

DOÑA ANA COMMUNITY COLLEGE
Associate Degree in Emergency Medical Services
Certificate in Emergency Medical Services First Responder
Certificate in Emergency Medical Services Basic
Certificate in Emergency Medical Services Intermediate
Certificate in Emergency Medical Services Paramedic

Welcome to the Doña Ana Community College (DACC) Emergency Medical Services Program (EMS). We are pleased that you have chosen to enroll in one of our Emergency Medical Services programs and are delighted to have the opportunity to assist you in achieving our personal, academic and career goals.

The EMS Program Student Handbook is a guide to program objectives, policies, certificate and/or degree plans. This handbook should be used in conjunction with the DACC Student Handbook. The EMS Program Student Handbook provides information to help you plan and achieve your goals in the specific program that you enroll in. Education and certification in Emergency Medical Services can provide you with a rewarding professional career in which you have the opportunity to aid persons in moments of crisis, often involving life and death decisions. Given these responsibilities, our program is designed to help you develop and master emergency medical skills as well as helping you develop professional behaviors and the ability to engage in life-long learning and professional development. The EMS Program Student Handbook contains information and policies to help you achieve these goals. These policies and objectives apply to all students enrolled in one of our courses or programs.

Currently we offer the following programs:

First Responder: A student who successfully passes this course and receives a course completion certificate is eligible to apply to the state to become a licensed First Responder.

EMT-Basic: A student who successfully passes this course and receives a course completion certificate is eligible to apply to the state to take the state's licensing examination. Upon successfully passing the state licensing examination, the student will become a licensed EMT-Basic. In addition, the student receiving a course completion certificate will receive a College Certificate.

EMT-Intermediate: A student who successfully passes this course and receives a course completion certificate is eligible to apply to the state to take the state's licensing examination. Upon successfully passing the state licensing examination, the student will become a licensed EMT-Intermediate. In addition, the student receiving a course completion certificate will receive a College Certificate.

EMT-Paramedic: A student who successfully passes this course and receives a course completion certificate is eligible to apply to the state to take the state's licensing examination. Upon successfully passing the state licensing examination, the student will become a licensed EMT-Paramedic. In addition, the student receiving a course completion certificate will receive a College Certificate.

Associate Degree in Emergency Medical Services: A student who successfully passes all the requirements in this degree program will receive an Associate Degree in Emergency Medical Services.

CONTENT DISCLAIMER: This program contains content which may be considered by some students to be sexually explicit. This content is necessary in order to function in the role as an Emergency Medical Technician (EMT).

Information on accreditation of DACC from the following:

- The Higher Learning Commission
30 North LaSalle Street, Suite 2400
Chicago, Illinois 60602-2504
Telephone: (800) 621-7440 / (312) 263-0456
Fax: (312) 263-746
Web site: <http://www.ncahlc.org>

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

Commission on Accreditation of Allied Health Programs
1361 Park Street
Clearwater, FL 33756
727-210-2350
www.caahep.org

To contact CoAEMSP:
4101 W. Green Oaks Blvd Suite 305-599
Arlington, TX 76016
(817) 330-0080
FAX (817) 330-0089
www.coaemsp.org

For more information regarding licensure in NM:

- New Mexico Emergency Medical Systems Bureau
1301 Siler Rd.
Suite F
Santa Fe, New Mexico 87507
Telephone: (505) 476-8200
Website: www.nmems.org

FACULTY AND STAFF INFORMATION

Emergency Medical Services Program

Office Hours

Faculty members are available to students during office hours. Office hours for each full-time faculty member are posted on the faculty member's office door or in the syllabus. Office hours and contact information for adjunct faculty members are located in the course syllabus.

Office Locations

Office locations for full-time faculty members are located in the room numbers provided below in the Student Resources Building of DACC.

Name	Title	Office
Ann Bellows	Program Director	DASR 220 K
Christopher Bare	Associate Professor	DASR 220 B
Stephanie Hyatt	Instructor	DASR 220 A

Division Administration

Division administration for the Health and Public Service Division is located in the Health and Public Service Building

Name	Title	Office
Carlos Wittke	Dept. Chair – Public Services Department	DASR 220 I
Heather Greci	Division Admin. Assistant	DASR 220
Nicole Marcak	EMS Lab Tech	DASR 220 D

Adjunct Faculty

The EMS Program includes adjunct faculty, a majority of who are active providers in the EMS field. This provides the students with access to instruction in current clinical practice.

Student Program Responsibilities

In order to be successful, students will assume an active role in the learning process. The student responsibilities listed below emphasize behaviors that contribute directly to the student's academic success in the Emergency Medical Services Program.

1. **Responsibility for Learning:** Students will take responsibility for their own learning and for succeeding in their courses by following course requirements as presented in course syllabi and attending all of their classes.
2. **Attendance:** It is the expectation that students attend all sessions of each course in which they are enrolled. Failure to do so may result in academic penalty or withdrawal from the class. Absence for any reason in no way relieves the student of the responsibility for completing all assigned course work. Students will adhere to the specific attendance guidelines as stated in this handbook as well as each course syllabus.
3. **Performance:** While attending any course within the EMS program it is expected that the students be prepared for class, complete all assignments, and participate in active learning discussions. Students are expected to cooperate with their instructor and other students to facilitate a positive learning atmosphere.
4. **Time Commitment:** Preparation for the EMS profession requires a major commitment of time, energy and resources in a restricted period of time in order to achieve mastery of concepts and skills required for safe practice at the entry level. To meet the rigorous demands of courses within the EMS program, a student will find it necessary to plan time to study, test, practice in the lab, and work on assignments throughout the week including nights and weekends. Clinical/field practice, some course exams and other course related assignments will occur during hours outside of the regularly scheduled class times. These courses or activities include, but are not limited, to Hazmat, NIMS, and Vehicle Extrication.
5. **Accountability:** All EMS students share the responsibility of adhering to standards of personal and/or professional behavior. This includes, but is not limited to, observing a code of ethics and maintaining patient confidentiality per HIPAA standards.
6. **Disciplinary Action:** A student may be dismissed from any course in the EMS program if a serious infraction of policy, procedure, standards of practice, personal and/or professional standards, ethics, confidentiality or dishonest behavior occurs.

Program Purpose

- To prepare associate degree students and/or students enrolled in certificate courses within the Emergency Medical Services Program with the necessary skills and competencies to function as part of a comprehensive EMS response under medical oversight.

The Associate of Applied Science Degree in Emergency Medical Services and/or the Certificate in EMT-Basic, EMT-Intermediate, EMT-Paramedic prepares the student to function in the prehospital and hospital environments. The competencies of a graduate from a DACC EMS course of study includes comprehensive assessment, communication, clinical decision making, teaching-learning, collaboration with other healthcare providers/agencies, assessment-based interventions, managing care, and professional behaviors.

Program Outcomes

Upon completion of the Associate of Applied Science in Emergency Medical Services and/or a Certificate at the EMT-Basic, EMT-Intermediate, or EMT-Paramedic level, and in accordance with the National Standard Curriculum, the graduate should be able to demonstrate:

- Comprehensive knowledge of EMS systems, safety/well-being of the EMS provider, and medical/legal and ethical issues, which is intended to improve the health of EMS personnel, patients, and the community.
- Knowledge of the anatomy and physiology of human systems.
- Comprehensive anatomical and medical terminology and abbreviations within written and oral communication with colleagues and other healthcare professionals.
- Comprehensive knowledge of pathophysiology of major human systems.
- Comprehensive knowledge of life span development.
- Application of fundamental knowledge of principles of public health and epidemiology, including: public health emergencies, health promotion, and illness and injury prevention.
- Comprehensive knowledge of pharmacology to formulate a treatment plan intended to mitigate emergencies and improve the overall health of the patient.
- Knowledge of anatomy, physiology and pathophysiology of an assessment, development and implementation of a treatment plan with the goal of assuring a patent airway, adequate mechanical ventilation, and respiration for patients of all ages.
- Scene and patient assessment findings with knowledge of epidemiology and pathophysiology to form a field impression. This includes developing a list of differential diagnoses through clinical reasoning to modify the assessment and formulate a treatment plan.
- Assessment findings with principles of epidemiology and pathophysiology to formulate a field impression and implement a comprehensive treatment/disposition plan for a patient with a medical complaint.

- Assessment findings with principles of epidemiology and pathophysiology to formulate a field impression to implement a comprehensive treatment/disposition plan for an acutely injured patient.
- Assessment findings with principles of pathophysiology and knowledge of psychosocial needs to formulate a field impression and implement a comprehensive treatment/disposition plan for patients with special needs.
- Knowledge of operational roles and responsibilities to ensure safe patient, public and personnel safety.

DOT HS 811 077E (2009). National Emergency Medical Services Educational Standards

Student Learning Outcomes

The Student Learning Outcomes (SLO's) for the Emergency Medical Services Program are directly linked to the following DACC General Education Student Learning Outcomes (SLO's):

- Identify ethical behavior
- Apply numerical information appropriately
- Problem solve effectively

Upon completion of each course in the Emergency Medical Services Associate Degree and Certificate Programs the following SLO's are utilized to assesses the program's success in meeting its instructional goals.

At each certification level the student will attain the following within the New Mexico scope of practice:

- Integrate knowledge of EMS systems, the safety/well-being of the paramedic, and medical/legal and ethical issues intended to improve the health and assure the safety of themselves, EMS personnel, patients and the community.
- Demonstrate integration of anatomical and medical terminology and abbreviations into written and oral communication with colleagues and other health care professionals through patient care reporting and radio communications.
- Integrate knowledge of pharmacology to formulate a treatment plan intended to mitigate emergencies and improve the overall health of the patient.
- Integrate scene and patient assessment findings with knowledge of epidemiology, anatomy, physiology and pathophysiology to form a field impression. This includes developing a list of differential diagnoses through clinical reasoning to modify the assessment and formulate a treatment plan for ill or injured patients of all ages.
- Applies knowledge and skills to provide care and transportation based on assessment findings for a patient in shock, respiratory failure or arrest, cardiac failure or arrest, termination of resuscitative efforts and post resuscitation management.
- Effectively communicates in a non-discriminatory manner that is culturally aware and sensitive, and intended to improve patient outcome.

Updated 5/16/2024

- Perform a comprehensive history and physical examination to identify factors affecting the health and psychosocial needs of a patient by relating assessment findings to underlying pathological and physiological changes in the patient's condition.
- Perform a basic history and physical examination to identify acute complaints and monitor changes in order to formulate a field diagnosis based upon an actual and/or potential illness or injury.
- Performs interventions, evaluates effectiveness, modifies actions as part of a treatment plan intended to provide symptom relief and improve the overall health of the patient and applies quality enhancement evaluation of decision making strategies to enhance future critical thinking skills (metacognition) and decrease potential for errors.
- The entry-level clinician serves as a team member, while gaining the experience necessary to function as the team leader.

Paramedic Program Goal

To prepare Paramedics who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.

Doña Ana Community College
Emergency Medical Services Programs

First Responder Certificate

*OEEM 101	CPR for Health Care Providers	1 credit hour
OEEM 115	First Responder Prehospital Professional	3 credit hours

EMT-Basic Certificate Program

*OEEM 101	CPR for Health Care Providers	1 credit hour
OEEM 120	Emergency Medical Technician Basic	6 credit hours
OEEM 120L	Emergency Medical Technician Basic Lab	2 credit hours
OEEM 121	Emergency Medical Technician Field/clinical	1 credit hour
OEEM 153	Introduction to Anatomy and Physiology for the Prehospital Provider	3 credit hours

*This course can be waived if students currently hold a valid AHA Healthcare Provider Completion Card

EMT-Intermediate Certificate Program

All students are required to successfully complete the entrance exam prior to being accepted into the EMT Intermediate Program and to provide a copy of current EMT-Basic license prior to starting the clinical component of the program.

OEEM 150	Emergency Medical Technician Intermediate	5 credit hours
OEEM 150L	Emergency Medical Technician Intermediate Lab	2 credit hours
OEEM 151	Emergency Medical Technician Field/clinical	2 credit hours

EMT- Paramedic Certificate/Associate Program Pre-requisites

OEEM 153	Introduction to Anatomy and Physiology for the Prehospital Provider	3 credit hours
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All students are required to hold an EMT-Basic course completion certificate prior to taking these courses:

OEEM 201	Human Pathophysiology	3 credit hours
OEEM 206	Introduction to Advance Prehospital Care	3 credit hours
OEEM 207	Introduction to Pharmacology	3 credit hours

EMT-Paramedic Certificate

All students are required to hold a minimum of an EMT-Basic license and have completed the EMT Intermediate Program plus passed the entrance exam prior to starting the paramedic program.

