Paramedic Courses	23
Core Courses & Subject Re-Writes	24
Comprehensive Exam/ Fitness Component	23
Evaluation of Lab/ Clinical	27
<b>Academic Certification</b>	<b>33</b>
Academic certification overview	34
<b>Academic Interventions Withdrawals &amp; Re-entry Information</b>	<b>36</b>
Academic Intervention Agreements	37
Withdrawal from the Paramedic Program	38
Applicants Seeking Re-Entry	39
<b>Attendance Policies</b>	<b>42</b>
Attendance Policies	43
<b>Health Requirements Reviewed</b>	<b>46</b>
Health Requirements	47
<b>Workplace Safety and Insurance Guidelines</b>	<b>49</b>
WSIB Guidelines	50
<b>Infection Control Information</b>	<b>51</b>

---

Infection Control Guidelines	52
<b>Notification Procedures for Student Change of Information</b>	<b>54</b>
Notification of Student Address Changes	55
<b>Statement of Confidentiality for Health Science Programs</b>	<b>56</b>
Confidentiality	57
<b>APPENDIX A: Uniform Appearance</b>	<b>58</b>
Personal Hygiene	59
Uniform in Lab/ Clinical	62
Jewelry	64
Computer use on Placements	65
<b>APPENDIX B: Social networking Policy</b>	<b>66</b>
<b>APPENDIX C: College Policy quick Links</b>	<b>69</b>

---

## **FACULTY AND STAFF OFFICES AND EXTENSIONS**

<b>NAME</b>	<b>OFFICE</b>	<b>EXTENSION</b>	<b>E-MAIL</b>
Shane Strickland Dean of School of Health	S275		<a href="mailto:Shane.Strickland@confederationcollege.ca">Shane.Strickland@confederationcollege.ca</a>
Tania Pynn Associate Dean of School of Health	S275		<a href="mailto:Tania.Pynn@confederationcollege.ca">Tania.Pynn@confederationcollege.ca</a>
Robert Plummer Faculty Primary Care Coordinator	284	807- 4756357	<a href="mailto:Rplumme1@confederationcollege.ca">Rplumme1@confederationcollege.ca</a>
Tanis Miller Faculty Advanced Care Coordinator	284	807-473- 3769	<a href="mailto:Tanis.miller@confederationcollege.ca">Tanis.miller@confederationcollege.ca</a>
Colleen Fox Academic Support Officer (Temp – Colleen Fox)	S275	475-6133	<a href="mailto:Colleen.fox@confederationcollege.ca">Colleen.fox@confederationcollege.ca</a>
Leanne Belbas Receptionist	S275	475-6282	<a href="mailto:lbelbas@confederationc.on.ca">lbelbas@confederationc.on.ca</a>



**PROGRAM  
DESCRIPTION &  
COURSES**

---

# Paramedic Diploma Program

## **PROGRAM DESCRIPTION**

This Diploma program offered full-time over two years helps the student gain the skills and knowledge to practice emergency prehospital medical care and to function as an integral member of the health care team as a patient care advocate and team leaders. Graduates will have demonstrated the ability to apply relevant theory, practice safely/ competently, complying with current legislation, regulations, standards, and established policies/ procedures.

Following successful completion of the Paramedic Program, graduates are eligible to write the Ministry of Health's, Advanced-Emergency Medical Care Assistant certification examination. Certification as an Advanced-Emergency Medical Care Assistant (A-EMCA) is necessary to qualify for full-time employment as a Primary Care Paramedic in the Province of Ontario.

---

## **PROGRAM COURSES**

### **FIRST SEMESTER**

CS007	Persuasive Writing (Option2) *
AB107	Patient Care Theory I
AB122	Patient Care Procedures Lab I
AB118	Medico – Legal Aspects of Patient Care
AB113	Anatomy & Physiology I
AB115	Physical Education I
AB119	Communications for Paramedics I
GE__	<i>(Please note that SY180 is a forced elective)</i>

### **SECOND SEMESTER**

AB222	Patient Care Procedures Lab II
AB208	Patient Care Theory II
AB212	Pathophysiology in Emergency Medical Care
AB214	Anatomy & Physiology II
AB216	Communications for Paramedics II *
AB218	Physical Education II
AB221	Resiliency Training for Paramedics
GE__	

### **THIRD SEMESTER**

AB318	Physical Education III
AB321	Patient Care Theory III
AB322	Patient Care Procedures III
AB325	Ambulance Operations
AB327	Pharmacology for Paramedics
AB329	PCP Autonomous IV and ACP Assist
AB432	Paramedic: Hospital Placement

