

**FORSYTH TECHNICAL COMMUNITY COLLEGE
EMS STUDENT HANDBOOK**



ForsythTech

Community College

Curriculum Description

The Emergency Medical Science curriculum provides individuals with the knowledge, skills, and attributes to provide advanced emergency medical care as a paramedic for critical and emergent patients who access the emergency medical system and prepares graduates to enter the workforce.

Students will gain complex knowledge, competency, and experience while employing evidence-based practice under medical oversight, and serve as a link from the scene into the healthcare system.

Graduates of this program may be eligible to take state certification examinations. Employment opportunities include providers of emergency medical services, fire departments, rescue agencies, hospital specialty areas, industry, educational and government agencies.

EMS Program Mission Statement

The mission statement of the Emergency Medical Science program is to prepare students for job entry into Emergency Medical Service, Aero-medical Service, Critical Care Transport Service, and hospital emergency departments.

EMS Program Goals

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

The Emergency Medical Science curriculum provides students with the knowledge, skills, and attributes necessary to provide advanced emergency medical care as a paramedic for critical and emergent patients who access the emergency medical system. It prepares graduates to enter the workforce.

Accreditation Status

The Forsyth Technical Community College EMS Program is not currently accredited but is actively pursuing accreditation by the Commission on Accreditation of Allied Health Programs. For more information on EMS Program accreditation please visit www.caahep.org.

Program History

The Emergency Medical Science program at Forsyth Technical Community College began in 1999 as an extension of Guilford Technical Community College's EMS program. In 2000 the program became a free-standing program and was located at the Swisher Campus in Kernersville. The program remained on the Swisher Campus until 2008 when the EMS program was moved along with the Fire Protection program, Basic Law Enforcement program and Criminal Justice Technology program to Forsyth Technical Community College's Northwest Forsyth Center Campus in King, NC.

In 2003 the program received a used ambulance to utilize as a part of emergency vehicle driving class and in simulations. In 2008 the program received funding to buy a lightly used ambulance to replace the donated ambulance which was in need of replacement. The EMS program was greatly enhanced when a simulation lab was renovated to appear as a bedroom and den of a home in 2014. The use of manikins and the simulation lab, as well as the ambulance, greatly improved the program's provision of realistic scenarios. In the 2014 fall semester, the EMS curriculum was changed to align the program for accreditation.

Changes to the sequencing of classes and realignment of clinical experiences have been made to assure that students were able to complete required clinical hours and maximize time spent obtaining patient encounters. These changes to the EMS program have been implemented in 2016 during the fall semester with the class of 2017 completing their Capstone experience in the classroom as well as final ambulance internship as a team leader in the summer of 2017.

In the summer of 2018, long-time Program Coordinator Edward Chandler retired and Samuel Pennington took over as Program Coordinator. A new full-time Lead Instructor was hired a short time afterward and that is Jessalyn Bengé.

College Admissions

Forsyth Tech is an equal opportunity institution and operates under an open-door admissions policy. The College is open to anyone 18 years of age or older and high school graduates 16 years of age or older. Admission to the College does not guarantee acceptance to the program of your choice or guarantee continued enrollment in the College. Forsyth Tech offers programs of study leading to a degree, diploma or certificate in areas of business, health, general education, and engineering technologies. In addition, the College offers the associate in arts, associate in engineering, associate in fine arts, and associate in science college transfer degrees.

The admissions process requires the following:

- **Application** – As part of the application process, individuals will need to complete the Residency Determination Service (RDS). Applicants are encouraged to complete the process as early as possible.

- Official high school transcript or GED/HiSET/TASC scores – International high school transcripts must be translated by an accredited agency to verify their equivalency to a US high school diploma. Translators should be certified by the American Translators Association. For a complete list of members, visit www.atanet.org or the local chapter, Carolina Association of Translators and Interpreters at www.catiweb.org
- Official transcripts from all colleges or schools attended since high school – International college transcripts must be evaluated from a NACES agency or AACRAO
- Placement testing may also be required.

Other documents may also be required to participate in clinical or practical training courses in certain programs such as:

- Health examinations
- Reference forms, when requested
- Specific licensure
- CPR for health programs
- Proof of U.S. citizenship or legal immigration status may be required to be eligible for certain licensure exams.

Applicants that do not attend classes for the semester they applied will be required to update their application if they wish to attend a subsequent semester.

All official documents become the property of the College, and cannot be returned or reissued.

Admission to the College does not imply immediate admission to the program desired by the applicant. Placement in certain programs is limited, and admission to a specific program of study is based on guidelines developed to ensure the student's chance of success in the program and the availability of space.