OEEM 202	EMT Paramedic Respiratory Emergencies	2 credit hours
OEEM 202L	EMT Paramedic Respiratory Emergencies Lab	1 credit hours
OEEM 203	EMT Paramedic Traumatic Emergencies	2 credit hours
OEEM 203L	EMT Paramedic Traumatic Emergencies Lab	1 credit hours
OEEM 210	Cardiac Rhythm Interpretation	3 credit hours
OEEM 212	EMT Paramedic Cardiovascular Emergencies	3 credit hours
OEEM 213	EMT Paramedic Medical Emergencies	3 credit hours
OEEM 214	EMT Paramedic Medical Environmental Emergencies	3 credit hours
OEEM 216	EMT Paramedic Reproductive & Childhood Emergencies	3 credit hours
OEEM 230	EMT Paramedic Clinical Experience I	3 credit hours
OEEM 231	EMT Paramedic Clinical Experience II	3 credit hours
OEEM 240	EMT Paramedic Field Experience I	3 credit hours
OEEM 241	EMT Paramedic Field Internship I	3 credit hours
OEEM 242	EMT Paramedic Field Internship II	3 credit hours
OEEM 243	EMT Preparation for Practice	2 credit hours

Associate of Applied Science Degree in Emergency Medical Services

General Education

Area I: Communications

Select one Communications Course from the following:

ENGL 1110G	Rhetoric and Composition	3-4 credit hours
ENGL 2210G	Technical & Scientific Communication	4 credit hours
COMM 1130G	Public Speaking	3 credit hours
COMM 1115G	Principles of Human Communication	3 credit hours

Area II: Mathematics

MATH 1220G	College Algebra	3 credit hours
MATH 1130GG	Survey of Mathematics	3 credit hours

Area III: Science

Select one Science Course from the following:

CS 171G	Introduction to Computer Science	4 credit hours
CHEM 1120G	Introduction to Chemistry (Non-Majors)	4 credit hours
BIOL 1120G	Human Biology	4 credit hours
& 1120L	and Human Biology Laboratory	
PHYS 1115G	Survey of Physics with Lab	4 credit hours

PHYS 2230G General Physics for Life Sciences I 4 credit hours
& PHYS 2230L and Laboratory to General Physics for Life Sciences I

Area IV: Social and Behavioral Sciences
PSY 1110G Introduction to Psychology 3 credit hours
or SOC 1110G Introductory Sociology 3 credit hours

Area I: Humanities and Area VI Fine Arts
Select any course from the Humanities or Fine Arts Education Requirements

Core Requirements

BMGT 140 Principles of Supervision 3 credit hours
AHS 120 Medical Terminology 3 credit hours
or HIT 150 Introduction to Medical Terminology 3 credit hours

General Elective

Any course ending with a “G” 3-4 credit hours

Paramedic Course Pre-Requisites

All students are required to hold an EMT-Basic course completion certificate prior to taking these courses:

OEEM 201 Human Pathophysiology 3 credit hours
OEEM 206 Introduction to Advance Prehospital Care 3 credit hours
OEEM 207 Introduction to Pharmacology 3 credit hours

Paramedic Technical Requirements

All students are required to hold a minimum of a New Mexico EMT-Basic or EMT-Intermediate license and complete paramedic entrance process prior to starting the paramedic program.

OEEM 202 EMT Paramedic Respiratory Emergencies 2 credit hours
OEEM 202L EMT Paramedic Respiratory Emergencies Lab 1 credit hours
OEEM 203 EMT Paramedic Traumatic Emergencies 2 credit hours
OEEM 203L EMT Paramedic Traumatic Emergencies Lab 1 credit hours
OEEM 210 Cardiac Rhythm Interpretation 3 credit hours
OEEM 212 EMT Paramedic Cardiovascular Emergencies 3 credit hours
OEEM 213 EMT Paramedic Medical Emergencies 3 credit hours
OEEM 214 EMT Paramedic Medical Environmental Emergencies 3 credit hours
OEEM 216 EMT Paramedic Reproductive & Childhood Emergencies 3 credit hours
OEEM 230 EMT Paramedic Clinical Experience I 3 credit hours
OEEM 231 EMT Paramedic Clinical Experience II 3 credit hours
OEEM 240 EMT Paramedic Field Experience I 3 credit hours
OEEM 241 EMT Paramedic Field Internship I 3 credit hours

OEEM 242	EMT Paramedic Field Internship II	3 credit hours
OEEM 243	EMT Preparation for Practice	2 credit hours

Course Description

OEEM 101 CPR for the Health Care Professional

Students learn identification and response to airway and circulation emergencies, including use of an AED and accessing the EMS system. This course is taught using the American Heart Association guidelines for course completion. Required: grade of C or better.

OEEM 115 First Responder Prehospital Professional

Provides training in prehospital medical and traumatic emergencies. Prerequisite: consent of instructor. Corequisite: OEEM 101. Requires a C or better to pass. Restricted to majors.

OEEM 120 Emergency Medical Technician–Basic

Covers EMT-Basic skills instruction to include care of soft tissue and muscular/ skeletal injuries, circulatory, nervous, general medical and respiratory systems emergencies. Corequisites: OEEM 101, OEEM 120L, and OEEM 121, & OEEM 153 or consent of instructor. Requires a C or better to pass.

OEEM 120 L Emergency Medical Technician–Basic Lab

EMT-Basic skills development with emphasis on assessment, skills competency and team-work in patient care in the prehospital setting. Corequisites: OEEM 101 or OEEM 120, and OEEM 121, or consent of instructor. Requires a C or better to pass.

OEEM 121 Emergency Medical Technician–Basic Field/Clinical

Covers the patient care experience provided through assigned shifts in the hospital and/or ambulance setting. Corequisites: OEEM 101, OEEM 120, and OEEM 120L, or consent of instructor. Requires a C or better to pass.

OEEM 150 Emergency Medical Technician–Intermediate

Theory of the roles, responsibilities and scope of practice of the EMT-Intermediate. Assessment and management of respiratory, cardiac, trauma, environmental, behavior, reproduction, and childhood emergencies. Prerequisites: current EMT-basic license, pretest and consent of instructor. Corequisites: OEEM 150L and OEEM 151. Requires a C or better to pass.

OEEM 150L Emergency Medical Technician Intermediate Lab

EMT-Intermediate skills development with an emphasis on assessment, skills competency, and team work in patient care in the prehospital setting. Corequisites: OEEM 150. Requires a C or better to pass.

OEEM 151 Emergency Medical Technician–Intermediate Field/Clinical

Patient care experience provided through assigned shifts in the hospital and/or ambulance setting. Prerequisite: consent of instructor. Corequisites: OEEM 150 and OEEM 150L. Requires a C or better to pass.

OEEM 153 Introduction to Anatomy and Physiology for the EMS Provider

To properly assess and manage a patient, a prehospital provider must have a solid foundation in human anatomy and physiology. This course provides a systematic approach to building this foundation. Grade of C or better is required to pass the course. Consent of Instructor required.

OEEM 201 Human Pathophysiology

Overview of anatomy and physiology. Emphasis on human body pathophysiology including a medical illness component. Pre-requisites: OEEM120 and OEEM120L. Requires a C or better to pass.

OEEM 202 Airway and Respiratory Emergencies

A course which focuses on the anatomy, physiology, and pathophysiology of the respiratory system. Integrates the knowledge to develop and implement a comprehensive treatment plan, with the goal of assuring a patent airway, adequate mechanical ventilation and respiration for patients of all ages. Prerequisites: OEEM 201, OEEM 206, OEEM 207. Corequisite: OEEM 202 L. Requires a C or better to pass.

OEEM 202 L Airway and Respiratory Emergencies

A course which focuses on the anatomy, physiology, and pathophysiology of the respiratory system. Integrates the knowledge to develop and implement a comprehensive treatment plan, with the goal of assuring a patent airway, adequate mechanical ventilation and respiration for patients of all ages. Prerequisites: OEEM 201, OEEM 206, OEEM 207. Corequisite: OEEM 202. Requires a C or better to pass.

OEEM 203 Paramedic Trauma Care

A course which covers the mechanism of injury, pathophysiology, diagnosis, assessment, treatment and care of the trauma and environmental emergency patient. Consent of instructor. Restricted to majors. Prerequisite: OEEM 201, OEEM 206, OEEM 207. Corequisite: OEEM 203 L. Requires a C or better to pass.

OEEM 203 L Paramedic Trauma Care Lab

A practical course which covers the mechanism of injury, pathophysiology, diagnosis, assessment, treatment and care of the trauma and environmental patient. Consent of instructor. Restricted to majors. Prerequisite: OEEM 201, OEEM 206, OEEM 207. Corequisite: OEEM 203. Requires a C or better to pass.

OEEM 206 Introduction to Advanced Prehospital Care

Overview of prehospital care including roles and responsibilities of EMTP, EMS systems, medical, legal, ethical issues, stress management, medical terminology, medical report writing and communication. Requires a C or better to pass. Pre-requisites: OEEM120 and consent of instructor.

OEEM 207 Introduction to Pharmacology

Drug actions, factors modifying drugs and dosages: characteristics of drug effects, and drug history and dosages. Prehospital protocol, transport, and common patient prescription medications. Requires a C or better to pass. Pre-requisite: OEEM120

OEEM 210 Cardiac Rhythm Interpretation

Cardiac conduction system: electrophysiology, electrocardiogram, monitor, atrial, sinus, ventricular and junctional dysrhythmias, multiple lead EKG and 12 lead EKG interpretation. Prerequisites: OEEM 201, OEEM 206, OEEM 207. Requires a C or better to pass.

OEEM 212 EMT–Paramedic Cardiovascular Emergencies

Review anatomy, physiology, and pathophysiology of cardiovascular system. Assessment and management of cardiovascular emergencies in the prehospital setting. Prerequisites: OEEM 210. Requires a C or better to pass.

OEEM 213 EMT–Paramedic: Medical Emergencies I

Study of the disease process; assessment and management of neurological, endocrine, gastrointestinal, renal emergencies and infectious disease. Prerequisites: OEEM 212, Requires a C or better to pass.

OEEM 214 EMT-Paramedic: Medical Environmental Emergencies II

Study of disease process, assessment, and management of poisoning, drug and alcohol abuse, environmental, behavioral and geriatric emergencies. Prerequisites: OEEM 213, Requires a C or better to pass.

OEEM 216 EMT–Paramedic: Reproductive and Childhood Emergencies

Covers anatomy, physiology, disease processes, assessment and management of male and female reproductive system emergencies, childhood emergencies and growth and development. Prerequisites: OEEM 214. Requires a C or better to pass.

OEEM 230 EMT–Paramedic Clinical Experience I

Assigned clinical experiences in patient assessment and specific management techniques. Successful completion includes minimum required hours and completion of course objectives. Prerequisite: consent of instructor. Restricted to majors. Requires a C or better to pass.

OEEM 231 EMT–Paramedic Clinical Experience II

Assigned clinical experiences in patient assessment and specific management techniques. Successful completion includes minimum required hours and completion of course objectives. Prerequisites: OEEM 230 and consent of instructor. Restricted to majors. Requires a C or better to pass.

OEEM 240 EMT–Paramedic Field Experience I

Advanced prehospital skills and knowledge. Successful completion of at least the minimum required hours and course objectives. Prerequisite: consent of instructor. Restricted to majors. Requires a C or better to pass.

OEEM 241 EMT–Paramedic Field Internship I

Continued focus on advanced prehospital skills and knowledge, with increasing responsibility for patient care. Successful completion includes meeting at least the minimum required hours and course objectives. Prerequisites: OEEM 240 and consent of instructor. Restricted to majors. Requires a C or better to pass.

OEEM 242 EMT–Paramedic Field Internship II

Emphasis on total patient care responsibility and team leadership skills. Successful completion includes meeting the minimum hours required and course objectives. Prerequisites: OEEM 241, and consent of instructor. Restricted to majors. Requires a C or better to pass.

OEEM 243 EMT–Paramedic Preparation for Practice

Comprehensive final program testing to prepare for licensing examination. Prerequisites: OEEM 242. Restricted to majors. Requires C or better to pass.

Emergency Medical Services Program

Program Policies

Academic Integrity Policy

Emergency Medical Services as a profession requires a high standard of ethics and integrity because the profession carries significant responsibilities for someone else's life and well-being. EMT-students are held to the same standards as those of licensed EMS providers.

NMSU-DACC Academic Integrity Syllabus Statement

NMSU-DACC strives to cultivate an academic environment in which student scholarship thrives and is subject to rigorous academic standards. An expectation of academic integrity exists throughout the university system.