### **FOURTH SEMESTER**

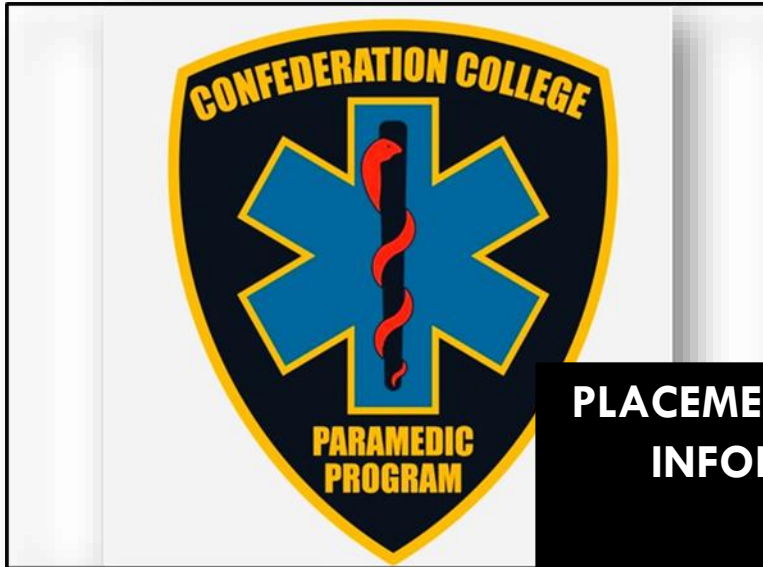
AB434	Paramedic: Ambulance Field Experience II (432 hours)
AB436	Paramedic Comprehensive Review
GE__	<b><u>Online</u></b> General Elective

---

## **General Education Electives (GE)**

Ministry requirements are that students take 3 GE subjects throughout their programs. Paramedic students must take 3 GE subjects. This is the student's responsibility and not the College's to ensure you have taken your 3 general elective subjects. You may get exempted if you have a GE equivalent subject from another post-secondary institution, but you must apply for that exemption; it is not automatic. Please contact the Registrar's Office well before the start of your semester as this item may take a month to resolve. Please note that there is an associated cost for this that is the responsibility of the student.

Although not mandatory, here are some relevant electives to consider **SY066**, and PY399. As stated, above SY180 is a first semester forced elective.



**PLACEMENT PACKAGE  
INFORMATION**

---

## **REQUIREMENTS FOR THE 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 by the end of their first semester. **Some requirements must be completed earlier, and these will be specified.**

These documents will be submitted to the Program Coordinator through college email. The student will provide this in PDF format only. All other formats will not be accepted.

Please following the outlined suggestions below as there are materials that must be current in the year of placement and will need to be renewed upon return for semester III and semester IV

- 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.
- keep all original and digital copies on file throughout program.
- Be sure to check your expiry dates to be sure they are current for future semesters.

### **IMPORTANT**

***All documentation must be completed before a student can attend any placement. If submissions are not complete or a student cannot meet the placement requirements, they cannot progress or continue in the paramedic program.***

---

## **COMPONENTS OF THE PROGRAM PACKAGE**

1. A current **CPR certificate with Health Care Provider BLS level** 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. – CPR C is no longer recognized as adequate for paramedic program***
2. A legible photocopy of the student's standard level first aid certificate. Ski patrol, and Emergency First Response are other courses that are considered acceptable.
3. **DRIVER'S LICENSE**: An Ontario Driver's License photocopied in colour (front and back). – updated copies are to be provided as license levels change

The College requires an Ontario Driver's License or Canada equivalent to G2 or better by Semester 1

The College requires an Ontario Driver's License or Canada equivalent to G or better Semester 3 start. Please ensure that these are placed on separate pages.

4. A colour 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, and ambulance employer are provided for completion. (See appendices B and G) The agreement of confidentiality with THBRHSC will be completed at time of hospital placement in semester III. This is completed via student email electronically and sent to Academic Affairs Manager at THBHSC

---

6. Student contact information sheet attached with appendix “E”.

***CRIMINAL RECORD CHECK – FOUND ON website under -  
Requirements to be completed before attending class.***

***<https://www.confederationcollege.ca/program/paramedic/information>***

1. An original **Vulnerable Sector** Criminal Record Check (CRC). In the event a positive check is returned, you will not be eligible for placement or may be removed and not allowed to return. This WILL have a valid police logo on sector check with valid stamp/ signature from police service only. Any searches provided in handwriting without the validating details will be called into questioned and check with provider. The program will not accept third party checks. Service providers will only accept CRC under these above conditions, if these are not met then the student cannot attend placement until valid search is provided. This is up to the discretion of placement coordinator and service provider.