The applicant should submit a completed application to the Admissions Office for the semester he/she plans to enroll. Although potential students may apply at any time prior to the beginning of the semester, the applicant is encouraged to complete the admissions process as early as possible. This allows adequate time for processing and satisfying admissions requirements for the programs of study. Access our website to complete the online application and for detailed information about instructional programs. You may also visit the Admissions Office located in the Robert L. Strickland Center, Room 2631, 2nd floor.

Counselors and advisors use the applicant's educational achievements and placement test results to assess his/her potential for success in specific instructional programs. If evaluations of the applicant's test scores indicate his/her lack of readiness to enter a specific course, the applicant may be required to enroll in a transitional education course.

Forsyth Tech reserves the right to refuse admission to any student whose enrollment or continued presence is considered a risk for campus safety or disruption of the educational process.

Admissions Office
Forsyth Technical Community College
2100 Silas Creek Parkway
Winston-Salem, N.C. 27103-5197
336.734.7556
admissions@forsythtech.edu
The online application is available at <http://www.forsythtech.edu>

Financial Aid

Financial aid at Forsyth Tech is available in the form of grants, scholarships, and work-study that will help you and your family with educational expenses such as tuition, fees, books, and supplies. The college will make every effort within available financial aid resources to assure that you will not be denied the opportunity to attend college because of a lack of funds to help meet educational expenses. In order to be eligible for financial aid, you must complete the following steps. (This information is also available in our downloadable pdf: [2019-2020 Guide to Financial Aid](#) )

Requesting Accommodations for Disabilities

Forsyth Tech is committed to providing reasonable accommodations to students with disabilities. In order to receive accommodations, you must register with the Disabilities Services Office (DSO) located in the Strickland Center Suite 2414. You can make an appointment by e-mailing us at Disability Services Email (opens in new window) disabilityservices@forsythtech.edu or by calling us at (336) 734-7156. An interactive meeting should occur discussing accommodations needed to access the curriculum. You should register early to ensure your accommodations are in place on the first day of classes.

If you would like to find out more information about Disability Services, the Forsyth Tech Disability Services Office Student Guide is located at Forsyth Tech Disability Services (opens in new window) [Forsyth Tech Disability Services Student Guide](#). This publication is available in alternative formats upon request.

Students who did not receive accommodations last semester, the deadline to self-disclose and request accommodations is at the 60% point of the semester.

Any further request for accommodations will only occur in special circumstances.

Dismissal from the EMS Program

A student may be dismissed from the EMS Program for not satisfying the academic standards, disciplinary standards, and rules outlined in the Forsyth Tech college catalog and/or the EMS student handbook. This includes, but is not limited to:

1. Failure to meet academic standards outlined in grading policy.
2. Failure to meet course requirements during the program.
3. Violations of the Student Code of Conduct in the Forsyth Tech Catalog.
4. Failure to perform safely during any phase of the EMS Program. This includes class time, lab time, clinical time and field internship.
5. Failure to comply with the attendance requirements of the EMS Program.
6. Failure to comply with the dress code during class, clinical or field internship.
7. Failure to submit required documentation (medical forms, drug screen, background check, malpractice insurance) for entry into clinical sites.
8. Failure to comply with the exposure control policy, reporting accidents, illnesses or any other occurrence that is unusual during the course of the program.
9. Failure to comply with instructions given to the student by faculty of the EMS Program or faculty/preceptors at clinical sites.
10. Acting in an unprofessional manner during class, lab, clinical or field internship. Any such incident will be investigated by EMS Program faculty.
11. Performing tasks or procedures during clinical time without a preceptor present or without the preceptor's approval.
12. Misuse, destruction, or theft of any equipment belonging to the EMS Program or another student or faculty/staff member of Forsyth Tech.
13. Removing agency or patient records from their proper location at clinical sites.
14. Falsification of any patient care records and/or clinical documentation.
15. Plagiarism of patient care narrative of another student or an employee at any clinical site.
16. Misrepresentation of your level of certification, level of training or your status as a student.
17. Any act deemed as cheating.
18. Loss of EMT credential: Students will be required to obtain, at a minimum, a North Carolina EMT credential and must maintain that credential throughout the EMS Program. Failure to maintain the EMT credential will result in IMMEDIATE DISMISSAL from the EMS Program.

If an incident occurs that results in the dismissal of a student from the EMS Program, the student will be notified in writing within 24 hours of the event.