Each student is required to comply with the Student Academic Code of Conduct-Academic Integrity (ARP 5.10), applicable ethical and other standards required by the specific discipline, as well as the specific requirements stated on each course syllabus or program handbook.

NMSU-DACC students are expected to maintain high academic, ethical, and professional standards of conduct, which requires honesty in all academic matters. Academic dishonesty may take a variety of forms, including but not limited to: Cheating or Assisting to Cheat; Misrepresentation; Plagiarism; Unauthorized Access to or Alteration of Academic Records; and Unauthorized Possession of Academic Material. Confirmed lapses in Academic Integrity may result in Level I or Level II sanctions imposed upon the student as defined in ARP 5.10. (Hyperlink: <https://arp.nmsu.edu/5-10/>)

Violation of any of the components of the Academic Integrity Policy will result in disciplinary action up to and including dismissal from the DACC Emergency Medical Services Program with or without eligibility for readmission.

Areas of Concern which each student will be aware of **include but are not limited to** the following:

- **Cheating:** Cheating is intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise. **This includes but is not limited to:**
 - Copying from another student's paper or submitting another person's work.
 - Allowing papers, tests or other assignments to be copied by other students.
 - Using material to prepare papers or take tests that have not been authorized by the instructor.
 - Knowingly using, buying, selling, offering, transporting, communicating electronically or soliciting any of the contents of a test.
 - Taking a test for another student or permitting someone else to take a test for the

- EMT student.
- Bribing, attempting to bribe, intimidating or attempting to intimidate another person to obtain a passing grade on a test, paper, course assignment, or for the course itself.
- Intentional misconstruing or misreporting of facts or incidents relating to any event surrounding the course.
- **Plagiarism:** Plagiarism is the representation of the work of others as the student's own, including the use of papers or other work of the course written or done by others. **This includes but is not limited to:**
 - The use of another's words, facts, ideas, or information without acknowledgement of the source. The degree of documentation may differ but all papers require documentation for source material. References will be explicitly and clearly noted both as references and within the paper/presentation.
 - Parts of the work are taken from another source without reference to the original author.
 - The whole work/paper is copied from another source.
 - Submission and/or presentation of work in one course which has also been submitted in another course (although it may be completely original with that student) without the knowledge of or prior arrangement with the instructor involved. This rule also applies to work that a student may have submitted at another college, university or at a high school.
 - **All written material submitted by students are subjected to an electronic plagiarism review.**
- **Collusion:** Collusion is obtaining from or giving to a student unauthorized assistance on material in any course work.
- **Fabrication:** Fabrication is the intentional and unauthorized falsification or invention of any information, or citation in any academic or medical exercise, activity or record.
- **Compromising Test Material:** Compromising testing materials is the unauthorized removal of testing materials from any area, writing/copying test questions, or verbally sharing test questions with any other person.
- **Facilitating Academic Dishonesty:** Facilitating academic dishonesty is intentionally or knowingly helping or attempting to help another to violate any provision of this Academic Code.
- **Misrepresentation/Fraud:**
 - Using false records, false identification papers, any portion of the uniform, unauthorized I.D. cards or methods of I.D. to influence others concerning the EMT student status.
 - Using a computer to gain access to official DACC documents, services, departmental records and materials, patient information without specific permission, or to alter any of the above.
 - Failing to provide complete information required by DACC and/or the Emergency Medical Services Program.
 - Misrepresenting self as possessing non-existing credentials, either personal or professional to which the student is not entitled to use.
- **Theft:** Theft includes but is not limited to the unauthorized removal or conversion of the property of another.

- **Scope of Practice:** The State of New Mexico’s Medical Direction Committee defines the scope of practice for students at each certification level. Exceeding the scope of practice is not permitted and may lead to withdrawal of medical direction and termination from the program.
- **Confidentiality:** It is the right of the patient to have self-disclosing statements or information about their condition, person, or family kept private. Students will not violate patient confidentiality by sharing identifying information about patients. Information shared for educational purposes is permissible if within the scope of a “need to know” capacity. This is in accordance with HIPAA standards.

Assignment Policy

All assignments are key to the learning experience throughout the program and are designed purposefully to facilitate learning. Assignments will be submitted on time. Refer to the course syllabus for specific assignment requirements. Non-submission of required work may result in a grade of “incomplete” or failure. The student receiving an “incomplete” cannot progress to the next program level until the incomplete is removed.

Didactic /Lab Attendance Policy

Emergency Medical Services education incorporates multiple teaching modalities which require in-classroom participation by all students. Attendance in each course is very important to the successful completion in each level. Key policies for course attendance for students in the DACC Emergency Medical Services Program includes the following:

- Students are expected to attend all classes in which they are registered.
- Students who fail to attend class will contact the instructor regarding the absence before the class, if possible.
- Missing classes does not relieve the student of making up the work missed nor the responsibility of seeing the instructor about making up any missed work. **It is the responsibility of the student, not the instructor or program director,** to obtain missing information including discussions, explanations, assignments, handouts, audio-visuals, computer programs, or other presentation formats.
- Students making satisfactory progress in their classes may be excused from classes when they are representing DACC during college sponsored events (e.g., sponsored student organization functions, educational field trips, and conferences). **Absences do not relieve the student of his or her class responsibilities.**
- **Students within the Paramedic Program have a total of 3 days they can miss throughout the program without the existence of extenuating circumstances:**
 - **Illness or injury that requires the release from a physician**
 - **Hospitalization of the student which would require the release from a physician**

Behavior in Classroom/Lab/Field –Clinical Setting Policy

The following behaviors are expected in the college classroom/skill lab/ field-clinical setting:

- Arrive on time, leave at the appropriate time, and return from breaks as indicated.
- Behavior will not interfere with the learning of other students in the classroom/lab/or field-clinical setting.
- Refrain from side conversations. Be attentive to whoever is speaking-instructor or fellow student.
- No cellular phones or pagers are to be used by the EMS student in the classroom, lab or field/clinical setting unless authorized by faculty.
- Accept the nature and amount of information covered in course.
- Apply critical thinking concepts.
- Recognize and accept responsibility for one's own learning and performance.
- Know and follow the policies and course requirements as outlined in the syllabus.
- Come prepared to participate by reading assigned materials, reviewing objectives and clarifying areas of confusion.
- Ask questions appropriate to subject discussion.
- Know and comply with Academic Integrity Policy.
- Seek assistance from the instructor or appropriate resources immediately as concerns arise.
- Act respectfully to others at all times.

Respectful Environment

The EMS program is based on inclusion and respect among faculty, students, preceptors, all involved EMS providers and patients. We believe everyone involved in our educational environment should be treated with respect. We recognize that during a stressful event that an individual may be offended or not feel respected at that time, and want the situation to be resolved as soon as possible after the event.

In order to maintain a respectful environment for all, it is our position to

- prevent disrespectful behavior
- educate individuals on intervention when in or experiencing a disrespectful environment
- encourage reporting and to take action immediately should an event occur.

Hazing, Bullying, Harassment and Other Hostile Misconduct

Per NMSU policy ARP 3.80, “Prohibited Behavior: It is New Mexico State University’s policy that hazing, bullying, harassment and other forms of hostile misconduct are strictly prohibited. These types of behavior or actions have no place within a community of scholars and prevention of such behavior is the responsibility of every member of the university community.”

The DACC EMS program adheres to the NMSU Hazing, Bullying, Harassment and Other Hostile Misconduct Policy. The policy can be found at the following link: [3.80 – Hazing, Bullying, Harassment and Other Hostile Misconduct | Administrative Rules and Procedures \(ARP\) | New Mexico State University \(nmsu.edu\)](#)

To Prevent hazing, bullying, harassment and other hostile misconduct. consider taking the following actions. This is an excerpt from Linda Willing’s article “How EMS chiefs can end bullying and harassment” EMS 1, May 23, 2016. [How EMS chiefs can end bullying and harassment \(ems1.com\)](#) accessed May 14, 2024.

- Talk privately with someone who has behaved inappropriately, and express their discomfort with what has occurred
- Change the subject when others slip into unprofessional “can you top this” conversations
- Be clear allies to anyone who might be marginalized
- Speak up: If someone is using inappropriate language, for example, simply saying, “That’s not OK with me” can be very powerful
- Call out cowardly anonymous online behavior, forward links for problem sites to department leaders
- Document and report patterns of inappropriate behavior

Professional communication

A respectful tone should be used by all class members in all forms of communication. As written and online communications are considered part of a college course, your writing style should conform to the rules of Standard English. Accordingly, you should introduce yourself, clearly state your reason for making contact, and use the spell check feature prior to sending or posting. Please refrain from using emoticons, slang, or instant texting terms and never resort to using vulgar language. Don’t use all capital letters as it gives the impression you’re SHOUTING! Finally- be professional and respectful.

Here are some suggestions for contributing to online discussions:

- Ask Nicely. If you are not certain about the meaning of a comment, ask the original poster to elaborate or clarify what they’ve written.
- Be respectful. Recognize and value the experiences, abilities, and knowledge each person brings to class. Acknowledge the diverse perspectives and viewpoints of class members.
- Disagree with ideas, not classmates. When disagreeing with the ideas of another, be sure that your comments are directed toward his or her ideas and not the actual person. Never use personal attacks to express your disagreement.
- Use humor carefully. Be cautious about injecting humor into your comments and remember that it’s easy to misinterpret humor in written language.
- Be calm. If you’re upset, compose a letter or message and save it for 24 hours before you send it.

- Reread messages. Reread any messages before you send them. You'll catch any errors and notice areas for revision.

Oral communication may reflect and welcome regional dialects and culturally embedded ways of communicating (e.g., African American Vernacular English [AAVE] or Castilian Spanish).

When addressing peers during class synchronous meetings, respectful spoken discussions are expected. If you are attending class via Zoom, the camera should be turned on so that others can see and communicate during course meetings as directed by your instructor. These Video interactions reflect a respectful tone in verbal communication and body language. Appropriate dress is requested during Zoom meetings requiring your camera to be turned on.

In summary, the DACC EMS Program endorses the 2023-2025 Core Values of the CoAEMSP: CLARITY (Commitment, Leadership, Accountability, Respect, Integrated, and Quality).

<https://coaemsp.org/about-the-coaemsp>

Classroom/Lab/ Field –Clinical Dress Code

Students enrolled in the certificate or associate degree program must adhere to the following dress code:

- EMT-Basic/EMT-Intermediate Students: Maroon Polo Shirt.
- EMT Paramedic Students: Blue Polo Shirt.
- Plain white undershirt
- Black or Navy Blue EMS pants
- Black belt
- Black boots
- Socks
- Uniforms will be cleaned and pressed and the uniform shirt will be worn tucked in.
- Tattoos will be covered at all times when in the field/clinical setting
- One set of earrings (small)-no large hoops, gauged earrings or other visible piercings are allowed when in the field/clinical setting.
- Good hygiene—no cologne or perfume.
- EMS Student ID Badge will be worn during field/clinical rotations.
- Facility ID will be worn at designated clinical sites.

Paramedic students in the clinical setting may be required to change into alternative clothing during specific clinical experiences. Notification will be provided prior to the clinical experience.

Bloodborne Pathogens-Universal Precautions Policy

Bloodborne pathogens means pathogenic microorganisms that are present in human blood and can cause disease in humans. The student will be knowledgeable about universal precautions with blood and body fluids. In the practice of prehospital care a student is at risk for an occupational exposure. The student will come in contact with and be exposed to blood, fluids, contaminated articles and other potentially infectious materials. It is the student's responsibility to be aware of safety precautions and utilize safe practice techniques.

Field & Clinical Assignment Policy

Students are responsible for knowing and abiding by the philosophy and standards of care for each agency or facility. Orientation to each agency/facility will be conducted prior to beginning the field/clinical experience. The requirements for the field/clinical facility are standardized. Failure to meet the requirements by the designated deadline date will result in the student being withdrawn from the field/clinical course.

Check the course syllabus for specific information regarding the specific procedures for field/clinical assignment process and associate student responsibility. Notify the field/clinical instructor immediately if there is a problem with the assignment. The assigned field preceptor or clinical instructor should be present in the facility prior to the provision of any patient care.

Student's field/clinical assignments are posted prior to the beginning of the field/clinical experience. Student report times are posted on the rotation schedule. Not all field/clinical sites have the same reporting times. Please note the report time for the particular assignment.

Field & Clinical Attendance Policy

Attendance is mandatory. Field/clinical experiences are a vital component of EMS education. The student must attend all assigned field/clinical shifts.

