

# **Respond Right® EMS Academy Program Manual & Policies**



**2018 - 2019**

The content and policy are true and correct.

Toni Milan  
Program Director  
3/2018

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Dear Students:

I want to welcome you to Respond Right EMS Academy. As you enter the field of prehospital care and emergency medical services (EMS) you must understand that these professions require critical decisions to be made when seconds matter. You are entering a field that requires compassion, knowledge and skill. Over the course of your training you will learn the skills and knowledge that are necessary to prepare you for the practical and written exam that is required to obtain your Paramedic license. Don't lose sight of the real goal – we are training you to save lives. You are learning to deliver patient care and to be an excellent care provider. Study with that intent.

Our goal at Respond Right EMS Academy is to prepare you as a competent, entry level EMT's and paramedics. This requires dedication on both of our parts. To establish clear expectations and guidelines you must agree to abide by the rules and regulations as set forth in this manual. If you have questions or need clarification, please ask your instructor or program director.

We sincerely thank you for choosing RREMSA for your education. Stay safe and happy learning!

Toni Milan, BS, EMT-P  
Program Director, Paramedic  
Co-Owner

Donna Weiss, AAS, FF/EMT-P  
Program Director, EMT-Basic  
Co-Owner

**Respond Right EMS Academy’s Paramedic Program is CAAHEP / CoAEMSP Accredited.**

The Respond Right EMS Academy / St. Charles Community College Consortium is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

For more information about these accrediting agencies:

Commission on Accreditation of Allied Health Education Programs  
1361 Park Street  
Clearwater, FL 33756  
727-210-2350  
[www.caahep.org](http://www.caahep.org)

CoAEMSP  
8301 Lakeview Parkway Suite 111-312  
Rowlett, TX 75088  
214-703-8445  
FAX 214-703-8992  
[www.coaemsp.org](http://www.coaemsp.org)

**Additionally, Respond Right EMS Academy is accredited through:**

Bureau of Emergency Medical Services  
Missouri Department of Health and Senior Services  
PO Box 570  
Jefferson City, MO 65102-0570  
Phone: 573-751-6356  
Fax: 573-751-6348

Accreditation #18307P

## PROGRAM INFORMATION

### **Faculty and Staff**

Dr. Beirne  
Medical Director

Toni Milan, BS, Paramedic  
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Geri DePauli  
Office Manager  
Admissions Assistant  
[info@respondright.com](mailto:info@respondright.com)

#### Adjunct Faculty

Additional faculty are used during lab/skill days to assist and guide students to ensure proper technique and form are being performed. Qualified faculty may be used at any time to assist or serve as a guest lecturer.

### **Goal / Objectives**

The goal of the Respond Right® EMS Paramedic Program is 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 Program is devoted to developing highly skilled and educated prehospital care providers. The program strives to be attentive to the needs of the students and create a learning environment that is stimulating and challenging. In addition, the program makes resources available to the student such as tutoring, meetings with the Program Director and other faculty to assist with student progress and additional teaching resources to assist in their education.

We expect our students to commit themselves to this program by studying, participating, preparing for class on a daily basis and remember to ask for the faculty's help when problems or issues arise.

Respond Right® EMS Academy is committed to listening to our students, their needs, concerns, educational issues and difficulties and assisting each one in becoming a successful EMT or paramedic.

**Advanced Placement / Prior Learning Experience**

This program does not offer advanced placement or credit for prior learning experience.

**Student Resources / Learning Resources**

**Tutoring**

Tutoring may be available through Respond Right® EMS Academy by contacting the Administration Office. There is a \$70.00 per 2-hour session, which is the responsibility of the student.

**ACADEMIC PROGRESS / PROBATION**

Satisfactory progress is necessary to maintain good standing at Respond Right® EMS Academy. The student may request a progress report after each test or examination from his or her instructor or the Director. The report may be verbal or written. All students have access to an on-line grade book that can be accessed at their convenience 24/7 for academic progress.

Standards of satisfactory academic progress is defined and outlined in each course syllabus. The student must meet the specified conditions for assignments, grades, absences, extensions, and remedial work. The student must demonstrate reliability in class attendance and performance of clinical/field rotations.

Probation occurs when a student fails to meet the standards of satisfactory academic progress established for the class in which they are enrolled. If a student is placed on probation, he/she will receive written notification and counseling from the primary instructor, Clinical Coordinator, or Director, as deemed necessary, to ensure the student's continued satisfactory progress. The student's progress will be closely monitored for the remainder of the class to ensure the student meets the standards established for the class. Failure to meet the established standards will result in termination from the course of study.

**Standards of Satisfactory Academic Progress**

**Grading Scale**

90 - 100%	A
89 - 80%	B
79 - 75%	C
Below - 74%	F

## ATTENDANCE

Classroom / Didactic

**There are no excused absences! Missing any scheduled class, even if it is made up, counts as an absence.** If, for reasons beyond your control, you do miss a session, you will be required to make up that session. How you make up the session will be at the discretion of your instructor. This may be in the form of a test, outlining the chapter missed or writing a paper. **Any student missing more than (3) three classes, whether or not they are made up, will result in immediate expulsion from class.** This policy will be strictly enforced and is in place to ensure that Respond Right® EMS Academy meets all requirements as required by the State of Missouri, Department of Health and Senior Services- Department of Emergency Medical Services.

Attendance is verified by the student signing the sign-in sheet prior to the start of each session. It is the student's responsibility to make sure they have signed in for each session. An attendance sign-in sheet will be provided at the beginning and end of every class for each session. It will be the student's responsibility to sign his or her name on the attendance record. Students will not be allowed to sign for another student. Any student caught forging another student's signature will be dropped from the course.