Disciplinary Actions

In the event a student is involved in an incident of misconduct, disciplinary action may be taken. These actions include, but are not limited to the following:

1. Warning/Counseling Session: For some minor and/or first time offenses a student may be issued a warning. Upon issuing the student a warning, the EMS Program

Coordinator will call the student in for a meeting and the misconduct will be discussed and documented. The student will be advised of the misconduct and will be advised that repeated offenses may result in dismissal from the program.

2. **Specific Grade Reduction:** This penalty will result in the lowering of the student's grade on a specific assignment or test. This penalty is for, but not limited to, plagiarism and cheating.
3. **Removal from Course:** This penalty will result in removal from a specific course with a grade of "W" or "F".

Student Right to Appeal

If a student wishes to appeal any decision made by EMS Program faculty they must follow the student appeal process as outlined in the Forsyth Technical Community College catalog. <https://www.forsythtech.edu/catalog/1920/page/student-code-of-conduct>

Advanced Placement Policy

The Forsyth Technical Community College EMS Program offers advanced standing credit (9 hours) for EMS 110: EMT. Advanced standing credit will be awarded if the student has successfully obtained and currently holds a North Carolina or National Registry EMT certification. Any other advanced standing situations will be reviewed on a case by case basis.

Forsyth Technical Community College also offers an EMS Bridging Program. This program is designed for those who are already credentialed at the Paramedic level and wish to complete coursework to obtain an Associate in Applied Science Degree in Emergency Medical Science. Admission into the EMS Bridging program is based on the following:

1. Current Paramedic Certification (NCEMS or National Registry)
2. Current ACLS Certification
3. Current PALS Certification
4. Current ITLS Certification
5. Documentation of 4000 hours of patient care at the paramedic level (roughly the equivalent of 1.5 years working a 24/48 schedule)

Credit for Life Experience

The Forsyth Technical Community College EMS Program does not award academic credit for previous life experience other than for the bridging program as outlined above or in the Forsyth Technical Community College Advanced Standing Guide.

General Program Guidelines

A. General Information

- a. Should you have an emergency during class, lab, or clinical time, you should immediately contact EMS Program faculty and apprise them of the situation.

The use of cell phones will only be permitted in the case of an emergency in the clinical setting.

- b. Any financial aid or VA benefit forms will be the responsibility of the student. These forms are available on the Forsyth Tech website and any questions about these should be directed to those specific departments.
- c. It is the student's responsibility to notify EMS Program faculty and the registrar's office of any changes in name, address or telephone number.

B. Campus Closing Policy

- a. If the campus is closed for any reason, students are not required to be on campus. Students may utilize this time to enlist the aid of an instructor for any tutoring that they may need.
- b. If the campus is closed due to inclement weather, the EMS student will not be required to attend any hospital clinical session. If the student has an ambulance clinical session scheduled, it will be the responsibility of the student to determine whether they can safely attend their scheduled ambulance clinical. The student will not be penalized for choosing to reschedule an ambulance clinical session due to inclement weather.

C. Health Policies

- a. Prior to admittance to clinical sites, students will be required to submit, to the EMS Program Coordinator, a completed health packet which includes a physical examination form and vaccination records. This packet must be signed and verified by a physician. Failure to do so or failure of a physician to sign and verify the student's paperwork will result in the student not being admitted to clinical sites.
- b. Students must comply with all vaccination requirements set forth by clinical sites that the program utilizes. This includes, but may not be limited to MMR, tetanus, flu shot, hepatitis B vaccinations.
- c. Any illness or accident, which occurs during scheduled classroom or clinical hours must immediately report said incident to EMS Program faculty. The EMS Program faculty will notify campus police and proper procedures will be followed.

EMS Program Rules

A. Attendance Policy

- a. Students are required to follow all attendance policies of the EMS Program and Forsyth Technical Community College. EMS Program attendance policies will be outlined in course specific syllabi.
- b. Any absence, excused or unexcused, will not excuse the student from any responsibilities in class, lab or clinical sessions.
- c. Tardiness will be addressed in course specific syllabi.

B. Grading Scale

- a. The EMS Program will follow the Forsyth Technical Community College grading scale set forth in the school catalog. The college grading scale is: A=90-100, B=80-89, C=70-79, D=60-69, and F=below 60.

- b. A student must obtain a grade of “C” or better in all EMS classes to progress in the program. Students must also make a “C” or better in any BIO class that they complete to progress in the program.
- c. Testing: The majority of your tests throughout the EMS Program will be conducted online through EMStesting.com. These tests will be given in a classroom setting and will be done using school computers. These tests are reviewed by instructors and EMS Program administration. Questions that more than 50% of a class misses will be reviewed and the determination will be made if the question was fair or not. Once reviewed, faculty and administration may make changes to the question, throw the question out, or if the question is fair they will evaluate the methods for covering that particular topic in class.