- **Tardies:** Arriving late is not acceptable professional behavior. All students will arrive 15 minutes before the designated time for the field/clinical rotation. Students who arrive five (5) or more minutes late may be directed to leave the field/clinical site and will incur an unexcused absence.
- **Absences:** Any absence from a field/clinical assignment compromises the student's ability to meet the field/clinical course objectives. If the student has a health problem (mental, emotional, and/or physical) that may impair the student, the student will inform the clinical instructor prior to beginning of the shift. It is the responsibility of the clinical instructor to determine if such problem(s) may interfere with the student's judgment or performance and determine the course of action. A field or clinical preceptor may dismiss

the student from a field or clinical shift if it is necessary in order to protect the safety of the patient and student.

If the student misses or fails to complete a field/clinical assignment, the consequence will be immediate dismissal from the field/clinical portion of the course.

Student Identification Badge

The designated DACC EMS ID Badge and/or other assigned facility ID badge will be worn at all times during the field/clinical rotations. The Student ID Badge is part of the uniform. The field or clinical preceptor may remove a student from the field or clinical site if regulations are not met. All badges will be turned into the clinical instructor prior to receiving the course completion certificate.

Required Supplies for Didactic Course

The student will be required to purchase for the didactic course the EMS Testing Package for their specific certification level. This package is part of the evaluation process for the didactic portion of the program and the student will not be able to successfully complete the course without the purchase of this program.

Required Supplies for Field / Clinical

The student will arrive at the field/clinical site prepared for practice with the following required supplies:

- Good Quality Stethoscope
- Trauma Shears
- One or two BLUE INK Ball Point Pens with non-erasable ink
- Small notebook or scratch pad
- Pen light (non-halogen bulb)
- Watch with a second indicator
- Field/clinical notebook

Required Supplies are part of the uniform, the preceptor may remove the student from the field/clinical site if the standards are not met.

Personal Hygiene Regulation

- The student will be clean and practice good hygiene. Cleanliness of body, teeth, fingernails, hair, uniform and shoes is required.
- The student will use a deodorant or antiperspirant.
- Perfume and cologne will not be used at all.

- Fingernails will be neatly groomed and visibly clean. Fingernails will be short enough that they do not interfere in any way with the performance of a physical assessment or with patient care. Because of the potential harboring of bacteria nail polish of any sort is not permitted.
- No artificial fingernails are permitted.
- The student is expected to implement and maintain the principles of good hygiene.
- Hair will be clean. Hair will be secured off the collar or in a ponytail, if possible. Large, brightly colored or excessively ornate hair accessories will not be worn.
- A mustache and/or sideburns will be neat, trimmed and well groomed.
- Minimal makeup will be worn in the field/clinical setting.
- The uniform will be freshly laundered and free of stains and wrinkles.
- Boots will be kept cleaned and polished.
- The field or clinical preceptor may remove the student from the field or clinical site if personal hygiene regulations are not met.

Jewelry & Body Art Regulations

- Jewelry worn in the field/clinical setting will be simple in design, kept to a minimum and professionally appropriate. Wedding bands, watches, and simple necklaces are allowed. One set of small post earrings may be worn in the field/clinical setting only. For safety purposes, hoop and dangle earrings may not be worn at any field /clinical site.
 - Rings are limited to one band type ring or wedding set. The student may wish to consider wearing a wedding band instead of a set as the stones in a set may get lost and could be a danger to the patient.
 - Necklaces are discouraged and should not be visible if worn.
 - No other jewelry may be affixed to the face, tongue or other visible body part.
 - A watch with a second indicator is required.
- Tattoos, hickies and body art will be covered while in the field/clinical site.
- The preceptor may remove the student from the field/clinical site if jewelry and body art regulations are not met.

Tobacco Regulation

- Smoking or other tobacco use is not permitted at any time during the field or clinical experience, including breaks and lunch periods.
- The instructor may remove the student from the field/clinical site if the tobacco regulation is not met.
- Students using tobacco on campus must adhere to NMSU 13.63-Smoking and Tobacco Use Restrictions. <https://arp.nmsu.edu/16-63/>

Cell Phone & Pager Regulation

- Use of smart phones in the field/clinical site may only occur if directly related to field/clinical related information.

- The preceptor may remove a student from the field/clinical site cell phones or pagers are used for personal communication.

Social Media

Social Media includes public websites such as Facebook, YouTube, Snapchat, LinkedIn, Twitter and many others. New social networking websites allowing/encouraging online collaboration and/or commentary are being added each day. This policy covers all existing and future social networking media.

When you engage in social media as a DACC Business and Public Services Division student, you must consider:

- Sites will be viewed by others.
 - These individuals could be future employers, former patients, faculty, members of regulatory agencies or members of the media.
 - Any communication placed on these sites is considered public and may be used in legal proceedings.

While students have the opportunity to stay connected and discuss the things they care about, students should not utilize these avenues to post program related information without prior written consent of the program.

If you participate in social media, these are the guiding principles of the Business and Public Services Division:

- When you engage in comments or discussions about a Health Sciences Program, use Canvas or other official sites. To avoid potential issues, do not engage in comments or discussions about the Health Sciences Division on other websites.
- Stick to your area of expertise and provide unique, individual perspectives on what is going on at DACC and in the world.
- Post meaningful, respectful comments—in other words, no spam and no remarks that are off topic or offensive.
- Always pause and think before posting – is this something you would say in person or to a mixed audience? That said, reply to comments in a timely manner, when a response is appropriate.
- **Privacy is your greatest concern.** Do not share anything that can identify a clinical patient or otherwise constitutes disclosure of personal information of any of the Health Sciences Division faculty, staff, or students.
- Alert the [Division Staff](#) if you see information posted by others, including faculty, staff, or students themselves that is confidential.
- It is up to the Program Director, Division Dean, or DACC media department to make public announcements or disclosures related to internal decisions, processes or program status.
- Some information which is shared with students is confidential or must be reported utilizing specific processes. Remember that information you share, reflects on you as a student within this program and as a future employee.
- When disagreeing with others' opinions, keep it appropriate and polite.
- Know and follow the [HIPAA Privacy and Security Rules](#).
- Do not post pictures or images of program faculty, staff, or students without written authorization.
- **Never** post pictures of patients or their families.

- Think about your professional image before posting pictures of yourself in your uniform on any social media site. These areas may be viewed by future or current employers.

Your Responsibility: What you write is ultimately your responsibility. It is imperative to treat each post seriously and with respect. Failure to abide by these policies and the [HIPAA Privacy and Security Rules](#) could put your standing in your prospective program at risk. It is also important to follow the terms and conditions for any third-party sites.

Field & Clinical Experience Policy

It is the student's responsibility to take the initiative and action necessary for the learning process to be effective. Experiences in the field/clinical settings are an integral part of the EMS education process, providing the opportunity to apply theory and skills learned in the classroom. The field/clinical portion of each course provides a setting in which the student can demonstrate technical skills with the goal of achieving competency in performance of prehospital care. As the student progresses through each designated course for a specific licensure level, the student is expected to demonstrate proficiency in the prehospital interventions and skills as outlined by the scope of practice for that licensure level.

- **Transportation to Clinical Sites:** Transportation to and from the field/clinical site is the responsibility of the student. Students are required to arrange transportation to and from all sites. The student should plan ahead and prepare for any expenses associated with travel. Failure to make appropriate travel arrangements will not excuse the student from attending their field/clinical assignment. While at the field/clinical site the student will adhere to the parking regulations for that field/clinical site.
- **Field/Clinical Progress & Evaluation:** A field/clinical evaluation tool is included in each field/clinical syllabus. The student is advised to carefully read the objectives as outlined in the syllabus for each field/clinical course. The student should also be familiar with the minimum hour, assessment and skill requirements as outlined in the course syllabus and to ask for guidance from the course instructor if there are any questions. Student progression is assessed and measured by the course field/clinical evaluation tool.

Field & Clinical Participation

A letter from the DACC Medical Director will be provided to each affiliate identifying a list of the students participating in the cohort rotation, the appropriate scope of practice, the training level of the cohort and an approval to attend the overall rotation. Students must be cleared by the affiliate for rotations. Clinical or Field Instructors/DACC Lab assistant will notify students of clearance. Students must be scheduled by the Clinical/Field faculty prior to completing a clinical or field rotation. The relationship between affiliates and students shall be educational only; students may not be substituted for the affiliate's staff. Students will perform patient care/EMS duties under the supervision of the designated preceptor (note this may be hospital staff) prior to performing patient care. Students may not exceed the scope of practice identified by the New Mexico EMS Bureau for the class in which they are enrolled.

Clinical Incident Policy

For protection of the patient, field/clinical institution, and student specific procedures will be implemented when a student makes a clinical error (incident). When a student or an employee of a field /clinical site, discovers a student error (incident), it is the student's responsibility to report it immediately to the field/clinical preceptor. The preceptor will then assist the student with the completion and filing of the appropriate incident report for the specific agency, with a copy being filed with the EMS Program.

If a student makes a medication error or sustains a needle stick, or injury, a DACC EMS Program Field/clinical Incident Report will be completed by the student and the field /clinical preceptor. (See DACC EMS Field/clinical Incident Report Form).

If a clinical error (incident) occurs, the clinical instructor will create a written Student Improvement Plan for any clinical incident(s) and/or occurrence (s). The student is required to meet with the clinical instructor to discuss the occurrence(s) and determine the stipulations of corrective action applicable to the incident. The student will abide by the stated corrective actions. If a student has received an assignment and/or corrective action by the clinical instructor and does not complete assignment/corrective action prior to the last day of the course, the student will receive a failing grade for the course. The failing grade will be given for a clinical grade and result in a failing grade for the course.

Field & Clinical Preparation Policy

To ensure patient safety, the student will be fully prepared to provide direct patient care. If the field/clinical preceptor feels the student is unprepared, this will be documented on the end of shift student evaluation form. If, in the instructor's professional opinion, the lack of preparation would compromise patient care, the student will be sent home and incur an absence.

Code of Ethics Policy

The National Association of Emergency Medical Technicians Code of Ethics is the standard of professional behavior that students and faculty in the DACC Emergency Medical Services Program will adhere to:

Emergency Medical Technicians Code of Ethics:

1. Professional status as an Emergency Medical Technician and Emergency Medical Technician-Paramedic is maintained and enriched by the willingness of the individual practitioner to accept and fulfill obligations to society, other medical professionals, and the profession of Emergency Medical Technician. As an Emergency Medical Technician-Paramedic, I solemnly pledge myself to the following code of professional ethics:
2. A fundamental responsibility of the Emergency Medical Technician is to conserve life, to alleviate suffering, to promote health, to do no harm, and to encourage the quality and equal availability of emergency medical care.

3. The Emergency Medical Technician provides services based on human need, with respect for human dignity, unrestricted by consideration of nationality, race creed, color, or status.
4. The Emergency Medical Technician does not use professional knowledge and skills in any enterprise detrimental to the public well-being.
5. The Emergency Medical Technician respects and holds in confidence all information of a confidential nature obtained in the course of professional work unless required by law to divulge such information.
6. The Emergency Medical Technician, as a citizen, understands and upholds the law and performs the duties of citizenship. As a professional, the Emergency Medical Technician has the never-ending responsibility to work with concerned citizens and other health care professionals in promoting a high standard of emergency medical care to all people.
7. The Emergency Medical Technician assumes responsibility for individual professional actions and judgment, both in dependent and independent emergency functions, and knows and upholds the laws, which affect the practice of the Emergency Medical Technician.
8. An Emergency Medical Technician has the responsibility to be aware of and participate in matters of legislation affecting the Emergency Medical Service System.
9. The Emergency Medical Technician, or groups of Emergency Medical Technicians, who advertise professional service, do so in conformity with the dignity of the profession.
10. The Emergency Medical Technician has an obligation to protect the public by not delegating to a person less qualified, any service which requires the professional competence of an Emergency Medical Technician
11. The Emergency Medical Technician will work harmoniously with and sustain confidence in Emergency Medical Technician associates, the nurses, the physicians, and other members of the Emergency Medical Services health care team.
12. The Emergency Medical Technician refuses to participate in unethical procedures, and assumes the responsibility to expose incompetence or unethical conduct of others to the appropriate authority in a proper and professional manner.

Adopted by: The National Association of Emergency Medical Technicians, 1978. Written by, Charles Gillespie M.D.

Communicable Disease Policy

Students with a documented infectious disease may care for patients when cleared by their physicians and the relevant healthcare facility/field site has been notified in writing and accepted the student. A physician's clearance will be on file.