### Tardies

Tardiness is defined as arrival after the start of the class. A combination of three tardies will be equivalent to one absence. This absence will count toward the total number of absences for the program. **Remember that you are only allowed to be absent three times throughout completion of the program.**

Tardiness is defined as arrival after the start of the class, **even if it is 1 minute.** **A combination of three tardies will be equivalent to one absence.** This absence will count toward the total number of absences for the program. **Remember that you are only allowed to be absent three times throughout completion of the program.**

Leaving prior to the end of class is prohibited. **Students leaving even 1 minute early will be charged with a tardy. Students missing half of the class time or more will be charged with an absence. A combination of three tardies will be equivalent to one absence. This absence will count toward the total number of absences for the program.**

If a student is absent during a random or pop quiz/homework grade, the student will receive a "0". When your instructor collects homework, you will either receive credit for having the homework or you will receive a "0" if you do not have it at the time it is collected. Students are unable to leave to retrieve the homework or turn it in after the instructor has collected it.

If a quiz is missed due to the student being absent for any reason, the quiz is not able to be made up. The student will receive a zero on that quiz.

If a module exam is missed due to the student being absent for any reason, the highest possible score the student can achieve is 75%. The module exam must be made up prior to the start of the next class day. The module exam must be scheduled with the Administrative office to be taken.

If the module exam is not completed prior to the start of the next scheduled class day the student will receive a zero on the module exam.

### **Clinical Attendance Policy**

See your clinical handbook

## **SCHEDULE CHANGES**

Students may register for open classes any time during the scheduled registration periods. However, students should be aware that Respond Right® EMS Academy reserves the right to change the schedule, including fees and instructor assignment, and to cancel classes appearing in the schedule. Decisions to conduct or cancel courses are made based upon enrollment levels in class sections. When a course is cancelled, staff will contact students and advise them of their options.

## **WITHDRAWAL, DISMISSAL**

If a student decides they do not wish to continue in class, they are required to initiate their own withdrawal. **All withdrawal requests must be made in writing and signed by the EMS Program Director. Instructors CANNOT withdraw students from the course. If a student chooses to withdrawal from class, for any reason, they are STILL responsible for any and all outstanding and unpaid balances, including any payment agreements that have been made between the student and the Academy.**

If an instructor dismisses a student based on attendance, module exam grades or other reasons, **the student is STILL responsible for any and all outstanding and unpaid balances, including any payment agreements that have been made between the student and the Academy and required to initiate a withdrawal from the course at the Administrative Office.**

If a student withdraws, is dismissed, fails out or does not complete a class for any reason they are required to complete the program from the beginning. No credit is given for any prior section already completed. The student may not 'drop' back into another class at a later date.

### **Readmission Policy**

Any student that is removed from class, whether it is for academic performance, attendance violations, withdrawing, or any reason at all, will be required to restart the program from the beginning as a new student. Students are not able to re-enter the program at any given point.



### **Refund Policy / Financial Responsibility**

A refund will only be issued if it is requested before orientation. After orientation, the student is financially responsible for the class and will be billed for 100% of the course fees if they have not already paid in full. The student understands that they are responsible to pay 100% of the tuition and course fees even if they withdraw, drop or are removed from class. The tuition and fees will be charged to the student, if not already paid, and there will be no refunds. No refunds or waiver of financial responsibility are given after orientation. If the student has not paid due to VA, WIA or other paperwork being filed, they are still responsible for 100% of the course fees and tuition if that agency decides not to pay. The student is still responsible for 100% payment if they decide to drop, withdraw or if they fail out of class.

The following fees WILL NOT be refunded once paid for: **Registration Fee and Application Fee.**

Veteran refund policy per CFR 21.4255. Please inquire to see full written policy

## **DISABILITY / ADA POLICIES**

### **Americans with Disabilities Statement**

The Administrative office has been designated to guide, counsel and assist students with disabilities. If you require accommodations for this class, make an appointment with the office, as soon as possible, to discuss your approved accommodations needs. The administrative office will hold any information you share in confidence unless written permission is given otherwise.

Respond Right® EMS Academy is committed to providing accessibility to its programs/activities and reasonable accommodations for persons defined as disabled under the Americans With Disabilities Act As Amended and the Rehabilitation Act of 1973, Section 504. These acts protect qualified students with disabilities from discrimination.

Appropriate documentation will be required of the disability. It will be the student's responsibility to request special services to accommodate their needs.

### **Disability Information**

Americans with Disabilities Act compliance provides qualified persons with disabilities support and opportunities in all activities, programs and services operated or sponsored.

If a student is in need of assistance it is their responsibility to notify the instructor and/or the Administration office for the appropriate assistance.

## **GRIEVANCE PROCEDURES / POLICY**

### **ADA Grievance Procedures**

Access to programs, courses and services will be provided in compliance with relevant laws.

Respond Right® EMS Academy is committed to the elimination of arbitrary or unreasonable practices that result in discrimination. All groups operating under the policies, including all employees, students, and programs sponsored by Respond Right® EMS Academy are governed by this policy of non-discrimination. In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act Respond Right® EMS Academy does not discriminate on the basis of disability.

### **ADA Informal Complaint Process**

The complainant should first attempt to resolve the matter informally by requesting a conference with a member of the Administrative Office and other appropriate employees; i.e., this includes the instructor if the complaint is about a classroom accommodation that was or was not provided. If the matter is not resolved, a request for reconsideration may be made through the normal administrative channels.

### **ADA Formal Grievance**

A complaint must be filed in writing by filing an ADA/504 Formal Grievance Form with the ADA Compliance Officer located at Respond Right® EMS Academy Administration office where the alleged violation occurred within 15 working days of the date of the occurrence giving rise to the complaint. The complaint shall contain the name, address, telephone number and e-mail address (if applicable) of the person filing it, and describe the alleged violation with as much detail as possible, including the date of the occurrence complained of, the person(s), and department involved.

### **Grievance Policy**

Students have the right to appeal or file a grievance if they feel that any policy has been unfairly or unreasonably applied. Students must follow the following procedure when filing such grievance or appeal:

Submit a written description of the problem within 10 business days of incident and request a meeting with the instructor or program director. Discuss the problem with their instructor or program director. The instructor or program director will render a decision on the issue and respond to the student in writing within ten business days following the meeting with the student.

Within ten business days following this decision the student does not feel that the problem is resolved they may appeal the decision to either the program director or the Director of Education. This appeal must be filed within ten business days following the decision. The final decision regarding the issue will be made by the Director of Education and may not be appealed.