**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.**

**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 of society.

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 can take up to four months.

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

A copy of your criminal reference check will be provided to the ambulance operator that student attends for placement.

2. Qualitative or Quantitative “Mask Fit Testing” is arranged for the students by the College during the first semester and certificates are issued for expiry in 1 YEAR.
3. You must hand-in a copy of your immunization record and “Immunization Communicable Disease’s Form” to the College Health Centre.
4. Influenza up-to-date vaccination – occurs October - November of each academic year.

---

## 5. COVID Immunization – minimum 2 vaccinations

In addition to the 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:

You won’t be able to get your flu shot certificates until November of each year and that’s why **December** is the deadline date for the Confederation College - Paramedic Student Clinical Entry Package to be submitted. 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).

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

7. Students attending placement are encouraged to get their FLU shot every October/ November. Should a student choose not to receive this immunization and placement provider can refuse them access to the clinical and field placement because they are not a direct employee and therefor services do not accept responsibility for risk of exposure of student or staff.

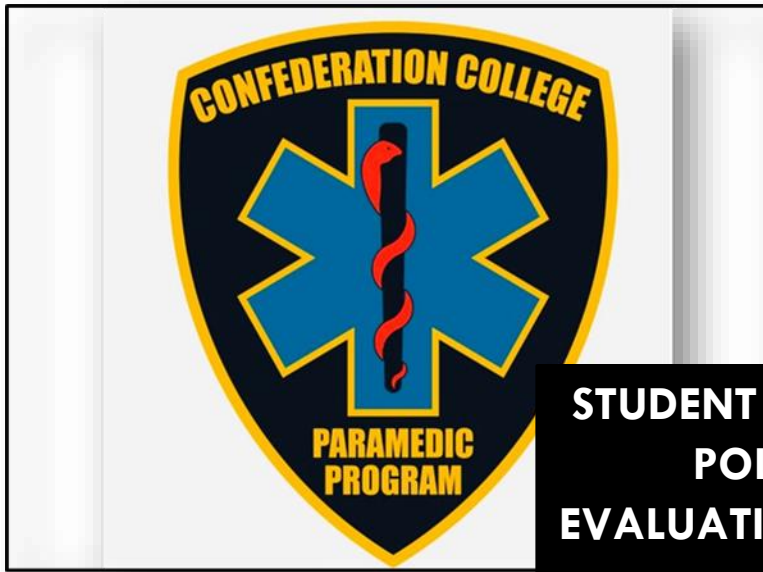
Note: Students are able to see the status of immunizations on “Black Board.” This electronic spreadsheet is kept up to date by our College’s

---

Health Nurse. Only the student, Coordinator and the Health Nurse may see your immunization status.

**The above documents are located on the program website in a printable PDF. Follow this link scroll down and choose “Field Placement Requirements”**

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



**STUDENT PROMOTION  
POLICIES &  
EVALUATION METHODS**

---

## **STUDENT SEMESTER PROMOTION POLICIES**

A student is eligible for promotion within the paramedic program when they have 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 **AB** in front of course number.

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 grade 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 student 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 particular 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”
---

[HTTPS://WWW.CONFEDERATIONCOLLEGE.CA/SITES/DEFAULT/FILES/IMAGES/5-5-01\\_ACADEMIC\\_INTEGRITY\\_0.PDF](https://www.confederationcollege.ca/sites/default/files/images/5-5-01_ACADEMIC_INTEGRITY_0.PDF)

---

## **EVALUATION OF PRACTICAL**

Practical abilities are evaluated with either a simulated real patient or a high-fidelity manikin simulation.

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 to enter clinical/ field, you must demonstrate your competence in the simulated setting in the College. 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 particular service providers requirements and policies. Should you be unable to meet their standard you may not proceed to placement, which prevents success in the Paramedic Program.