Students cannot work in the patient care setting if they may be able to transmit disease to patients or coworkers. Risk of transmission would exist where there is trauma to the patient that would provide a portal of entry for the virus such as during invasive procedures, surgery or treatment of open wounds, when needle stick, scalpel wound or open lesion in the infected student result in transfer of blood or serous fluid to the open tissue of the patient.

DACC is a caring campus, and we will follow all current [Centers for Disease Control and Prevention \(CDC\)](#) guidelines to maintain a healthy campus.

Updated 5/16/2024

Communication Policy

The NMSU email/canvas account will be the official contact/communication method for student and faculty in the EMS Program. Each student and faculty member is responsible for maintaining their NMSU email/canvas account and checking it on a daily basis to ensure timely communication.

Confidentiality Policy

It is the responsibility of every EMS student to safeguard the patient's right to confidentiality in all aspects of patient care. It is the patient's right to determine the degree of self-disclosure and to whom they make disclosure. Revealing self-disclosed information potentially damages a person's reputation or employment opportunities.

Elements of patient information are to be discussed only within the realm of appropriate clinical /educational setting; e.g. post clinical debriefing, post call run review or classroom discussion. In learning environments, the patient's information may be discussed but names or initials will not be used.

It is a serious breach of confidentiality according to HIPAA regulations to discuss patient information. **Failure to maintain confidentiality may result in dismissal from the program and/or failure in an EMS course.** Each individual's practice should honor and respect the element of trust given by patients as they share potentially vulnerable aspects of their lives.

Course Withdrawal Policy

When a student withdraws from a course prior to the designated college withdrawal deadline, a "W" grade will be assigned. **If the student is asked to withdraw or if the student decides independently to drop the course, it is the responsibility of the student to initiate the withdrawal process.** Students who fail to formally withdraw may receive failing grades, in addition to being liable for all tuition and fees. Please check the DACC Course Schedule for last day to withdraw from the course.

Adding, dropping or withdrawing from a class may have consequences regarding the student's academic plan and/or financial aid. It is the student's responsibility to consult with their academic advisor and financial aid advisor for details.

CPR Policy

A current American Heart Association (BLS) Healthcare Provider CPR certification is required. It must be valid through the end of the semester for which the student is currently enrolled. It is the **responsibility of the student** to maintain current CPR certification and to provide the clinical instructor with current copies. Since CPR certification is required by all field/clinical sites, students will **NOT** be allowed to attend field/clinical shifts without it. Absence related to failure to comply with this policy will constitute a clinical absence.

Criminal Background/Drug Screening Policy

DACC Emergency Medical Services Program requires a criminal background check to include fingerprinting and a ten panel drug screen to be completed by all EMS students prior to entering into the field/clinical site. Non-compliance with the criminal background/fingerprinting and the ten panel drug screen will be cause for dismissal from the program of study and/or course.

The cost of the criminal background and drug screening is the student's responsibility and is a non-waivered and nonrefundable fee. A student's eligibility for field/clinical practice and successful completion of a course will depend upon clearance of the criminal background check and drug screening.

Notification of the Criminal History: The EMS Program Director will be notified of the results of the student's nationwide criminal history background and drug screening. The notice will indicate whether or not the student has a disqualifying conviction or has a positive result on their drug panel. The results of these notices will be kept confidential.

Criminal Background Checks with a Disqualifying Conviction(s): A student will be prohibited from admission into the program or from continuation in an EMS course based on the results of the criminal background check. If the criminal history screening results in a "disqualifying conviction" the student will be denied access to affiliated field/clinical sites based upon the written affiliation agreement between DACC and the clinical agency/facility.

Positive Result on Drug Panel: A student may be prohibited from admission into the program or from continuation in an EMS course based on the results of the ten panel drug screen. If the ten panel screening results are positive, the student may be denied access to affiliated field/clinical sites based upon the written affiliation agreement between DACC and the clinical agency/facility. Facilities may require additional drug testing after initial admission into the program. Positive drug screening results may result in denial of access to clinical/field sites.

Ineligible Student: The criminal history/ten panel drug screen that reveals a disqualifying conviction or use of prohibited drug will deem the student ineligible for field/clinical participation at affiliated field or clinical agencies. Therefore, the student cannot be successful in course completion. The student with a disqualifying conviction or positive result on their drug screen may not self-select out of specific field/clinical agencies or clinical rotations based upon the results of the criminal background/drug panel screening. Alternate field or clinical experience will not be available.

The student will receive a letter from DACC regarding their status in the program and/or course based on the disqualifying conviction. The student may meet with the EMS Program Director for further clarification and guidance. The student with a disqualifying conviction or positive result on their drug screen may not be permitted to continue in the course and/or program based on the results of the criminal background or drug panel screening. Therefore, the student may be required to withdraw from the course and/or program. Students may be eligible for re-entry.

Obtaining, Requesting, and Maintaining Records: The results of the criminal history screening are privileged and confidential and for the sole use of the EMS Program. The program is prohibited from releasing or disclosing the information to any person or agency without written consent of the student. All criminal/drug screening records will be maintained separate from the student's academic records.

Disabilities Policy

Doña Ana Community College does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. The ADA coordinator for DACC has been designated to oversee compliance with the nondiscrimination requirements contained in Section 35.107 of the Department of Justice Regulations. Information concerning the provisions of the Americans with Disabilities Act, and the rights provided thereunder, are available from the ADA coordinator.

If you have or believe you have a disability, you may wish to self-identify. You may do so by providing documentation to the Office of Services for Students with Disabilities. Appropriate accommodations may then be provided for you.

If you have a condition which may affect your ability to exit the premises in an emergency or which may cause an emergency during class, you are encouraged to discuss this in confidence with the instructor and / or the ADA coordinator.

Dismissal Policy

Any of the following or a combination of the following will constitute grounds for dismissal from the DACC EMS Program.

- **Failure to Maintain Grades.**
 - During any required EMS course
 - At the completion of any required EMS course
- **Failure to abide by the code of academic integrity.**
- **Breaching patient confidentiality.**
- **Failure to provide the required field/clinical clearance documentation by the designated date.**
- **Inappropriate or unprofessional behavior which disrupts the learning environment of other students in the course and/or the EMS Program. This includes but is not limited to the following:** Verbal or physical harassment of students and/or EMS faculty.
- **Violation of the Substance Abuse Policy**
 - Any violation of the Substance Abuse Policy may result in immediate dismissal from the EMS Program. This includes but is not limited to the following:
 - Use of and/or impairment by use of alcohol in the classroom, lab and /or field /clinical site.
 - Use of and/or impairment by use of illegal drug(s) in the classroom, lab and /or field/ clinical site.

- Use of and/or impairment by use of drug(s) not identified to the instructor, the use of which has the potential to impair performance in the classroom, lab and/or field/ clinical site.
 - Refusal to have a urine screen and/or blood test when requested per policy. (Note the field/clinical site has the right to request a drug screen on any student at any time.)
 - Testing positive on a drug screen test upon a field/clinical site request.
- **Performance in the field/clinical area which may jeopardize the patient's physical or psychological safety, including but not limited to:**
 - Inability to communicate effectively (includes verbal and written communication with the instructor, patient or healthcare team)
 - Calculate medication dosages accurately
 - Inappropriate behavior
 - Failure to report an error in patient care
 - Lack of communication directly to the field/clinical preceptor and instructor according to policy referenced previously for tardy or absence.
- **Failure to Report Possible Impediments to Licensure:**
 - Failure to report possible impediments of licensure such as prior arrest record, prior jail-time or guilty judgment in drug or other criminal activities, substance abuse problems, etc., may result in dismissal from the EMS Program.
 - The Licensing Committee has the sole authority to determine the impact of such matters on licensure. Disclosure, completion of the EMS Program does not imply that the Licensure Committee/National Registry of Emergency Medical Technicians will grant licensure/certification.
 - Students who are not U. S. citizens or who have been convicted of a felony are advised to contact the EMS Bureau/National Registry of Emergency Medical Technicians regarding eligibility for licensure/certification.

IMPORTANT NOTICE: Students who are dismissed because of a violation of the EMT Code of Ethics, substance abuse, violation of patient safety or EMS Department disciplinary policies are not eligible to reenter the EMS Program.

Due Process

For any grievance process, please refer to the grievance policy in the *DACC Student Handbook*.

Electronic Device Policy

Classroom & Skill Lab:

- Cell phones, pagers and watch alarms **will be turned off** and stored during class and lab times.
- Anticipated emergency situations in which the student may need to be contacted during class time are to be discussed with the class instructor prior to class starting. The instructor will discuss and handle specific situations on an individual basis with the student.

- Calculators **may be used** during lab or testing when approved by faculty. Hand held computers, cell phones and programmable calculators may not be used during the lab or testing process unless authorized by faculty.

Field/clinical Rotations:

- **Carrying of cell phones, pagers and other electronic devices are subject to the field/clinical site guideline.**
- If any emergency occurs, family members will be instructed to contact the field /clinical instructor. Phone numbers will be provided in course syllabus.
- **Students are not to receive personal calls or messages while in the field /clinical area unless it is an emergency.**

Employment During EMS Program

The faculty recommends that the EMS student consider minimal employment hours during their EMS education. The working student should evaluate the number of work hours during the technical phase of the EMS program.

Students who fail to meet the established academic standards due to employment will not receive special consideration. Students employed as EMS providers will be aware that neither the college nor the EMS Program assumes responsibility for the activities of a student while being an employee of an agency.

The status of the employed EMS student will be determined by the employing agency. While working as an employee the student may not wear the DACC EMS insignia or student ID badge.

Advanced Placement

The DACC EMS program recognizes that some individuals applying to our Paramedic programs may come with other medical licensure and/or experiences. However, for the continuity and consistency of programs the DACC EMS Program will not allow advanced placement of students into its Paramedic programs. More specifically, Physicians, Physician Assistants, Nurses, Nurse Practitioners, or other allied health professionals will not be granted advanced placement into a Paramedic program or be given credit for their current licensure or experiences. Anyone seeking admittance into the DACC Paramedic program will apply through the standard application process and will adhere to all attendance and course policies.

Student Counseling/ Conferences

Student conferences/program audits will take place regularly and on an as needed basis. Conferences may be requested by the Instructor/Coordinator, Clinical Coordinator, Field Coordinator, Program Director, Student or other program personnel. Student conferences/program audits will be documented using the DACC Student Conference/Audit/Counseling form. Student conferences may be used to address issues/concerns or recommendations in regard to a student's academic progress or performance at their clinical practicum/field internship rotation.

PROCEDURE:

1. Student conferences in the Paramedic Program will be scheduled with the student, the Instructor/Coordinator, the Clinical or Field Coordinator and/or the Program Director at the beginning of each semester.
2. Additional student conferences for all EMS students may be requested and scheduled throughout the semester on an as needed basis.
3. The DACC Student Conference/Audit/Counseling form shall be used to document the student conference.
4. The original DACC Student Conference/Audit/Counseling form shall be placed in the student's file.
5. Students will be asked to sign the DACC Student Conference/Audit/Counseling form

indicating that they have read and understood the material presented on the form.

Family Education Rights and Privacy Act (FERPA)

Students at DACC are protected under the Family Educational Rights and Privacy Act of 1974 (FERPA). The FERPA affords student certain rights with respect to their educational records (see DACC Student Handbook-Student Records or DACC College Catalog for the FERPA student rights). The EMS Program maintains records of all communication from the EMS faculty to the student, such as but not limited to:

- Counseling forms for academic, laboratory or field/clinical incidents.
- Counseling forms for other occurrences related to the students' performance in the EMS program.

DACC follows the policy relative to the release of student information. The following directory information on students will be released without a signed authorization from the student: Name, address, telephone number, date of birth, level of education, academic major, and degree received. It is the responsibility of the student to inform the Admissions and Records Office that any or all of the above information will not be released. This request will be field in writing with the Admissions and Records Office. FERPA prohibits the disclosure of any information of the adult student regarding social security number, class schedules, grades, etc., to any person, unless the person has a written release signed by the student. (Note: Including the parents of the adult student). Please see the *DACC Catalog* and the *DACC Student Handbook* for additional information.

Grading Policy

All EMS courses will be graded with letter grades. Grades will be calculated according to the percentages identified in each course syllabus. The following scale will be used to determine the final course grade.

Letter Grade Scale

The grading scale for the DACC EMS Program is as follows:

- 93% to 100% = A
- 87 % to 92% = B
- 80% to 86% = C
- 74% to 79% = D
- 0% to 73% = F

Important Notes:

- A grade of C or better will be maintained throughout each course
- A grade of C or better for the course is required to progress to the next EMS course and/or level.
- Grades will not be rounded up or down.