C. Certification Examinations

- a. To be eligible to take the North Carolina Paramedic examination students must complete all required classroom, clinical and field internship hours, and required skills and TSOP examinations successfully.
- b. Students completing EMS 110 class in the first semester of the program will be required to take the North Carolina or National Registry EMT exam within 90 days of the completion of the class and must have an EMT certification prior to the start of ambulance clinical sessions.
- c. Upon successful completion of the EMS Program, students will be eligible to take the North Carolina Paramedic Exam. The student will have 90 days after completion of the EMS Program to attempt the exam.
- d. The North Carolina Paramedic Exam is not a part of the EMS Program and will be taken at a cost to the student. This cost is set by test administrators and not by EMS Program faculty or Forsyth Technical Community College.

D. Graduation

- a. Graduation requirements and process will be set forth by Forsyth Technical Community College.
- b. At any time in the EMS Program, students can check their progress towards graduation through MYFORSYTHTECH.EDU. Students will be responsible for checking their status and making sure they are meeting program requirements. Any questions should be addressed to the student’s academic advisor.

E. Professionalism and Behavior

- a. In addition to the Forsyth Tech Student Code of Conduct, the following will be a part of the EMS Program:
 - i. Any behavior that is disruptive or unprofessional will be addressed with the student and may result in dismissal from classroom and/or clinical sessions.
 - ii. Any student that engages in any act that is deemed unprofessional or detrimental to the EMS Program may be dismissed from the EMS Program.
 - iii. Any student that is caught cheating may be dismissed from the EMS Program.

- iv. Students that are deemed a danger to other students, patients or faculty in a classroom or clinical setting will be immediately dismissed from the EMS Program.
- F. Patient Confidentiality
- a. Patient confidentiality is of the utmost importance and is mandatory. All students will be required to comply with all HIPAA rules and regulations. These will be set forth to students prior to entry into clinical settings.
 - i. Any violation of patient confidentiality will result in immediate dismissal from the EMS Program.
 - ii. Any violation of patient confidentiality will be reported to the clinical site liaison and the student will be responsible for any civil or criminal liability incurred from the incident.
- G. Use of Social Media in the EMS Program
- a. Any student that engages in communication through any social networking site will maintain professionalism with respect to Forsyth Technical Community College, patient, the EMS Program, faculty, staff, students, and clinical sites and their employees. Any violation of this policy will be subject to disciplinary action up to dismissal from the EMS Program.
- H. Dress Code for the EMS Program
- a. All EMS students will be required to follow the Forsyth Technical Community College student dress code during all class and laboratory sessions.
 - b. During clinical sessions, students will be required to follow the EMS Program dress code for clinical sessions. This includes: EMS Program polo shirt, black EMS pants, black safety toe boots, solid black belt, black or white undershirt, school ID, and watch with digital or analog second hand.
 - c. Students will be clean in appearance and will not wear perfume or cologne.
 - d. Students will be permitted to wear 1 set of earrings. These must be stud-type earrings, no hoops or dangling earrings will be allowed. Any others must be taken out prior to clinical sessions. No facial piercings will be allowed during clinical sessions.
 - e. Tattoos are allowed, however, they must not be distracting or socially unacceptable or offensive. This includes facial tattoos and any tattoos that are sexually explicit, racially insensitive, logos or slogans that are deemed offensive and tattoos that depict violence.
 - f. The EMS Program uniform will never be worn outside of the class, lab or clinical setting.

Instructional Guidelines

- A. Program Regulations
- a. EMS Courses: Students must complete all EMS courses with a grade of “C” or better in order to advance in the EMS Program. If a student fails to make a “C” or better in an EMS class, they will be required to repeat that class or classes.
 - b. Biology: Students must complete any BIO classes with a grade of “C” or better in order to advance in the EMS Program.

- c. Skills Evaluations: All skills evaluations in the EMS Program will be graded on a pass/fail basis. All students must successfully pass skills evaluations to successfully complete EMS classes and the EMS Program. Students will also document all lab skills and scenarios in Platinum Planner within 24 hours of the lab time. These skills will be verified by EMS Program faculty.
- d. Affective Evaluations: Each student will undergo affective evaluations during the course of the EMS Program. These evaluations will be done at different points in the program and will be graded based on a rubric that will be provided to students.
- e. Technical Scope of Practice: Students will be required to successfully pass TSOP evaluations in both EMS 110 and EMS 285. Successful completion of TSOP evaluations will be required to be able to pass these classes and take certification exams. These evaluations will be graded on a pass/fail basis.