---

## **The Following Outlines the Achievements Required for Practical Labs:**

*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.*

**Semester I, II, III Global Rating Scale** is marked in the following manner:

**Semester I** 3.0 in all dimensions Rewrite: is 2.5 is all dimensions.

**Semester II** 3.5 in all dimensions Rewrite: 3.0 in all dimensions

**Semester III** 4.0 in all dimensions Rewrite: 3.5 in all dimensions

***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 AB) should you be unsuccessful in more than one you do not qualify for the rewrite.***

*The final mark is taken from the total average of all 10 scenarios (5 midterm and 5 final).*

*Reminder that the marking scheme is placed into an excel spreadsheet and each dimension is evaluated on its own (horizontal average not vertical total).*

Regarding the GRS practical examinations: The student cannot access any personal technology or notes of reference while performing this exam.

Cognitive aids are provided in the examination room that are approved by the Coordinator of the Paramedic Program. Semester I – BLS/PCS Semester II and III -BLS/PCS, ALS/PCS, and Companion Document. This is to support patient safety/ advocacy of best practice in the application of treatment. However, the student will not be allotted additional time to reference and the time the student takes will directly impact their examination time limit.

Even during the brief time in-between examination rooms 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.**

---

## **Clinical and Placement Evaluations:**

Hospital clinical placement; or most importantly ambulance clinical placement. 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:

- Second semester = 12-24 – Community Paramedic
- Third semester = 42 hours - Hospital Clinical
- Fourth semester = 432 hours - EMS service
- **TOTAL HOURS = 500 hours**

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

The final decision is made by the Program Coordinator after meeting with clinical and field placement coordinator.

An extension is granted when a preceptor feels that they require one more block with the student to see improvement. This is not a retest.

When a preceptor feels a student is not adequately prepared and has not met the competencies (as outlined through SIMKLAR evaluation program) for a successful placement. The student will be marked as unsuccessful and will have to complete another 432 hours with different crew. This is considered a retest.

---

<b>GRADING OF PARAMEDIC COURSES</b>
-------------------------------------

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

<b><u>Letter Grade</u></b>	<b><u>Percentage Attained</u></b>
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 for 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.

---

## **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 “AB” or the online equivalents OL 432 and OL 442 – Anatomy and physiology program equivalent courses.

Students who fail 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.
3. The student must have demonstrated satisfactory attendance during the duration of the course/ subject involved.
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 in the orientation webpage.
- When retaking a patient care theory or lab subject, if more than one year has elapsed since completing either subject, then the student must take both the theory and the practical course components together again. If retaking either the patient care theory or practical within one year, then only the failed subject needs to be retaken.
- **Patient Care Practical Skills Retesting** – Students eligible for a rewrite for a lab class in any semester will be required to demonstrate comprehensive knowledge of all protocols/ standards/ equipment covered to that point in the program.
- Lab rewrites will be comprehensive in content and will include knowledge taught throughout the program up until the point of testing.

---

## **Comprehensive Exam (AB 436)**

A comprehensive exam will be written in the final semester of the paramedic program in AB436. **It will be based on theory from all previous semesters.** This exam will prepare students to write the provincial A-EMCA exam. The student must independently pass the AB 436 final exam obtaining a minimum of 70%.

### **Fitness Component:**

Students are expected to maintain a high level of strength and endurance to perform competently in the placement setting. Students will be tested in Semester 1, 2 and 3 to ensure they are maintaining their fitness levels. Failure to pass the fitness testing in semesters 1,2 and 3 will result in a failing grade in those courses and prevent the student from continuing into the next semester unless they passed the fitness testing as a “re-write.”,

### **Fitness Testing**

All semester fitness testing rewrites **MUST** be completed each semester by the date set by the College. If students are absent for **ANY REASON** for their fitness rewrite date, then the student(s) will receive a “F” grade. The College cautions students about engaging in risky physical activities just before their fitness testing. Extensions will not be granted beyond the semester.

### **Injury and Fitness Testing:**

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.

- 
- Please see the fitness manual for required testing achievements that student must obtain to achieve the CR in the course.
  - Should a student in the Paramedic Program qualify for a fitness rewrite they will have to perform all lift test requirements both head and foot end of backboard as well as the head end and foot end of the stair chair.
  - All physical requirements are tested and weighted equally

It is the student's responsibility to inform their **AB 115, AB 218 and AB 318** instructor(s), their coordinator, and their field placement contacts (preceptor, field placement supervisor, etc.) if they have any type of physical injury in the past or present. Previous and present injuries of the arms, shoulders, back, neck, head, ribs, hips, knees, ankles, and feet can all affect a student's ability to provide safe care of patients and may jeopardize a student's ability to meet the physical education and field placement components of the program. (See Fitness Documents under Appendix D)

**If a student does not advise the College and field placement personnel of such injuries and the College becomes aware of these later, the student may be withdrawn from the program. This decision is final as per the Paramedic Program rules and procedures policy.**

**Please see fitness manual for further details on testing specifics.**

**IMPORTANT: - this applies to AB 115/ AB 218/ AB 318**

Students who do not attend the required amount of fitness classes pose a significant safety risk to their lifting partners. To ensure competency and consistency in the procedure used during lifting a student cannot miss more than 3 classes.