## **HEALTH AND SAFETY**

### **Health Insurance**

Students are required to carry their own health insurance. Injuries rarely occur in the EMS programs but the potential exists during skills practice or clinical. Respond Right® EMS Academy

policy states that each student is responsible for their own medical needs and the Respond Right® EMS Academy assumes **NO** financial or other responsibility for treatment as a result of injury to a student during participation. In the event of injury or exposure, please notify the clinical coordinator or program director.

If a student is injured or has an exposure, and it is deemed an emergency, it is up to the student to seek immediate medical attention. Other non-emergency exposures or injuries may require the attention of the student's personal physician.

All expenses, whether emergency or non-emergency, will be the responsibility of the student. Respond Right® EMS Academy does not financially cover any medical consultations or treatments.

### **Immunizations**

The following immunizations must be kept current and are subject to change at any time based on clinical site requirements: MMR or titers, Hepatitis B series or titer, TDaP immunization, seasonal flu shot annually, negative PPDs, one of which is within a year. (If PPD is positive, then you will need a chest x-ray).

### **Substance Abuse / Drug Abuse Policy**

Respond Right® EMS Academy is committed to providing a positive and healthy environment for students and employees. As citizens, students are subjected to the rules of accountability imposed by federal, state and local laws. The criminal penalties may include fines, restitution, imprisonment, loss of driving privileges and other sanctions. Students of Respond Right® EMS Academy assume the obligation to conduct themselves in a manner compatible with an educational institution. Therefore, the use of, being under the influence of, possession of, or distribution of alcohol or illegal drugs on campus or at any Respond Right® EMS Academy-sponsored function will result in disciplinary action. Students are subject to random drug tests at request of administration or clinical sites. If a student refuses to take a random drug test or fails a random drug test, they will be faced with immediate expulsion from the program.

Students found to have violated their obligations as described above will be subject to the following sanctions: censure, disciplinary probation, restitution, compensatory service, and dismissal.

It is important for students to understand the many health risks associated with the use of illicit drugs and alcohol. Those risks include but are not limited to: addiction, violent flashbacks, permanent damage to the brain and central nervous system, liver damage, heart disease, and potentially fatal overdose or withdrawal.

### **Criminal Background Checks**

Students with criminal convictions or drug use may have difficulty progressing in these programs. Health care facilities, educational facilities and other field experience settings may mandate that a criminal background check and/or drug screening check (at the student's expense) be conducted

prior to placement in a clinical or field setting. Students not passing these checks may be prohibited from participating in the clinical or field experience, thus rendering the student ineligible to satisfactorily meet the course/program requirements.

### **Tobacco Use / Smoking Policy**

Respond Right® EMS Academy has adopted a **no tobacco** policy. Smoking and/or chewing tobacco is not permitted anywhere in and around the Respond Right® EMS Academy facility. During clinical rotations, it is the students' responsibility to follow the clinical sites smoking policy at all times. No exceptions will be made.

Respond Right® EMS Academy is a **SMOKE FREE FACILITY**, which includes smoking on or around our premises, building, parking lot, etc. The only place you are allowed to smoke is in your vehicle. There must not be any cigarette butts, debris or trash found around your vehicle as a result of smoking. Any deviations from this policy will result in the following:

**1st offense: 5 points deducted from your overall total points**

**2nd offense: 10 points deducted from your overall total points**

**3rd offense: 15 points deducted from your overall total points**

**4th offense: 20 points deducted from your overall total points**

This deduction from your final overall grade will continue with each occurring offense, with 5 points added each time, i.e., 25 points, 30 points, etc.

## **STUDENT CONDUCT**

### **Professional Conduct / Ethics**

Upon enrolling in a course, each student assumes an obligation to obey the laws enacted by federal, state and local governments. If this obligation is neglected or ignored by the student appropriate disciplinary action will be taken.

Choosing to come to Respond Right EMS Academy means joining a distinctive community. RREMSA places high expectation on students regarding the way in which each person will act in the classroom, during the clinical internship and beyond. In particular, students are expected to uphold and promote the highest level of moral and ethical principles. Students are expected to pledge themselves to the **NAEMT Code of Ethics and EMT Oath** ([https://www.naemt.org/about\\_us/emtoath.aspx](https://www.naemt.org/about_us/emtoath.aspx)). Furthermore, students are upheld to the same standards as any other EMS practitioner.

## Dress Code Policy

Students must remember it is important to remain in the proper uniform at all times. Students are interacting with other professionals in the healthcare system that require a professional appearance and attitude. Interaction will occur with several different agencies that may require interaction with potential employers, prospective students and potential patients.

Students must follow these guidelines at all times:

- Students must be neatly groomed with clean hair, nails and clothing.
- Use of cosmetics must be appropriate and not excessive. Students must avoid excessive use of perfume, cologne and after-shave lotion.
- Fingernails must be clean, neatly trimmed and not too long to interfere with job duties. Nail polish, if worn, must be kept in good condition.
- Beards/goatees are prohibited.
- All students must have hair off their face and base of their neck while in class.
- Students should be freshly bathed with hair and mustaches neat and clean. Body odor is to be controlled and deodorant used. Teeth should be clean.
- Students must wear black shoes and black socks. Shoes must be polished and shoelaces, stockings or socks must be clean. Athletic shoes are acceptable. Thong sandals, clogs, high heels, slippers and open-toed shoes are not acceptable for students at any time.
- Issued ID name tag must be worn at all times. ID name tag must be visible at eye-level.
- No police, fire, EMS or medical facility uniform that may identify the wearer as police officer, firefighter, etc.
- Only approved medical equipment such as stethoscope, penlight, tape, scissors, etc.
- Only approved navy blue, Respond Right® EMS Academy gear may be worn, no other colors may be worn.
- Under no circumstances may any clothing items be worn with a Respond Right® EMS Academy Patch.
- No long sleeved t-shirts or sweatshirts ever allowed while on a clinical, regardless of color, style or school insignia.