Updated 5/16/2024

Graduation Policy

Students will successfully complete all courses listed on the certificate/degree plan in the DACC student catalog. A grade of C (80%) or higher is required for all EMS courses. It is the responsibility of the student to file an application for graduation with the NMSU/DACC Admissions and Records Office the semester before graduation.

Commencement Ceremony: Although participation in Commencement is not mandatory, students are highly encouraged to do so. Gowns, caps and announcements may be purchased at DACC. Information on how to purchase these items will be available at the time of application.

Grievance Policy & Process

Grievances in non-academic or other matters will follow The Code of Conduct which appears in the DACC Student Handbook.

1. Student problems or concerns will be discussed with the instructor involved.
2. If the problem cannot be resolved at the instructor level, the student will then arrange to meet with the EMS Program Director.
3. If the problem is not resolved at that level, the student will document the problem or concern and submit it to the Dept. Chair of Business & Public Services and then arrange to meet with the Division Dean.
4. If the problem or concern is an academic issue and is not resolved, the student may then submit a written synopsis of the problem or concern to the Vice President of Academic Affairs and then arrange to meet with the Vice President. If the problem or concern is a non-academic issue and is not resolved, the student should follow the non-academic grievance policy in the *DACC Student Handbook*.
5. Failure to resolve the problem at that level will result in meeting with the Campus President.

Please see the *DACC Catalog* and the *DACC Student Handbook* for additional information.

Licensure Policy

Completion of any EMS Course or Program does not guarantee that the student will pass the licensure/certification examinations or meet the requirements of the New Mexico EMS Bureau.

Medication Administration & Treatment Error Policy

The EMS faculty believes strongly in the need for accuracy in performing prehospital care and that accuracy is especially crucial in the area of medication administration.

Definitions

- **Medication:** any substance administered by protocol, standing orders, or physician

order as a treatment for a physical or emotional condition.

- **Actual Medication Administration Error:** Occurs when the student violates the medication administration procedure.
- **Potential Medication Administration Error:** Occurs when the student violated any step in the medication administration procedure and /or when the student is provided the opportunity to make a decision in the medication process and the decision is wrong and the field/clinical preceptor prevents the student from making a medication error. A potential medication error results in the same consequence for the student as an actual medication error.

Actions Which Constitute a Medication Error

- Violation of the one of more of the six rights of medication administration
 - Right Patient
 - Right Medication
 - Right Dose
 - Right Route
 - Right Time
 - Right Documentation
- Failure to know, check or verify (if possible) the patient's allergies.
- Failure to ascertain medication information prior to administration (action, compatibility, field implications, injection sites, etc.).
- Administration of a medication with an expired date.
- Administration of a medication with an expired order date.

Medication & Treatment Error Clinical Incident Report

A DACC EMS Program Field/Clinical Incident Report will be completed by the field/clinical preceptor and student following a medication administration or treatment error. The incident will identify the type of medication or treatment error, specifics concerning how the error was made and any consequences of the medication error. Copies will be submitted to the EMS Program Medical Director, the Director of the EMS Program, Clinical Coordinator, Clinical and Didactic Instructors. Within 5 days of the incident a Student Improvement Plan will be developed by the field/clinical instructor outlining the corrective action that will need to be taken by the student and a date by which the action must be completed by. Other disciplinary action may be imposed upon the student at the request of the EMS Program's Medical Director. The Clinical Incident Report and the Student Improvement Plan will become part of the student record and will be considered in the assessment of the student's field/clinical performance.

After the incident report has been filed the field/clinical preceptor has the option of dismissing or re-assigning the student from the field/clinical site. The student may not implement the procedure in which the error occurred until the following criteria have been met:

1. The student has met with the clinical instructor and reviewed the correct method for performing the procedure.
2. The student submits a printed report to the clinical instructor explaining the circumstances of the error: a) how the medication or treatment error occurred, b) what patient injury occurred or could have occurred as a result of the medication error, and c)

how the student plans to prevent the error from reoccurring in the future.

3. If the student is placed on probation, the student will perform the procedure correctly only under the direct supervision of the field/clinical preceptor when in the field/clinical setting.
4. Failure to complete the assigned steps or meet the probation stipulations will result in the student being prohibited from attending field/clinical sites resulting in failure of the field/clinical courses. The student will meet with the EMS Program Director, Field/clinical Instructor, and the Program's Medical Director to determine the student's status in the EMS Program in regards to the student not meeting the expectations of the assignment in the Student Improvement Plan.

If a student disagrees with the decision, the student may file a formal written complaint according to the formal complaint procedure for DACC (see: *DACC Student Handbook*).

Disciplinary Action Associated with a Medication Administration or Treatment Error

Both potential and actual medication & treatment errors will be evaluated and appropriate action taken based on the severity and pattern of the error(s). Potential and actual medication & treatment errors are also considered a physical hazard and incompetent, unsafe practice.

Disciplinary action may include any of the following:

1. Withdrawal of medication / treatment administration privileges for a specified time, to be determined by the field/clinical instructor.
2. Dismissal from the field/clinical area.
3. Student Improvement Plan, to specify the stipulations associate with the disciplinary action.
4. Assigning of an "F" for the field/clinical course.
5. Expulsion from the program.

Student Probation

If a student is placed on probation due to medication error, a Student Improvement Plan identifying the probationary requirements will be determined by the Program Medical Director, with input from the Field/clinical Instructor and Program Director. Nature, severity, and pattern of occurrence(s) will have a direct effect on the designated probationary requirements.

Needle Stick Injury Policy

If a student receives a needle stick injury in a Laboratory Course or Field/clinical site, a DACC EMS Program Incident Report will be completed within 24 hours of the needle stick injury. The report will be completed by the student and the field/clinical preceptor or the lab faculty and the report will be forwarded to the EMS Program Director who will forward a copy to the Dean of Health and Public Services.

If the needle stick injury occurs at a field/clinical site, the site may require the student have HIV

and Hepatitis B blood tests following the needle stick incident. The student will be responsible for the costs of the laboratory tests and treatment. DACC assumes no responsibility for costs incurred as a result of any student error or incident. The student will follow the current Center for Disease Control (CDC) recommendations for needle stick injury and/ or contact their health care provider for further recommendations.

Non-Discrimination Policy

Doña Ana Community College is committed to a policy of non-discrimination on the basis of race, gender, sexual orientation, national origin, disability, or other non-merit reasons in admissions, educational programs or activities and employment, as required by applicable laws and regulations. Please see the *DACC Catalog* and the *DACC Student Handbook* for additional information.

Physical Requirements For Program Participation Policy

The following are the physical requirements as outlined by the NM Licensure Regulations for the physical job requirements:

- Ability to lift, carry, and balance up to 125 pounds (250 pounds with assistance);
- Ability to work effectively in an environment with loud noises and flashing lights;
- Ability to function efficiently throughout an entire work shift;
- Good manual dexterity, with ability to perform all tasks related to the highest quality of patient care;
- Ability to assume a variety of postural positions to carry out emergency and non-emergency patient care, including light extrication; from crawling, kneeling, squatting, twisting, turning, bending, to climbing stairs and ladders, and the ability to withstand varied environmental conditions such as extreme heat, cold, and moisture; and
- Ability to work in low light, confined spaces and other dangerous environments.

Pregnancy Policy

Preparation for the EMS profession is a very challenging process. Faculty does not recommend pregnancy during the EMS program. If a student is pregnant or becomes pregnant while enrolled in the EMS Program, the student will advise their instructor as early as possible. The student will submit a written medical release, stating the student can perform the course (class, lab, field/clinical) requirements “without restrictions” from their healthcare provider in order to participate in the lab, field/clinical and to remain in the program.

Procedures and Treatments Policy

Students will notify the field/clinical preceptor prior to performing procedures or treatments in the field/clinical setting. Students will have a current skills evaluation tool available each clinical day for review by the field/clinical instructor.

Professional Conduct

Students enrolled in the EMS Program are expected to be accountable for their actions and aware of the guidelines that relate to professional accountability. The student will demonstrate professional behavior at all times. Any behavior construed as unprofessional or inappropriate will jeopardize the student's standing in the EMS Program.

1. Student is legally responsible for his/her personal and professional behaviors within the course related experiences (clinical, classroom, lab) including verbal, non-verbal and written communication, as well as any injuries or illnesses, sustained by the student as a result of the experiences.
2. In the professional judgment of a faculty member, a student will be denied access to the field/clinical, classroom or lab experience if the individual is functioning impaired.
3. Student will assume responsibility for individual judgments and actions. It is expected that the student will seek consultation and clarification on professional actions in which there is uncertainty. It is expected that the student will continue to maintain competency in practice by:
 - a. Assuming responsibility and accountability for individual clinical judgments and actions at his/her level of knowledge and expertise.
 - b. Exercising informed judgment and use of individual competence and qualifications as criteria in seeking consultations, seeking responsibilities and delegating clinical activities to others.
4. Student will respect and uphold the rights of the patient:
 - a. Provide services with respect for human dignity and the uniqueness of the patient unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems
5. Student will protect the patient against incompetent, unethical, or illegal practice.
 - a. Participate in the profession's efforts to establish and maintain conditions of practice that are conducive to the highest quality of prehospital care.
 - b. Collaborate with members of the health profession and others in promoting community and national efforts to meet the healthcare needs of the public.
 - c. Report any unethical, incompetent or illegal event to the Clinical Coordinator.
6. Student will respect and uphold the rights of faculty as professionals.
 - a. Treat the faculty member as a person of worth and dignity.
 - b. Respect the faculty member's professional judgment.

The DACC *Student Handbook* addresses student conduct in the following manner and with the following assumptions:

- The enrollment of a student at DACC is a voluntary entrance into the academic community.
- By entering the college, the student voluntarily assumes obligations of performance and behavior, which are imposed by the college relevant to its lawful mission, processes and functions
- DACC is a learning community consisting of students, faculty and staff. Just as any community has a culture, along with written and unwritten expectations for conduct, we

too have a culture and associate expectations for behavior. The community's expectation is that conduct is marked by integrity.

- Any student who chooses to enroll at DACC also chooses to become part of this community and make constructive contributions to its culture. This choice is attended by an obligation to conduct oneself in such a way as to facilitate the mission of the community college which is to pursue and share knowledge.

The following are part of the collective expectation of members of this community relative to personal conduct:

- Civility: Members of a learning community interact with others in a courteous and polite manner and have a right to respect the values, opinions and/or feelings of others.
- Ethical behavior: The pursuit of a higher education is a privilege. Associate with that privilege is an obligation to aspire to a set of principles and values that demonstrate a commitment to fairness, honesty, empathy, and achievement.
- Morality: Members of a learning community commit to a lifestyle that seeks to harm no one and attempts to be a positive contributor in every interaction.
- Respect: Every member of this community will seek to both gain and demonstrate respect. Members will hold one another in high regard. Each individual will conduct him or herself in a manner worthy of that regard. That regard is gained by decent and corrective behavior.

This handbook identifies a code of conduct and acts of misconduct. The college reserves the right to discipline students for acts of misconduct which have a direct detrimental impact on the institution's educational function, whenever they occur. Students are responsible to read and follow the guidelines, policies, and procedures as outlined in the DACC Student Handbook.

Certificate Course –Associate Degree Completion Policy

A comprehensive EMS exam evaluating the student's mastery of EMS content for each EMS level will be administered toward the end of the semester or final semester in the EMS Program. Results will provide information regarding student's readiness to take the NM State Licensure Exam or National Registry Certification Exam. Students will need to pass the final cumulative exam with an 80% or Exceptional / Good if using EMS Testing Adaptive Testing Module and all designated practical skills.

Students who score below the required 80% on the cumulative final exam but not lower than 70% or Near Passing if using EMS Testing Adaptive Testing Module will complete an approved remediation program to assist them in reviewing EMS content and concepts. A onetime retest following completion of the remediation program will be allowed but must be completed within 60 days of the date of the original test.

Upon completion of the cumulative final exam the Course Instructor/Program Director and the Program's Medical Director will sign the Certificate of Course Completion. This certificate will then be given to the student. It is the student's responsibility to send a copy of this certificate along with the other required documents and fees to the NM EMS Bureau or National Registry

of Emergency Medical Technicians in order to arrange for a licensure or certification test-site.

Certificate Course –Associate Degree Program Progression Policy

Courses and levels within the EMS Program are sequential and will be completed in the designated order. All courses required for a specific licensure level will be completed with an 80% or better or Exceptional/Good if using EMS Testing Adaptive Testing Module in order to receive a course completion certificate and to progress to the next level of licensure level courses.