If a student misses more than 3 classes, they must meet one on one with the program coordinator to create a success plan and complete the safety check before proceeding to the lifting components on stairs.

---

This safety check will be outlined by fitness instructor and program coordinator. If a student does not comply with this, then they will not be allowed to attend the lifting examination and will be assigned a “F” in this course. Which means a student cannot progress through the program and withdrawal.

## **AB 214 Anatomy and Physiology II**

Frequently asked question regarding A&P and online Equivalent course:

“If I am unsuccessful in the Winter Semester AB 214 and/or its equivalent online course, can I take the Summer Semester to complete it and be eligible to enter the Semester III?”

Our Primary Care paramedic courses are co-requisites and pre-requisites before moving into the following semester the student must have all previous courses completed.

The only course offered as an equivalent in the summer semester for AB 214 A&P II, is the summer online version OL 442 (registration begins in April). Should the student not complete this course with greater than a 70% before semester begins, they will not be eligible for semester III entry as they do not meet the required pre-requisites.

If a student is on a pathway to receive an unsuccessful grade in AB 214 or OL 442 during the Winter semester, they must withdrawal from this course before the academic withdrawal date of that winter semester. If not, when they receive an F in the course, they may not be eligible for a course rewrite based on the paramedic program rewrite policies.

---

## **EVALUATION OF LAB/CLINICAL/FIELDWORK PERFORMANCE (Specifics)**

### **1. Program Outcomes**

To successfully complete the 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.

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 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 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, they are expected to maintain 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 paramedic program.**

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

- (a) when 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 a student has had insufficient or no opportunity to meet a particular outcome or outcomes (competencies)
  - (c) when a student has 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. 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 fourth 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 their progress in the **clinical/ field area**. The student's progress will be recorded on the transcript as follows:

---

**Course Number Plus****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)

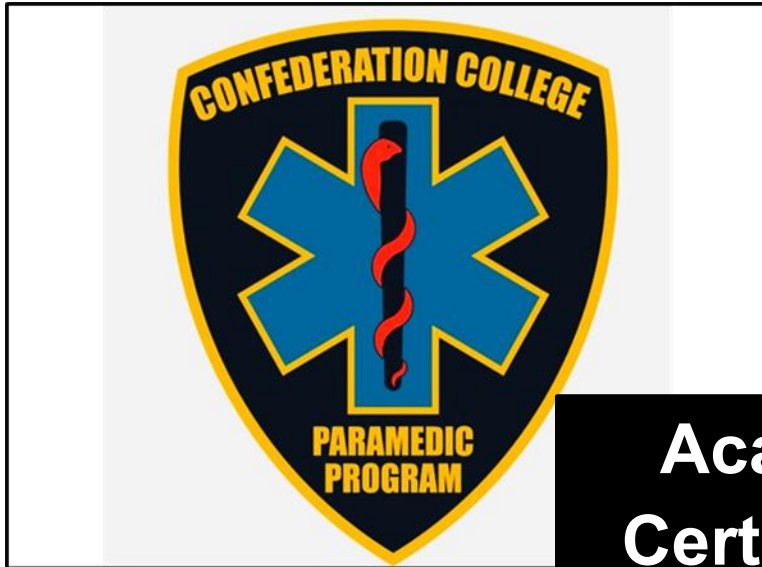
The student's lab/clinical/fieldwork evaluations are considered to be "Incomplete" as a result of one or more of the conditions outlined above. The IN must be changed to "Credit" or it will be considered a failure by the end of the next lab/clinical/fieldwork period or as otherwise specified by the Promotion 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 performance is such that it is not in the best interest of patient care.



# **Academic Certification**

**(Ambulance Field  
Placement ONLY)**

---

### **Academic Certification Overview:**

Confederation College works closely with Northwest Region Prehospital Care Program.

When a student enters into Semester IV of the program, they will go through a Academic Certification process. This involves GRS testing with Base Hospital. This typically occurs in the first week of January, in preparation for placement start times.