Didactic / Lab –

- Shirt
  - Polo - Respond Right® EMS Academy polo shirt only; optional white, short or long sleeve t-shirt may be worn under the polo shirt. Shirts must be tucked in at all times with name badge visible.
  - T-Shirt - Respond Right® EMS Academy t-shirt, navy blue only. Shirts must be tucked in at all times with name badge visible.
  - Sweatshirt - Respond Right® EMS Academy navy blue only.
  - Hoodies - Respond Right® EMS Academy navy blue only.

- ¼ Zip - Respond Right® EMS Academy 5.11 ¼ zip Duty Shirt, navy blue only; optional white short or long sleeve t-shirt may be worn under the ¼ zip.
- Pants - Approved dark blue EMS/EMT pants
- Shorts – Summer only, must be approved dark blue EMS/EMT shorts. Can be worn from May 1<sup>st</sup> – Sept 30<sup>th</sup>.
- Belt – Black belt with plain silver or gold buckle
- Footwear – Black boots or black tennis shoes with black socks. Black tennis shoes must be completely black.

#### Clinical and Field-

- Shirt
  - Respond Right® EMS Academy polo shirt; optional white, short sleeve t-shirt may be worn under the polo shirt. Shirts must be tucked in at all times with name badge visible.
  - ¼ Zip - Respond Right® EMS Academy 5.11 ¼ zip Duty Shirt, navy blue only; optional white short or long sleeve t-shirt may be worn under the ¼ zip.
- Pants - Approved dark blue EMS/EMT pants
- Belt – Black belt with plain silver or gold buckle
- Footwear – Black boots or black tennis shoes with black socks. Black tennis shoes must be completely black.
- Under no circumstances are shorts or Respond Right® EMS Academy t-shirts ever allowed. No clothing items may be worn with a Respond Right® EMS Academy Patch.

Appearance will adhere to the following:

#### Hair:

- Clean and neatly arranged.
- If hair extends to shoulders it must be tied back.
- Hair must be of a natural color.

#### Facial hair:

- Unshaven appearance is prohibited.
- Mustaches are allowed, but must be neatly trimmed.
- Beards (of any variation) are prohibited.
- Sideburns may not extend below the earlobe.

#### Jewelry:

- Up to one earring may be worn in each ear. Gauged ears cannot have tunnels and must be a solid, smooth textured plug, preferably in a solid or flesh color.
- Up to one ring may be worn on each hand. Rings must be smooth without projections. However, rings are NOT recommended due to safety concerns.
- Facial jewelry is prohibited. Tongue piercings will be removed while at the clinical site.
- Potentially offensive jewelry is prohibited. Necklaces are NOT recommended due to safety concerns and must be concealed.

Tattoos:

All tattoos must be covered while attending clinicals and while on clinical/field site grounds.

### **Student ID Badges**

All students are required to wear their ID Badges at all times during class and on clinical visits. It is your responsibility to obtain a new badge if it lost or damaged.

### **HIPPA – Patient Confidentiality**

Any patient information heard or elicited during the student's clinical rotations is confidential. Discussion of any patients may take place with an instructor or preceptor only for educational or stress management purposes, and must be done in a private setting, out of hearing of others not involved. Any discussion of patient information in the open or public setting is prohibited. Examples of patient information include names, addresses, insurance or social security numbers, driver's license information, or any other information that might identify an individual. Disclosure of patient information is finable by law and will result in expulsion from the program. Keep all patient information confidential.

### **Social Media Policy**

Social media are internet-based tools for sharing and discussing information. Examples of social media include:

- Multimedia and social networking sites, such as Twitter, Facebook, YouTube, LinkedIn, etc.
- Blogs, wikis, message boards, micro blogs and other community-based or collaboration tools
- Social commerce postings like product or experience reviews
- Any other site where information like text, images, video, sound or other files can be uploaded or posted

Students need to follow the same behavioral standards online as they would in real life, both within professional and educational roles. The same laws, professional expectations and guidelines for interacting utilizing these communication platforms apply as in any other situation. Any and all patient information obtained during patient care experiences is completely confidential without exception. Organizational information seen or heard during clinical and field internships are also considered confidential and should not be shared via social media. Educational activities at all clinical sites are the sole property of the clinical site and staff involved. No unauthorized recording (photographs, drawings, voice, or visual representations) is permitted – there are no exceptions!

Students are responsible and may be held liable for anything posted to social media sites, including any comments in such postings which may be deemed to be defamatory, profane, obscene, proprietary, libelous or otherwise illegal. Sharing of any information considered confidential may result in immediate dismissal from the program.



## **Academic Integrity**

Effective learning, teaching and research all depend upon the ability of members of the academic community to trust one another and to trust the integrity of work that is submitted for academic credit or conducted in the wider arena of scholarly research. Such an atmosphere of mutual trust fosters the free exchange of ideas and enables all members of the community to achieve their highest potential.

In all academic work, the ideas and contributions of others must be appropriately acknowledged, and work that is presented as original must be, in fact, original. Faculty, students, and administrative staff all share the responsibility of ensuring the honesty and fairness of the intellectual environment at Respond Right® EMS Academy.

Students must understand that misconduct may subject a student to disciplinary action, up to and including expulsion. Some examples of misconduct and academic dishonesty, include the following:

- a. Dishonesty such as cheating, plagiarism, or knowingly furnishing false information.
- b. Forgery, alteration or misuse of documents, records or identification.
- c. Hazing, which is defined as any act that injures, frightens, endangers or degrades an individual.
- d. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other authorized activities.
- e. Sexual harassment or harassment of any kind of any person on Respond Right® EMS Academy's property or at authorized activities.
- f. Physical abuse of any person on Respond Right® EMS Academy's property or at authorized activities, or conduct that threatens or endangers the health or safety of such person.
- g. Theft or damage to Respond Right® EMS Academy's property or property of others on premises or at authorized activities.
- h. Unauthorized entry to or use of Respond Right® EMS Academy's facilities.
- i. Violation of law or of Respond Right® EMS Academy's policies or procedures or rules or regulations (herein collectively called "Regulations").
- j. Use of, being under the influence of, possession of, or distribution of, alcohol or controlled substances on property or at authorized activities.
- k. Disorderly conduct, breach of the peace, aiding or inciting another to breach the peace, or infringement upon the rights or defamation of another either on Respond Right® EMS Academy's property or at authorized activities.
- l. Failure to comply with directions of an official acting in the performance of his/her duties.
- m. Possession or use of a firearm, explosive, dangerous chemical or other weapons or anything that could be construed as a weapon on Respond Right® EMS Academy's property or at authorized activities except as required by law and permitted by regulations. Law enforcement officers who are enrolled and are on Respond Right® EMS Academy's property to attend classes or study are to take no action to enforce any regulations, except as required by law. Alleged violations must be reported to local police.
- n. Any of the foregoing, if proven to be knowingly committed in concert with other persons, may make each participant responsible for the acts of the entire group.



- o. Use of any cellular or hand- held device, whether for making calls, text messaging, or playing games during class.

## **Scope and Purpose**

This statement on academic integrity applies to all students at Respond Right® EMS Academy (RREMSA). All students are expected to adhere to the highest standards of behavior.

The purpose is:

- To clarify the expectations with regard to students' academic behavior, and
- To provide specific examples of dishonest conduct. The examples are only illustrative, NOT exhaustive.

## **Violations of This Policy Include, But Are Not Limited To:**

### **1. Plagiarism**

Plagiarism consists of taking someone else's ideas, words, or other types of work product and presenting them as one's own. To avoid plagiarism, students are expected to be attentive to proper methods of documentation and acknowledgement. To avoid even the suspicion of plagiarism, a student must always:

- Enclose every quotation in quotation marks, and acknowledge its source.
- Cite the source of every summary, paraphrase, abstraction or adaptation of material originally prepared by another person, and any factual data that is not considered common knowledge. Include the name of author, title of work, publication information, and page reference.

### **2. Cheating On An Examination**

A student must not receive or provide any unauthorized assistance on an examination. During an examination a student may use only materials authorized by the faculty.

### **3. Copying Or Collaborating On Assignments Without Permission**

When a student submits work with his/her name on it, this is a written statement that credit for the work belongs to that student alone. If the work was a product of collaboration, each student is expected to clearly acknowledge in writing all persons who contributed to its completion.

Unless the instructor explicitly states otherwise, it is dishonest to collaborate with others when completing any assignment or test, and performing lab items.

If the instructor allows group work in some circumstances but not others, it is the student's responsibility to understand the degree of acceptable collaboration for each assignment, and to ask for clarification if necessary.

To avoid cheating or unauthorized collaboration, a student should never:

- Use, copy or paraphrase the results of another person's work and represent that work as his/her own, regardless of the circumstances.
- Refer to, study from, or copy archival files (e.g. old tests, homework) that were not approved by the instructor.
- Copy another's work, or to permit another student to copy his/her work.
- Submit work as a collaborative effort if he/she did not contribute a fair share of the effort.

#### **4. Fabrication Or Falsification Of Data Or Records**

It is dishonest to fabricate or falsify data in the lab, clinical, and field internship phases, research papers, reports or in any other circumstances; to fabricate source material in a bibliography or "works cited" list; or to provide false information on a résumé or other document in connection with academic efforts. It is also dishonest to take data developed by someone else and present them as one's own.

Students will be removed from the program.

Examples of falsification include:

- Altering information on any exam, or class assignment being submitted.
- Altering, omitting, or inventing lab, clinical or field internship data to submit as one's own findings. This includes copying lab data from another student to present as one's own; and providing data to another student to submit as his/her own.
- Preceptor signatures for lab, clinical and field internships signed by anyone other than the assigned preceptor.
- Falsification of documentation in lab, clinical and field internship records.

#### **5. Other Forms Of Deceit, Dishonesty, Or Inappropriate Conduct**

Under no circumstances is it acceptable for a student to:

- Submit the same work, or essentially the same work, for more than one course without explicitly obtaining permission from all instructors. A student must disclose when a paper or project builds on work completed earlier in his/her academic career.
- Submit lab or clinical books that are disorganized, poorly documented or data that does not match Fisdap.
- Duplicate lab, clinical and field internship data when submitting clinical books. This includes copies of signature pages, evaluations, worksheets, etc. Students will be removed from the program.
- Request an academic benefit based on false information or deception. This includes requesting an extension of time, a better grade, or a recommendation from an instructor.

- Make any changes (including adding material or erasing material) on any test paper, or class assignment being submitted.
- Willfully damage the efforts or work of other students.
- Steal, deface, or damage academic facilities or materials.
- Collaborate with other students planning or engaging in any form of academic misconduct.
- Submit any academic work under someone else's name other than his/her own. This includes but is not limited to sitting for another person's exam; both parties will be held responsible.
- Engage in any other form of academic misconduct not covered here.

This list is not intended to be exhaustive. To seek clarification, students should ask faculty and administration for clarification.

If it is found that a student alters, forges, duplicates or copies clinical data, signatures or paperwork, they will be immediately removed from the program.

## **Reporting Misconduct**

### **Faculty Responsibility**

Faculty and instructors are strongly encouraged to report incidents of student academic misconduct to administration in a timely manner, so that the incident may be handled fairly and consistently.

### **Student Responsibility**

If a student observes others violating this policy, he/she is strongly encouraged to report the misconduct to the instructor, to seek advice from administration, or to address the student(s) directly.

## **Procedure**

### **Administrative Procedures**

This policy covers all students. Cases will be heard by RREMSA administration and depending on the violation, the Medical Director and the Advisory Committee at the discretion of the Medical Director.

### **Student Rights and Responsibilities in a Hearing**

A student accused of an academic integrity violation is entitled to:

- Review the written evidence.
- Ask any questions.
- Offer an explanation as to what occurred.
- Present any material that would cast doubt on the correctness of the charge.
- Determination of the validity of the charge without reference to any past record of misconduct.