Transfer Credits

Credits from accredited postsecondary institutions are automatically evaluated after official transcripts are received by the DACC Admissions Office. A transfer student may, on the basis of an evaluation of her/his transcripts, receive credit for courses taken at other postsecondary institutions in which a grade of *D* or higher was received. However, *D* grades at DACC / NMSU will not satisfy basic academic competency (basic skills) in English and mathematics. Additionally, individual programs may choose to only accept courses graded *C* or higher in their programs. Grades earned in courses taken at other institutions are not included in the calculation of the DACC / NMSU GPA.

Coursework from non-accredited institutions may be evaluated only after the student has completed 12 credits at DACC with a minimum GPA of 2.0. DACC has an established process for evaluating coursework completed at international institutions, non-accredited institutions/training academies, and through high school articulation agreements. The student should initiate the request for evaluation of this coursework with the academic department chair or program director. If approved by the division dean and vice president for academic affairs, coursework can be applied toward certificate or associate degree completion.

Transfer Credit Appeal Process

All New Mexico public post-secondary institutions are required to establish policies for receiving and resolving complaints from students or from other complainants regarding the transfer of coursework from other public institutions in the state. A copy of NMSU's transfer credit policy may be obtained from the University Registrar's Office, or from the Deputy Secretary for Academic Affairs, Higher Education Dept., 2048 Galisteo St., Santa Fe, NM 87505-2100.

Credit for Prior Learning or Military Experience

Academic credit may be granted through the COLL 185 course for substantial previous training in the student's major area of study. Experience gained in the military can also be evaluated for course credit. Contact Academic Advising (575-528-7272) for more information.

Credit by Challenging Courses (Examination)

Any enrolled student with a cumulative GPA of at least 2.0, currently attending classes, may, with permission of the appropriate division or department, challenge by examination any undergraduate course in which credit has not been previously earned except an independent study, research or reading course, or any foreign language course that precedes the final course in the lower division sequence. The manner of administering the examination and granting permission shall be determined by the division or department in which the course is being challenged. Students may not enroll in a single course, challenge it by examination, and drop it during the drop/add period, unless they enroll in an additional course. In exceptional cases in which a student demonstrates outstanding ability in a course in which (s)he is already registered, (s)he may be permitted to challenge the course. A student desiring to apply for special examination may obtain the necessary forms from the NMSU Office of the Registrar. The fee for challenging a course is the same as the approved tuition rate. A grade of *C* or better is required for credit and will be recorded on the student's record as *CR*. Courses may not be challenged under the *S/U* option. The special examination privilege is based on the principle that the student, exclusively, has the responsibility for preparing for a special examination.

Readmission After Withdrawal/Failure/Dismissal Policy

EMS Student Has Withdrawn From or Failed an EMS Course: A student who withdraws from or fails an EMS certificate course will be required to complete the course(s) with an 80% or better prior to receiving a course completion and college certificate.

If the student withdraws from or failed out of the Paramedic Program they will be required to submit a Letter of Intent to repeat the course(s) failed. The letter of intent will include a self-analysis of factors contributing to the course withdrawal/ failure and specific information about how the student will address these factors to ensure successful course completion if readmitted. This letter will be submitted to the EMS Program Director for review. The student will also be required to take the final exam for all courses successfully completed in order to show competency of the required knowledge base. If the student is unable to successfully pass the final exam(s), the student will have to audit the course(s) and take the final exam(s) prior to being allowed to progress to the next technical course.

If a student is re-admitted they will meet with the course instructor(s) and the Program Director to develop a Learning Contract. The purpose of the Learning Contract and focus of the identified components will be the successful program completion by the student.

Process for Application for Re-admission After Failing Two Paramedic Technical Courses or Withdrawals: The following will be required by any student who either fails two Paramedic Technical Courses or Withdrawals from two Paramedic Technical Courses:

- Letter of Intent
- Completed Paramedic Application
- Recommendations from at least two EMS faculty members
- Interview with EMS Program Director, EMS Medical Director and Faculty

Requesting to Transfer to DACC after Failure/Withdraw in Another EMS Program: Any student who has failed or withdrawn from another New Mexico EMS Program will be required to complete the same process outlined above. Because NM exceeds the national standard curriculum, students who have failed out of or withdrawn from an out-of-state program at the Basic or Intermediate Level will be required to retake the complete certificate course. At the Paramedic level NM follows the National Standard Curriculum, thus students coming from another CAAHEP accredited program will be required to take the final exam from all courses passed in order to show proficiency of core knowledge requirements. Otherwise they will need to audit any courses they previously have taken and passed prior to taking the courses they were unsuccessful in. Students who do not come from a CAAHEP accredited program will need to complete all of the Paramedic Technical Courses in order to obtain a course completion and college certificate.

Important Note: A student who is dismissed from a certificate course/program because of violations of the Code of Ethics, violation of patient safety, violation of Scope of Practice, or the EMS Program disciplinary policies is not eligible to re-enter the EMS Program.

Removal From Field/Clinical Site Policy

All students are expected to come to the field/clinical site prepared to safely care for their patients. Students may be removed from the field/clinical site for the following reasons:

- Inadequate preparation to provide patient care.
- Incompetent care.
- Inappropriate or unprofessional behavior.
- Inappropriate appearance.
- Health problems that negatively influence the student's performance and/or health of others.
- Attending field/clinical under the influence of any chemical substances, legal or illegal.
- Deficient preparation (i.e..paperwork/equipment)

Students who are removed from the field/clinical site may be subject to an unexcused absence and could incur a failing grade for the course.

Schedule Modification Policy

Information in the course schedule is accurate at the time of press. If, or when changes are made (cancellations, adds, time-date changes, etc.) the changes will be available via postings, verbal announcements, etc. Students are responsible for checking their NMSU-email, meeting with their field/clinical instructor weekly in order to receive any changes that occur.

Skills Improvement Policy

Any student who is unable to demonstrate an acceptable level of proficiency in performing skills in the field/clinical setting will be required to complete additional practice in the EMS lab. The student is responsible for making appointments and meeting the deadlines specified by the field/clinical instructor. Failure to do so may result in failure of the field/clinical portion of the EMS certificate course.

Smoking/Tobacco Policy

Students will adhere to the DACC and field/clinical site smoking policies. Students are not to be using tobacco when in the field/clinical site wearing a DACC student uniform.

Student Health Policy

Each field/clinical agency has specific requirements for students before they are allowed to use their site. These include but are not limited to: CPR certification, TB test, proof of immunizations, field/clinical orientation requirements, and the criminal background/drug screening. Students are required to provide requested documentation showing compliance with field/clinical agency clearance policies by designated dates. Failure to do so may result in dismissal from the class/program. **The student is financially responsible for all expenses.**

Health (Field/clinical) Requirements

Health screenings are required in order to indicate the student's ability to provide safe patient care to the public. The student, who is initially admitted, readmitted and/or progressing in the EMS Program is required to submit by the designated date the following documentation (but not limited to) each year.

- Annual tuberculin test
- Measles, Mumps & Rubella (MMR); not greater than 20 years old; otherwise a booster is needed
- Varicella (Chicken Pox)
- Tetanus Diphtheria and Pertussis (TDAP) within the last 10 years
- Hepatitis B vaccine series (waiver)
- Current AHA Healthcare Provider Level Card

TB Test Report

Annually, each student will present a copy of his/her record of a current (within the past 12 months) TB skin test (PPD) for verification unless the test is contraindicated upon a health care providers written advise. Written verification of contraindication will be submitted to the EMS Program Office. Failure to submit written documentation of TB screening will result in the student being withdrawn from the EMS Program. Once a TB skin test is positive, chest x-rays are required once every ten years with an annual symptoms assessment.

A student with a newly positive TB skin test will present evidence of a negative chest x-ray within the past 12 months; adhere to the follow-up/therapeutic regime of his/her healthcare

provider; and submit written documentation of adherence to and prescribed follow-up therapeutic regime from his/her healthcare provider to the EMS Program Office.

Measles, Mumps, Rubella, Varicella, and Tetanus

- Documentation of 2 MMR vaccines both since 1980 or Mumps, Rubella and Rubeola titers
- Documentation of Varicella titer or 2 Varicella vaccines
- Documentation of TDAP vaccine times, then a TDAP vaccine every 10 years.

Hepatitis B vaccine series

The student will provide documentation of completing a series of three doses of Hep B (HBV) immunization unless contraindicated upon a healthcare provider's advice according to the following schedule: a) first dose at elected date; b) second dose one month later; c) third dose six months after the first dose. Written waiver will be required for all individuals who do not meet the above vaccination criteria.

Flu Shot

The student will provide documentation of obtaining a flu shot if attending clinicals during the flu season (October—March).

COVID-19

The student will provide documentation of obtaining a primary series (2 Pfizer or Moderna shots, or 1 J&J shot). A signed religious or medical exemption letter may be accepted, but student may be required to test weekly as specified by the field/clinical sites if unvaccinated.

CPR

For each certificate course in the EMS Program the student will provide documentation of a current CPR certification. The certification/recertification will be at the Healthcare Provider Level from a certified instructor endorsed by the American Heart Association. Annual CPR certification training and renewal is the responsibility of the student. All documentation will be submitted to the field/clinical instructor on the designated date which will be prior to the first day of class.

Change of Health Status

If a student experiences an injury or illness while enrolled in an EMS certificate course/program, the student will submit a medical (physician's) release. The release will state that the student can continue to meet the requirements of the EMS course without restrictions. Examples of conditions/incidents that would require a medical release are, in the case of, but not limited to the following: trauma necessitating medical care, surgery, pre-existing health condition, exacerbation of a pre-existing health condition and/or a new diagnosis of a chronic health condition. If a medical release "without restrictions" is not received, the student will not be

permitted to participate in lab or field/clinical. The missed lab or field/clinical will be considered an absence.

Accident, Injury or Illness

Any accident, injury or illness occurring during EMS educational activities will be reported immediately to the EMS Program Director or EMS faculty member (to include field/clinical preceptor). DACC or any associate field/clinical site is not responsible for expenses related to accidents, injuries or illnesses occurring during class, lab or field/clinical experiences. Any student that has an accident, injury, illness, develops a physical or emotional problem and/or takes medication(s) that could alter decision making that could interfere with the safety of patient care has the responsibility to notify all appropriate EMS faculty so that appropriate measures can be taken to protect the public, student and college. Any student presenting with a physical or emotional health issue, that does not respond to treatment and/or counseling within a set reasonable time period can be withdrawn from the course/program. Any student who demonstrates behavior which conflicts with the safety that is essential to the practice of patient care will be dismissed immediately from the designated activity, class, field/clinical site and will meet with the Program Director for further evaluation of the behavior to determine the student's status in the EMS course/program.

Student Improvement Plan

A student improvement plan is a written agreement in which the student and faculty member identify one or more areas in skills, knowledge and/or behavior requiring improvement and actions/behaviors which have resulted in unsatisfactory or potentially unsatisfactory performance. The areas that may require a Student Improvement Plan include things such as grades, technical skills, communication, accountability, responsibility and patient safety. A Student Improvement Plan may be used in any EMS theory, lab or field/clinical course.

The purpose of a Student Improvement Plan is to provide the student with a specific plan for remedying a performance deficiency which may affect the students overall performance and/or ability to continue in a specific course or the EMS Program.

Implementation of a Student Improvement Plan

- An instructor determines a Student Improvement Plan is required to assist the student in meeting course/program requirements.
 - It is reviewed and approved by the Program Director.
 - Upon approval by the Program Director it is signed by the instructor(s) and the student involved.
 - A copy is given to the student and the instructor(s) and a copy is placed in the student's EMS file.
 - Failure to meet the terms of the Student Improvement Plan may result in failure of the course.
 - If the behavior reappears in another EMS course and involves patient safety, the student may be dismissed from the course/program.

Student Scope of Practice

Students may only perform the skills as outlined by the NM Scope of Practice for the licensure level they are currently receiving instruction in and which they have demonstrated entry level competency.

Substance Abuse/Chemical Impairment Policy

The DACC EMS Program applies the policies and standards of the college in all classroom, lab and field/clinical activities. The EMS Program recognizes its duty to care about this issue. EMS maintains a high degree of professionalism and expects the same standards of its students. Safety in the clinical setting is crucial in the profession of prehospital care. DACC EMS Program requires EMS students to provide safe, effective, and supportive patient care. EMS students will be free of chemical impairment during participation in any part of EMS courses/Program including classroom, lab or the field/clinical setting.