The student will perform 7 or more scenarios in GRS format and will be evaluated by Thunder Bay Regional Health Sciences staff. Full time college faculty do not participate in this process. Student outcomes with this testing is shared with college faculty who are involved in placement activities. This includes Field Placement Liaison, Field Placement Coordinator and Program Coordinator.

Three-day process:

- Day 1 - Candidate orientation and review
- Day 2 - Primary Testing
- Day 3 – Retest date if required.

IV certification will be a separate course that students will attend and complete Base Hospital testing to be eligible to perform this supervised skill in the field by the preceptor.

Faculty will be notified of student's status by Clinical Educator via email form.

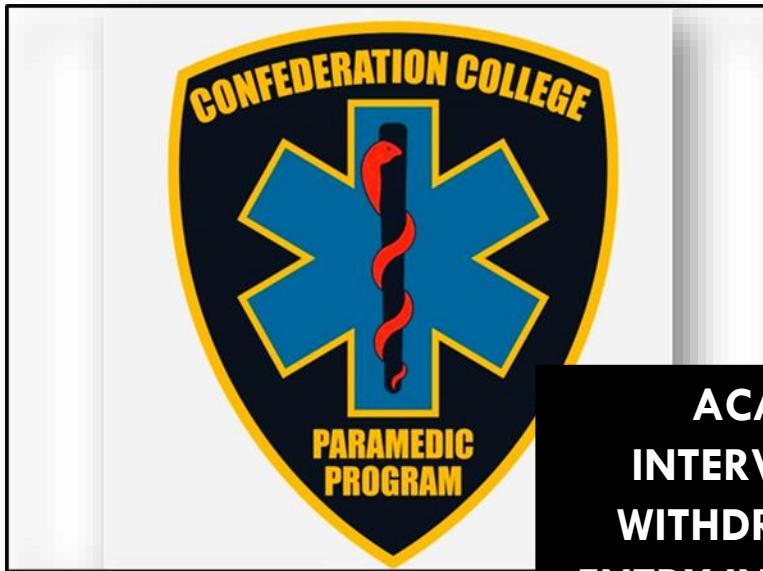
Agreements and policies regarding Academic certification are available and updated annually. These can be provided through email or online work share point.

When a student achieves Academic certification, they may preform ALS/PCS in the presence of a Preceptor while attending ambulance field placement. Student cannot be left unattended at any time- please see PCP Field Placement Manual for further explanation.

---

Students who do not achieve academic certification CANNOT perform delegated medical acts. They may still attend placement at this point as it has not become mandatory. This is subject to sudden change.

Regardless of successful standing achieved in academic certification a final grade will always be determined by Confederation College not Base hospital when placement evaluation is occurring.



**ACADEMIC  
INTERVENTIONS,  
WITHDRAWL & RE-  
ENTRY INFORMATION**

---

## **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 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.

---

## **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 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 maybe referred to mandatory skills/ practical labs to aid in their success in the program.
- Students who are re-entering into AB221 must be successful in the AB115 lift test that academic year.

- 
- Student re-entering into AB 434 must complete Academic certification and a lift test as per program standard in order to enter the field placement.

Students must be made aware that if there has been significant learning outcome changes to the paramedic program and they are seeking re-entry to semester II, III and IV, the student will have to re-take the previous semester to the one they were not successful in. This is to ensure that the student has adequate knowledge and review to be successful in the paramedic program.

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

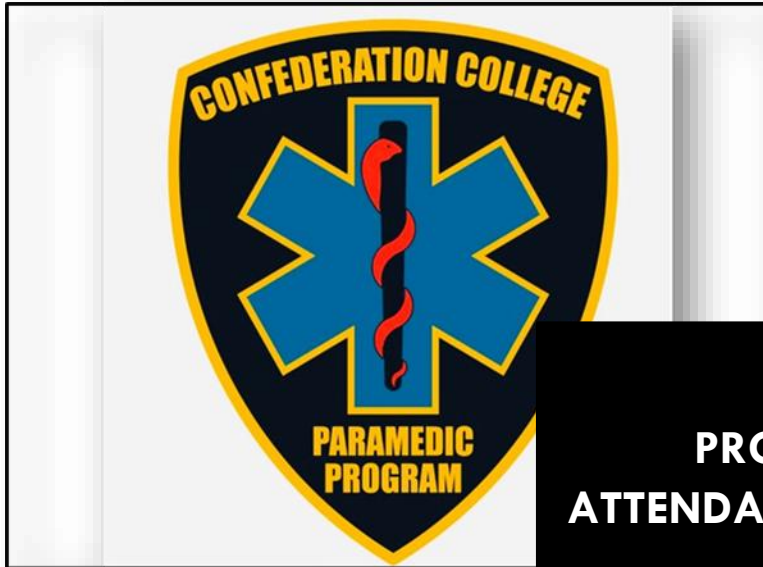
- **Seat availability - is determined by whether an ambulance field placement seat will be available to the student in the second, third or fourth semesters. You must have Paramedic preceptors that are able to take you on as a student in their clinical area.**
- time elapsed since leaving the program.
- 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

---

**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 paramedic program does not guarantee re-admission. You must apply as a FULL-TIME student to be reconsidered for entry into first semester again.