When responding to a charge of academic misconduct, a student may:

- Deny the charges and request a hearing in front of administration or the Medical Director.
- Admit the charges and request a hearing to determine a decision.
- Admit the charges and accept the imposition of disciplinary actions by administration without a hearing.
- Request to withdraw permanently from RREMSA with a transcript notation that there is an unresolved academic integrity matter pending.

A student has the following responsibilities in resolving the charge of academic misconduct:

- Admit or deny the charge. This will determine the course of action to be pursued.
- Provide truthful information regarding the charges. It is a violation to provide false information to RREMSA or anyone acting on its behalf.

## **Disciplinary Actions**

### **If Found *Not* In Violation Of The Academic Integrity Policy**

If the charges of academic misconduct are not proven, no record of the allegation will appear on the transcript.

### **If Found In Violation Of The Academic Integrity Policy**

If a student is found to have acted dishonestly, or if a student has admitted to the charges RREMSA may impose disciplinary actions, including but not limited to the following:

- Issue a formal written reprimand.
- Impose educational sanctions, such as completing a workshop on plagiarism or academic ethics.
- Recommend to the instructor that the student fail the assignment. (A grade is ultimately the prerogative of the instructor.)
- Recommend to the instructor that the student fail the course.
- Recommend to the instructor that the student receive a course grade penalty less severe than failure of the course.
- Place the student on Academic Probation for a specified period of time or until defined conditions are met. The probation will be noted on the student's transcript and internal record while it is in force.
- Recommend the student receives a maximum of one month to correct any organizational and data entry issues regarding lab and clinical books.
- If it is found that a student alters, forges, duplicates or copies clinical data, signatures or paperwork, they will be immediately removed from the program.
- Some cases may be serious enough to warrant suspension or expulsion from RREMSA.

Additional educational sanctions may be imposed. This list is not intended to be exhaustive.

Withdrawing from the course will not prevent administration from adjudicating the case, imposing sanctions, or recommending grade penalties, including a failing grade in the course.

A copy of the disciplinary actions will be placed in the student's academic file.

## **Appeals**

If a student believes administration or the Medical Director has been unfair, or if a student believes the sanction imposed for misconduct is excessive, he/she may appeal to RREMSA within ten days of the original decision. Appeals must be typed or written and be date and time stamped via email, mail or other means that can be documented.

## **Records**

### **Administrative Records-Keeping Responsibilities**

It is the responsibility of administration to keep accurate, confidential records concerning academic integrity violations. When a student has been found to have acted dishonestly, a letter summarizing the allegation, the outcome, and the sanction shall be placed in the student's official file.

### **Non-Discrimination and Anti-Harassment Policy**

RESPOND RIGHT® EMS ACADEMY is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work and study in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, RESPOND RIGHT® EMS ACADEMY expects that all relationships among persons in the workplace and academy will be business-like and free of bias, prejudice and harassment.

A. Harassment on the basis of any protected characteristic is strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his race, color, religion, sex, age, national origin, disability or any other characteristic protected by law or that of his relatives, friends or associates, and that:

- (i) Has the purpose or effect of creating an intimidating, hostile or offensive work or learning environment;
- (ii) Has the purpose or effect of unreasonably interfering with an individual's work or learning performance; or
- (iii) Otherwise adversely affects an individual's employment or learning opportunities.

B. Racial or ethnic harassment is also prohibited and is defined as any non-consenting conduct based upon race, ethnicity, or national origin that creates a hostile work environment. Racial or ethnic harassment may include threats, physical contact, pranks, vandalism, or verbal, graphic, or written conduct directed at an individual or individuals because of their race or national origin. This includes such things as racial or ethnic slurs, jokes, or offensive or derogatory comments. Even if actions are not directed at specific persons, a hostile environment is created when the conduct is sufficiently severe, pervasive, or persistent so as to unreasonably interfere with or limit the ability of an individual to perform his/her job or learning environment.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail).

Students are protected against race and ethnicity discrimination by Title VI of the Civil Rights Act of 1964, against sex discrimination, including sexual harassment by Title IX of the Education Amendments of 1972 and against discrimination based on sexual orientation, religion, age and status as a disabled or Vietnam-era veteran by board policy. Students who believe they have been subjected to discrimination should notify the Program Coordinator immediately so further action can be taken.

Students are protected against discrimination based upon reason of disability by the Americans with Disabilities Act (ADA) of 1990 and section 504 of the Rehabilitation Act of 1973. Students who believe they have been discriminated against based upon reason of disability should notify the Program Coordinator immediately so further action can be taken.

Students who believe they are being sexually harassed are encouraged to discuss the matter with the instructor and Program Coordinator immediately so further action can be taken.

### **Sexual Harassment Policy**

RESPOND RIGHT® EMS ACADEMY strives to maintain a workplace and academy that is free from intimidation, coercion, or harassment, including sexual harassment, of any employee or student. Accordingly, it is RESPOND RIGHT® EMS ACADEMY's policy to prohibit harassment of an employee or student by another employee, student or supervisor on the basis of sex. The purpose of this policy is not to regulate our employees' or student's personal morality. It is to ensure that, in the workplace and academy, no employee, student or supervisor harasses another individual on the basis of sex. While it is not easy to define precisely what sexual harassment is, it certainly includes unwelcome sexual advances, requests for sexual favors and other visual, verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually-related comments. Depending upon the circumstances, harassment can also include improper joking, teasing or other unwelcome conduct that creates an unprofessional and hostile work or learning environment.

Any student who feels that he has been subjected to sexual harassment should immediately report the matter to his/her supervisor or any RESPOND RIGHT® EMS ACADEMY supervisor or the Academy Administrator. Violation of this policy will result in disciplinary action, up to and including discharge. Every report of perceived harassment will be investigated and corrective action will be taken where appropriate. In addition, RESPOND RIGHT® EMS ACADEMY will not allow any form of retaliation against individuals who report unwelcome conduct to management, or who cooperate in the investigation of such reports, pursuant to this policy.

### **Retaliation Is Prohibited**

RESPOND RIGHT® EMS ACADEMY prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action.