B. Clinical Regulations

- a. All clinical rules and regulations will be addressed with students prior to beginning clinical sessions. These regulations will be given to students and students will undergo mandatory orientation sessions for clinical rotations at the beginning of each semester.
- b. Hospital clinical rotations will be completed at Novant Forsyth Medical Center and Wake Forest Baptist Hospital. EMS clinical rotations will be completed with a variety of EMS agencies. Students will be required to complete EMS clinical rotations with at least 1 high volume agency and 1 lower volume agency. This gives the student multiple and varying experiences during their EMS clinical rotations.
- c. All clinical documentation will be entered into Platinum Planner within 24 hours of the completion of the clinical rotation. Any documentation not entered within 24 hours will be disallowed and the clinical rotation must be repeated.
- d. The Forsyth Tech EMS Program uniform will be work at all times during all clinical rotations, unless otherwise noted by the clinical site.
- e. Patient confidentiality is mandatory during ALL clinical sessions.
- f. The student will maintain professional behavior at all times during clinical rotations.
- g. Students are required to attend all scheduled clinical rotations. If a student misses a clinical rotation, with an excusable reason, the student may be allowed to reschedule the missed clinical rotation at the discretion of the clinical site.
- h. Clinical rotations in EMS 285 will be deemed as field internship and as a result the EMS student must function successfully as team lead during the clinical rotations.

Estimated Costs of the EMS Program

The figures below are the estimated costs of the EMS Program. These estimated costs do not pertain to non-EMS classes and do not include school tuition and fees.

A. Semester #1 (Fall First Year)

- a. EMT Textbook and Workbook: \$220
- b. Vaccinations and Physical: Varies
- c. Drug Screen and Background Check: \$100

- B. Semester #2 (Spring First Year)
 - a. Textbooks and Workbook: \$535
 - b. Uniform Shirts (2 minimum): \$47 each
 - c. Uniform Pants (2 minimum): \$50 each
 - d. Safety Toe Boots: \$75
 - e. Plain Black Belt: \$10
 - f. EMS Tools: Watch, trauma shears, stethoscope, penlight: Varies
 - g. Malpractice Insurance: \$18
- C. Semester #3 (Summer First Year)
 - a. N/A
- D. Semester #4 (Fall Second Year)
 - a. N/A
- E. Semester #5 (Spring Second Year)
 - a. ACLS: \$50 for book and certification card
 - b. PALS: \$50 for book and certification card
- F. Semester #6 (Summer Second Year)
 - a. Graduation Pin: Varies

Total Cost (Estimated): \$1,252.00 plus tuition and school fees.

Miscellaneous Forms and Information



Program Contact Information

EMS Program Physical Address:

3111 Big Oaks Drive
King, NC 27021

Main FT Campus:

2100 Silas Creek Parkway
Winston Salem, NC 27103

Program Contacts:

Name	Title	Contact Information
Sam Pennington	EMS Program Coordinator	336-757-3063 spennington@forsythtech.edu
Jessalyn Benge	Lead EMS Instructor	336-757-3059 jbenge@forsythtech.edu
W. Lorin Dinger	Department Chair, Public Safety Technologies	336-757-3062 wdinger@forsythtech.edu
Dr. Torry Reynolds	Dean, Math Science and Technologies Division	336-734-7478 treynolds@forsythtech.edu
Dr. Joel Welch	Provost and Vice President, Transformative Learning	336.734.7182 jwelch@forsythtech.edu

Terminal Competency Checklist

Cognitive Domain

Grade	Course ID	Course Name
	EMS 110	EMT
	EMS 150	Emergency Vehicles & EMS Comm
	EMS 130	Pharmacology
	EMS 131	Advanced Airway Management
	EMS 160	Cardiology I
	EMS 220	Cardiology II
	EMS 240	Patients with Special Challenges
	EMS 250	Medical Emergencies
	EMS 260	Trauma Emergencies
	EMS 270	Lifespan Emergencies
	EMS 285	EMS Capstone

Affective & Psychomotor Domain

Grade	Course ID	Course Name
	EMS 122	Clinical Practicum I
	EMS 221	Clinical Practicum II
	EMS 231	Clinical Practicum III
	EMS 241	Clinical Practicum IV

Final Competency Testing

Grade	Assignment
	Comprehensive Final Exam
	Final Capstone Scenario
	Oral Boards with Medical Advisor