- **For the Thunder Bay campus, 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 on 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 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 asked 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.

---

## LAB/CLINICAL/FIELD PLACEMENT

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 the 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 field placement liaison

**Students must not change shifts without approval by College Clinical/ Field coordinator or Field Placement Liaison.**

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. A student injured or exposed to a contagious disease while on ambulance field placement. The student will notify the Field Placement Liaison who will then notify the Field Placement Coordinator. A form for Report of Incident must be completed in 24 hours of exposure of any injury. Students will be contacted with details regarding this paperwork.



**HEALTH  
REQUIREMENTS REVIEW**

---

## **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.”

**<http://www.confederationc.on.ca/applicant/paramedic>**

- 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.

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. They will document your Flu shot on your Immunization Communicable Disease’s Form.”

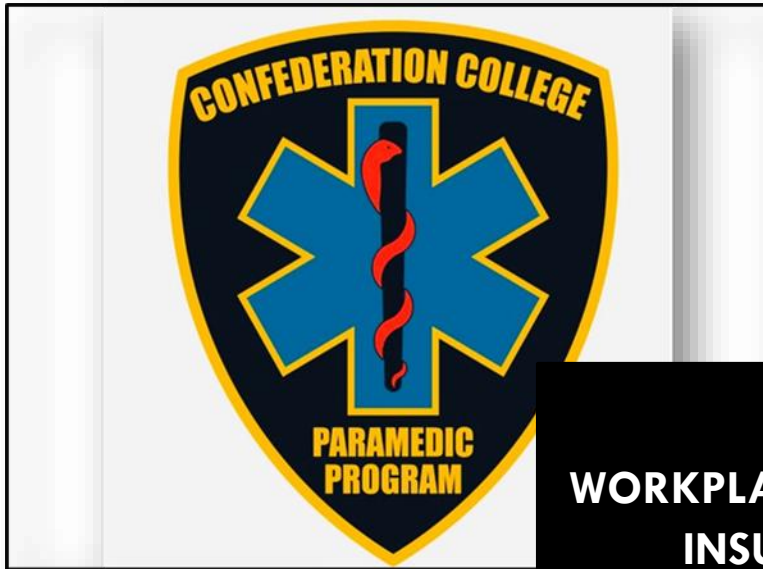
Students are not allowed on clinical/field placements unless all requirements are completed for both ambulance and hospital. The student’s first exposure to clinical areas will occur in semester two. Your clinical placements will vary

---

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 or Nurse Practitioner, 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.



**WORKPLACE SAFETY &  
INSURANCE  
INFORMATION**

---

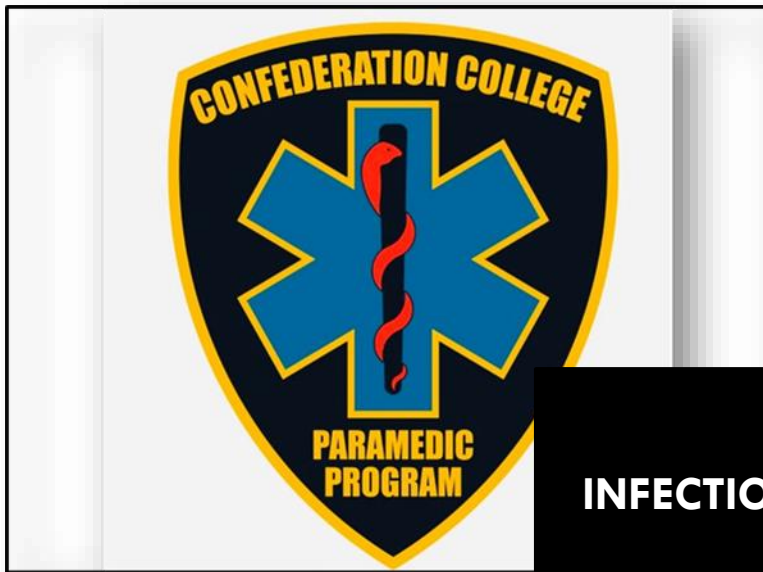
## **WORKPLACE SAFETY AND INSURANCE BOARD GUIDELINES**

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.