### **Individuals and Conduct Covered**

This policy applies to all applicants, students and employees and prohibits harassment, discrimination and retaliation whether engaged in by fellow employees, by a supervisor or manager or by someone not directly connected to RESPOND RIGHT® EMS ACADEMY (e.g., an outside vendor, consultant or customer). Conduct prohibited by this policy is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

### **Employee / Student Non - Fraternization**

The relationship between the school employee and the student shall be one of professional cooperation and respect. All employees have a responsibility to conduct themselves in a manner that will maintain an atmosphere that is conducive to learning.

It is the policy of Respond Right® EMS Academy to prohibit any type of sexual or romantic relationship, sexual contact, dating or courting between a school employee and an enrolled student. This includes internet chat rooms, social network services, text messages, cell phones and all other forms of electronic communication. This prohibition applies to students of the same or opposite sex as the school employee. It also applies regardless if the student or school employee initiated conduct and whether or not the student welcomes the conduct and/or reciprocates the attention. This policy prohibits an adult education teacher from entering into a romantic relationship with a student enrolled in his/her course.

Respond Right® EMS Academy shall promptly investigate allegations of prohibited staff/student relationships. In doing so, the Academy shall utilize the same procedures followed for complaints of sexual harassment, as outlined in that policy.

Any employee who is found to have violated this policy will be subject to disciplinary action up to and including termination.

There may be circumstances that do not involve dating or courting, but are nevertheless unprofessional. Those cases will have to be judged on the totality of the circumstances.

### **Children Unattended**

Students are not permitted to bring children to class; nor should children be left unattended in the halls, offices, break room, parking lot or any other location. Respond Right® reserves the right to protect the safety and welfare of unattended children and will institute appropriate action.



### **Firearms on Property**

Except for licensed police officers, no person shall possess or carry any firearm, visible or concealed, on Respond Right® property (including buildings and grounds leased or owned by Respond Right®) or in any Respond Right® vehicle or during clinical rotations and authorized events.

### **Meals / Eating / Ordering Food**

An 8-hour training day will include a 1 hour lunch break. During this 1 hour break, students and staff will be allowed to leave, order food and eat a meal.

A 4 or 5-hour training day will not include a lunch break. Rather, students will be required to eat their meal before or after class. Small snacks such as chips, nuts or other vending type snacks will be allowed in the classroom.

At no time during class is food delivery allowed. This is disruptive and will be considered disruptive activity. If a student orders food for delivery during normal classroom hours they will not be allowed to eat it during class and will be charged with behavioral misconduct.

## **CLOSING PROCEDURES**

Respond Right® EMS Academy will remain open except under very severe weather conditions. Official announcements will be made in the following places:

- Online at <http://www.RespondRight.com>
- All local news stations

Attempts will also be made to contact each student by email or text.

In the absence of any announcement, students should assume normal operation.

## **COMMUNICATION**

Students are expected to read and, when appropriate or required, respond in a timely fashion to emails sent from the Academy offices. Official policy changes or official updates will be distributed via email. Email is the standard mode of communication for Academy messages to individual students about academic standing and other important administrative matters. Messages are sent to the email address on file provided by the student. Students who wish to use another address are responsible for updating the information with administration.

It is the student's responsibility, should your cell phone number or email address change, that you provided the new contact information to administration. Failure to do so will result in not receiving important information. There will be no exceptions should a student miss out on important changes, alterations, or assignments for failure to provide up-to-date and accurate contact information. You will need to check your email on a daily basis.



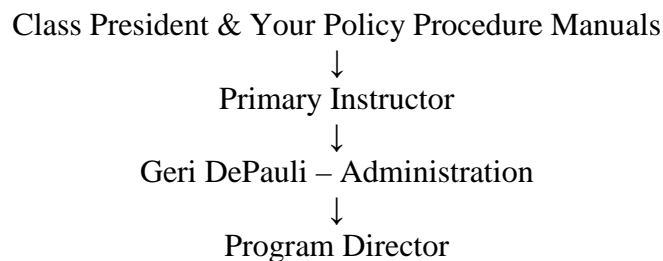
Email is how we communicate on a daily basis. You are responsible for checking your email every day.

## CONFIDENTIALITY OF STUDENT RECORDS

Respond Right® EMS Academy has a duty to maintain accurate and confidential student records. The Respond Right® EMS Academy recognizes students' rights to have access to their own educational records; moreover, Respond Right® EMS Academy limits such access by others in accordance with the Family Educational Rights and Privacy Act of 1974. Students may review their records by submitting a written request to the Administration office. With certain exceptions, records cannot be released without prior consent.

## QUESTIONS?

Knowing who to contact for your questions is important. We are very happy to answer your questions. Here is a quick list of who to ask when you have questions. You will generally always want to follow the Chain of Command in your classroom. The Chain of Command looks like this:



### General Classroom Questions

- Look in your policy and procedure manuals. All of your questions can generally be found either in the class manual, lab manual or clinical book. That's where we will find the answer, so look there first. If you can't find it, ask your primary instructor.

### Grades

- Questions about why you received a certain grade on an assignment or why your grade is calculated a certain way? Ask your primary instructor. They control your grade on a daily basis.

### Lab skills

- Questions about how to do your lab skills? Ask your instructor. Your primary instructor is the best resource for teaching you and clarifying questions. If they are out for the day, ask the co-primary, but make sure to email your primary instructor for clarification if you're still confused. Make sure your clear on how to complete the skill and assessment.

### Fisdap

- Question about how to enter something in Fisdap? If it's a lab skill, ask your instructor. They know exactly how to enter these lab skills.
- If you need help with clinical data entry, make sure and ask your Clinical Coordinator. This is really important to make sure you are getting the credit you deserve.

- If you need help with the technical side of Fisdap, call Fisdap. Send them a tech support email or call them. We can't do much for the technical side of Fisdap, so make sure you reach out directly to them.