Chemical impairment is defined by the DACC EMS Program as a student who, while in the academic or field/clinical setting is suspected of being under the influence of, or has abused either separately or in combination: alcohol, prescription drugs, over the counter medications, synthetic designer drugs, any mood altering substance or any illegal drug. Abuse of these substances includes episodic misuse or chronic use causing psychological and/or physical symptoms.

Determination of the student's ability to perform safely in the clinical area will be determined by the instructor. Students who are suspected of using or present the appearance of being impaired by mind-altering substances (based on the smell of a beverage containing alcohol or unsafe behavior) will be directed to vacate the learning environment and may be dismissed from the course/program.

To avoid dismissal from the course/program, within 2 hours of the accusation the student will secure safe transportation to a testing facility for designated testing at the student's expense. An original copy of the test results will be provided to the EMS Program Director by the end of the next business day. Failure to complete the testing and provide results as stated will result in the immediate dismissal from the course/program.

Chemical impairment will be proactively addressed when identified within the EMS student population. The EMS faculty will intervene with the chemically impaired student as outlined in the established procedure.

Procedures for Faculty Intervention

1. Observation of sign(s) or behavior(s) of chemical impairment/suspicious behavior including but not limited to: unsteady gait, slurred speech, aggressive tone, smell of

alcoholic beverage, marijuana on person, or physical aggressiveness.

- a. Remove the student to a private area. Question the student regarding the use of any substance and if used, what, when, and how much was used and by what route. Discuss the signs and/or behaviors observed and allow the student to provide a brief verbal explanation.
 - b. If impairment signs/behaviors are observed during a class or laboratory session and verified by a faculty member, the student will be informed of the faculty member's responsibility to dismiss the student displaying signs/behaviors consistent with substance abuse/chemical impairment.
 - c. Because the student may be physically or mentally unable to provide safe, effective and supportive patient care, the student will be relieved of further class, lab or field/clinical responsibilities for the day.
 - d. The student will be instructed to arrange transportation away from the field/clinical site to an alcohol/drug testing facility or to a safe location.
2. Faculty notifies the EMS Program Director and completes a complaint of suspicious behavior.
 3. The completed complaint of suspicious behavior is filed.
 - a. The completed complaint of suspicious behavior will be filed by the faculty member with the EMS Program Director.
 - b. The EMS Program Director reviews and forwards the completed complaint of suspicious behavior including alcohol/drug test results to the Dept. Chair, Public Services Division.
 4. Written notice of complaint of suspicious behavior is provided to student.
 - a. Written notification of the complaint will be given to the student and a copy will be placed in the student's program file, pending the outcome of the complaint.
 - b. The student will not be allowed to participate in any field/clinical assignments until further notice.
 - c. If the complaint is dismissed, the complaint will be removed from the student's file.
 5. When a written complaint is filed with the Campus Student Services Officer, the complaint will be considered and action taken in accordance with the *DACC Student Handbook*.

Please see *DACC Catalog* and the *DACC Student Handbook* for additional information.

Testing Policy

The following guidelines and procedures for testing will be followed in each course within the EMS program.

- The point value of each exam and the total required points for successful completion and corresponding letter grade are established in each specific course syllabus.
- Failure to achieve an 80% or better or an Exceptional / Good if using EMS Testing Computer Adaptive Module on an exam will result in a student Improvement Plan.
- A student may retake only two module exams per course
 - **Paramedic students are allowed three retakes within the Paramedic**

Program

- Failure to achieve an 80% or Exceptional / Good if using EMS Testing Computer Adaptive Module on the final exam but greater than 70% or a Near Passing if using the EMS Testing Computer Adaptive Module will result in the student retesting after completing remediation. Students scoring less than a 70% or Failure on the EMS Testing Computer Adaptive Module on the final exam will have to retake the course over.
- Students must maintain an 80% or better or an Exceptional / Good if using EMS Adaptive Testing Module on all module exams, final exams, and final skills exams to be eligible for a course completion and college certificate.

Scheduled Tests

- Tests are the property of the DACC EMS Department.
- Students are responsible for knowing exam dates and will be present for all exams.
- Exams can be either be paper or computerized
- Computerized exams will be timed
- All scheduled exams will be taken as scheduled.
- If a student is more than 15 minutes late for an exam, they will not be allowed to take the exam.
- In the event that a student is unable to make an exam the student will be required to schedule a time with the instructor at which the exam can be made up. The exam will be made up no later than 1 week from the missed exam date.

During Testing

- No cell phones, PDA's, laptops or programmable electronic devices will be allowed in the exam area. No internet accessible devices are permitted.
- At the beginning of exam the proctor will provide a blank paper for notes, calculations etc. The student will put his name on this paper and return it to the proctor when testing is completed.
- No calculators may be used during the exam.
- It will be the discretion of the instructor/proctor to assign seating during the exam.
- No children or individuals other than the examinee will be allowed in the testing area.
- No communication except with the proctors is allowed with anyone in the testing area during the exam.
- If the student has a problem or question, a hand will be raised to alert the proctor. DO NOT leave the testing area without permission.
- The test proctor will not answer any questions concerning the content of the exam.
- For security reasons students will not be allowed to place calls during the test or to leave the test room during the test.
- If a computerized test is being given, no other sites on the computer other than the designated site may be open or opened during the computer testing or review. This may be considered academic dishonesty and grounds for dismissal from the EMS course/program.
- Upon completion of the exam, students will exit the building. Loitering in the hall outside

the exam room is not allowed.

- In the event that the computer the student is using to take the exam malfunctions and is rendered unusable for the remainder of the exam time, the faculty/proctor will decide which of the following measures may be taken to ensure that the student completes the exam while maintain exam integrity:
 - The student's exam answer printout will be used to record a hard copy of the exam. The student will resume the exam using the remaining time allotment from the time the computer malfunctioned to the end of the exam; OR
 - The student will be provided a hard copy of the exam and the student will start the exam from the beginning with the full time allotted to the exam.
 - During the transition from the computer to hard copy testing, to ensure the student completes the exam and test integrity is maintained, the student will not be allowed to leave the exam area without faculty escort.

Post Test Results

- Each test is analyzed for validity of questions after it is given.
- Since this process can be time consuming, each instructor will determine the appropriate time to return the test results. An effort will be made to return these as soon as possible.
- No scheduled tests will be returned directly to the students.
- Test results will not be available until all students have completed the testing.

Individual Test Review

- A student may review his/her exam with the instructor.
- The time period to request review of a test is within the two weeks from the date the test results are returned.
- If the student wishes to review the test with the instructor, an appointment will be scheduled during designated office hours for the instructor.
- Test questions may not be copied.

Question Discussion

- If a student wishes to debate a question, he or she will provide **documentation on the day the test is reviewed** and submit the following:
 - The question in debate
 - Information to support the student answer
 - Textbook, to include citation from the textbook with page numbers
 - Lecture notes with date
 - Rationale as to why the student believes his/her answer is correct.
- The instructor will provide a written response as soon as possible (within 5 working days)
- If the student wishes to discuss the question further, an appointment with the instructor will be scheduled.

Transportation to Field/Clinical Sites

Transportation to and from the field/clinical assignment is the responsibility of the student. The

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lack of transportation is not an acceptable excuse for an absence. Field/clinical placement will not be influenced by a student's transportation restrictions. When possible, scheduling considerations will be made for EMS students participating in car pools. The student will adhere to the parking regulations of the assigned clinical site.

Students may be required to arrange transportation to distinct field/clinical sites for assignments. The college does not have funding to assist students with their travel expenses. The student will plan ahead and prepare for the additional expenses to travel to distant field/clinical assignments.

Unsafe Field/Clinical/Classroom Practice Determination Policy

The following guidelines are to assist EMS faculty/preceptors to determine unsafe field/clinical practice. **It includes but is not limited to:**

- Violates or threatens the physical safety of the patient, e.g. neglects use of side rails, straps, restraints; comes unprepared to the field/clinical site.
- Violates or threatens the psychological safety of the patient, e.g. uses non-therapeutic techniques repeatedly interactions; attacks/negates the patients beliefs or values.
- Violates or threatens the microbiological safety of the patient, e.g., unrecognized violation of aseptic technique, failure to perform sterile preps or dressings appropriately.
- Violates or threatens the chemical safety of the patient, e.g., violates the "6 Rights in Administering a Medication", fails to monitor IV infusions safely.
- Violates or threatens the environmental safety of the patient, e.g., fails to remove harmful objects from the patient care area when appropriate.
- Inadequately and /or inaccurately fails to observe and/or report critical patient care data (history, physical assessment findings, reactions to medication administration etc.)
- Violates previously mastered principles/learning objectives in carrying out patient care skills and/or delegated medical functions, e.g., fails to seek guidance or instructions in the performance of unfamiliar procedures.
- Assumes inappropriate independence in action or decision e.g., performs competencies not tested; fails to seek help in emergency situations.
- Fails to recognize own limitation, incompetence and/or legal responsibilities, e.g., refuses to admit errors noted by instructor or field/clinical preceptor; cannot identify legal responsibility in specific patient care situations; becomes defensive when corrected.
- Fails to accept responsibility for his/her own actions, e.g., covers own /others errors or fails to report them; shares confidential information inappropriately.
- Fails to interface effectively with health team, e.g., attitude adversely affects the patient; fails to recall/share necessary information with team; personality conflicts interfere with the efficient functioning of the unit/team.

Written Work Policy

General Guidelines

- All written work is expected to demonstrate professionalism.
- All written assignments are due at the beginning of class, on the assigned date.

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- All papers, unless specifically designated, are to be written using the American Psychological Association (APA) 6th edition professional writing format guidelines.
- Faculty may utilize electronic programs to assess originality of submitted work.
- All written work will be completed and submitted electronically unless otherwise directed by the instructor. Exceptions to this will be noted in specific instructions for individual work in course syllabus or by the course instructor.
- Late work may receive a penalty as specified in the course syllabus or at the discretion of the instructor. Students are responsible for knowing the due dates. These dates may be found in the course syllabus or the tentative course schedule.
- Exceptions to these guidelines will be specifically noted in the course syllabus.

STUDENT RESOURCES

Center for Career and Student Success

<https://dacc.nmsu.edu/asl/center-for-career-and-student-success>

The Center for Career and Student Success is the home of The JOB Squad and the new Help4Students program. The center's mission is to assist students in reaching their full potential by connecting them to supports that allow them to overcome financial and personal barriers, stay in school, and find a career. Services include career planning/exploration, assistance with job searches, including cover letter/résumé/interview preparation, and connection to social services (housing, childcare, income support, and healthcare), as well as crisis intervention and personal counseling services. These resources, which are available to both credit and noncredit students at no charge, are offered on the East Mesa Campus in DASR Room 104 and on the Central Campus in DAMA Room 109. They are also made available on a reduced schedule at DACC's various satellites. The center may be contacted by phone (575-527-7538) or email (help4students@nmsu.edu). The center's website is dacc.nmsu.edu/help4students.

Services for Students with Disabilities

The Student Accessibility Services (SAS) at DACC coordinates accommodations for qualified students under the Americans with Disabilities Act (ADA, 1990) and section 504 of the Rehabilitation Act of 1973. This program may not be able to meet all needs and requests; however, a reasonable effort will be made to facilitate physical and programmatic access. To provide quality services, SAS procedures include self-identification of persons with disabilities and determination of their eligibility for services. Students with disabilities must request services and provide appropriate documentation from public schools, agencies, physicians, psychologists, and/or other qualified diagnosticians. Qualified students may receive the following forms of free assistance/accommodations: sign-language interpreters, note-taking assistance, readers, enlarged print, E-text, audio text, computer/software adaptations, alternative assessments and evaluations, alternative keyboards, accessible furniture, priority registration, and referral and liaison for many of these services. More information may be obtained from the SAS office on the Central Campus, DAMA 117 (575-527-7548). Students also may contact the East Mesa SAS office, DASR 104A (575-527-7548), or the student services specialists at the Gadsden Center (575-882-6809) or the Sunland Park Center (575- 874-7787).

Directions for Retrieving Your STAR Report

Go here:

<https://degreeaudit.nmsu.edu/selfservice/general/login.html>

Type in your username and password
(Email username and password)

Select your campus
(Doña Ana Campus)

Select your program
(AAS Emergency Medical Services)
(Cert. Emergency Medical Services - Paramedic)
(Cert. Emergency Medical Services - Intermediate)
(Cert. Emergency Medical Services - Basic)
(Cert. First Responder PreHospital)

Select catalog year
(no earlier than 2018)

The audit screen will come up, click on the DETAILS button under VIEW AUDIT

Your report will then come up.
Click on the “Printer Friendly” link and print out your report.

If you need a signature, please bring to the EMS Department for signature