**INFECTION CONTROL**

---

## **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. Faces, nasal secretions, sputum, sweat, tears, urine, and vomitus are considered potentially infectious for blood borne pathogens only if they contain visible blood.

---

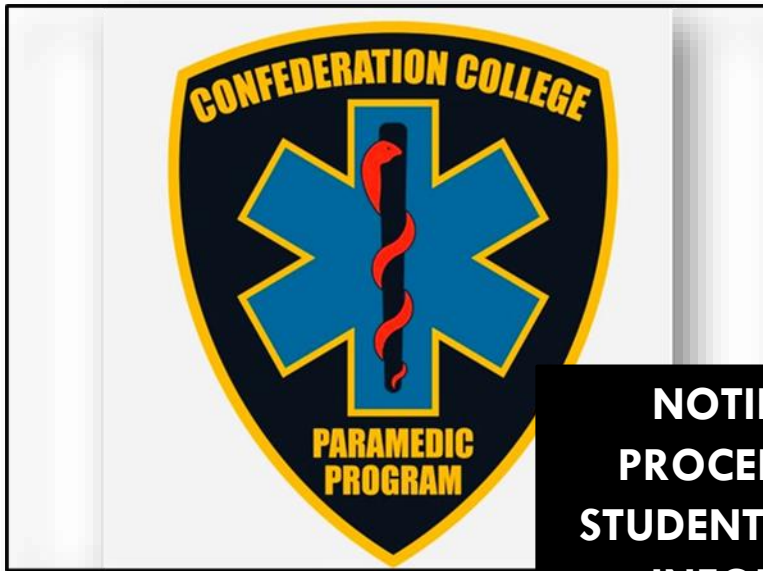
Body substance precautions are a practice to prevent the transmission of blood borne and other infectious agents. It considers all body substances from all clients to be potentially infectious."

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/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](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.



**NOTIFICATION  
PROCEDURES FOR  
STUDENT CHANGE OF  
INFORMATION**

---

## **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 MINIMUM ONCE A DAY TO ENSURE THERE ARE NO IMPORTANT MESSAGES FOR YOU. PLEASE ENSURE YOU REPLY TO EMAILS RIGHT AWAY.**

**EMAIL IS OUTLINED AS THE PRIMARY FORM OF COMMUNICATION WITH STUDENTS AND FACULTY.**



**STATEMENT OF  
CONFIDENTIALITY FOR  
HEALTH SCIENCE  
PROGRAMS**

---

## **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 – See Appendix B. 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.

Shirts may only have one button at collar level undone, shirts tuck into ambulance pants with approved black belt, as well pants neatly hemmed and untucked from boots

Uniforms are only to be worn to, from clinical placements, 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 dismissed 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 smoothly. 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 on 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 always worn on both sides of the uniform (shoulder location). 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.

- 
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.**

***Students only need to purchase their parkas at the start of the second semester for the community clinical placements.***

Sourcing of where the student buys their uniform/ parka is up to the student. The above items may be purchased at SANDS on-line uniform store, locally at; Uniform Plus (807-622-7987) or many other uniform outlets. 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 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

COLLEGE POLICY LINKS – QUICK  
REFERENCE



---

<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/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/legacy/5-5-02_student_code_of_conduct_0.pdf)

[https://www.confederationcollege.ca/sites/default/files/legacy/5-5-03\\_charter\\_of\\_students\\_rights\\_and\\_responsibilit](https://www.confederationcollege.ca/sites/default/files/legacy/5-5-03_charter_of_students_rights_and_responsibilit)

[https://www.confederationcollege.ca/sites/default/files/images/5-5-04\\_complaints\\_process\\_non-academic.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/sites/default/files/uploads/ch5-s5-06_use_of_electronic_devices_1.pdf)

[https://www.confederationcollege.ca/sites/default/files/images/ch5-s4-04\\_student\\_accessibility\\_policy\\_2021apr14.p](https://www.confederationcollege.ca/sites/default/files/images/ch5-s4-04_student_accessibility_policy_2021apr14.p)

[https://www.confederationcollege.ca/sites/default/files/images/ch5-s1-02\\_academic\\_appeal\\_policy\\_0.pdf](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/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/5-1-04_withdrawal_from_the_college.pdf)