#### EMStesting

- Question about your exam or a grade you received on an exam? Ask your primary instructor. They manage your exams and your grades.
- If you need technical support with EMStesting, call EMStesting. Let us know what your issue is and how it is effecting you. We will try and fix it so you can resume your exam, but ultimately, we will need to report it to EMStesting.
- Question about registration to the class? Ask Geri DePauli in administration. She will help you get registered for the course.

#### Clinicals

- Questions about course completion and requirements? Ask your Program Director and/or Clinical Coordinator. Don't ask anyone else. This information changes from class to class and you need the correct information.
- Questions or problems during a clinical? Call your Program Director and/or Clinical Coordinator. If it's an emergency, like an injury, call their cell phone. If it's something that can wait, send an email. We are quick to respond and will handle your question accordingly.

#### QuickSchools

- Questions about your grade in QuickSchools or how to use QuickSchools? Ask Geri DePauli in administration. She will help you understand and navigate this.

#### The building or other concerns

- Questions about the building or anything else outside of these categories? Feel free to reach out to Toni Milan or Donna Weiss, Owners. We want to know how to improve our programs. Send us an email or drop us a note.



**APPENDIX A - FORMS**  
Respond Right EMS Academy  
Paramedic Program Extension Form  
3 Month Extension Request

Student's Name: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Original Clinical Deadline Date: \_\_\_\_\_

_	Request for Extension	Explanation (use back of form if more space is needed):
	Active military duty during clinical/field internship	
	Long term hospitalization requiring 2 or more months of hospitalization with a physician letter	
	Other	

I have read this notice and I understand it. I understand that there is a \$50 fee for this extension.

Extension request must be submitted at least 2 weeks prior to the clinical deadline.

Student signature:

Program Director or Medical Director Review:

New Extension/Program Completion Date: \_\_\_\_\_

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**Respond Right EMS Academy  
LAB SKILLS SIGN OFF APPROVAL FORM**

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Date Requested for Preceptor. Provide at least 2 possible dates : \_\_\_\_\_

Is this your first skills lab? **Yes or No**

**Is this lab being completed to meet your Airway Management Goal? Yes or No**

**What skills do you want to complete in the lab?**

**You can only complete a Maximum of 13 skills in the lab.**

Skill	Number of times you need to complete each skill
ADD IV Medication to Solution	
Cardioversion – Electrical	
Cardioversion – Pharmacological	
Endotracheal Intubation	
IM Injections	
IV Access – Pediatric	
IV Med Pushes	
Subcutaneous Injections	
Suctioning – Pharyngeal	
Suctioning – Tracheal	
Ventilate Adult W/O ETT	
Ventilate Geriatric W/O ETT	
Ventilate Pediatric W/O ETT	
<b>Total # of skills</b>	

I understand there is a fee for the lab skill session and I must have my account paid in full to schedule the lab day. Lab sessions are scheduled in 2 hour time blocks. Cancellation fees will apply if I am unable to make the scheduled session or I reschedule my session within 48 hours.

I have read this notice and I understand it.

Student signature

Clinical Coordinator and/or PD signature

Faculty Notes:

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## Respond Right EMS Academy Clinical Absence Documentation Form

Students MUST Complete ALL Fields and Return to their Instructor

Name:		Program:	EMT / A&P / Paramedic
Phone #:		Instructor:	
Email:			
1. Date of absence:			
2. Clinical Site / Field Site you were scheduled at:			
3. Date & Time you notified your Clinical Coordinator you would be absent:			
4. Date & Time you notified your Program Director, Toni, you would be absent:			
5. Date & Time you notified your clinical site / field site you would be absent:			
6. Reason for your absence:			

### Students:

By signing this absence form you are acknowledging that the information you have provided above is accurate to the best of your knowledge and is subject to verification by RREMSA. You are also acknowledging that you have read the policy on absences that has been provided to you and that is on the reverse side of this form.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

--- Give this form to your instructor on your next scheduled class day ---

Instructor Signature: \_\_\_\_\_ Date Received: \_\_\_\_\_

---Instructors – Forward this form to the Clinical Coordinator---

Program Director / Clinical Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

OFFICE USE ONLY				
# of Clinical Absences:				

## EMT Students:

Failure to notify the Clinical Coordinator and/or the clinical site of an absence will result in a “no-call no-show,” and be counted as an absence and. A “no call no show” is a very serious offense and will result in losing the privilege of participating at that particular clinical site and a two week suspension. Should this infraction occur more than once, the student will be expelled from the EMT program at the discretion off the Program Director and Clinical Coordinator.

Only under extreme circumstances may a student cancel or leave a clinical. Instances such as a documented illness or death of an immediate family member are acceptable. The student must contact the Clinical Coordinator, Program Director and Instructor.

If a student is absent for a clinical shift, even if the shift is made up, this absence will count toward the total number of absences for the program. **Remember that you are only allowed to be absent three times throughout completion of the program.**

## Paramedic Students:

### Attendance for Hospital and Field

- Sick Days / Absences
  - You will be allowed a total of 2 sick days for the duration of the program. Upon your 3<sup>rd</sup> sick day, you will be suspended for 2 weeks from clinicals. More than 3 sick days will result in expulsion from the Paramedic Program, at the discretion of the clinical coordinator.
  - You must call the Clinical Coordinator and the clinical / field site as soon as possible to notify them of your absence.
  - You must complete the ‘Clinical Absence Form’ the following day and turn it in to the Program Director.
- A “No call, no show” will result in a suspension of 2 weeks of clinicals.
  - You must complete the ‘Clinical Absence Form’ the following day and turn it in to the Program Director.
  - This will result in losing the privilege of participating at that particular clinical site and a two-week suspension.
  - Should this infraction occur more than once, the student will be expelled from the paramedic program at the discretion off the Program Director and Clinical Coordinator.
- Leaving Early
  - If you need to leave a clinical site for any reason, you must contact the available staff at Respond Right EMS Academy. If after regular business hours, you must contact the Clinical Coordinator.
  - You must complete the ‘Clinical Absence Form’ the following day and turn it in to the Program Director.
  - Leaving early from a clinical site or failing to notify the clinical coordinator of leaving early will result in a suspension of 2 weeks and the student will have to repeat those hours and any skills performed.