

Piedmont Technical College Prehospital Medicine



Piedmont Technical College

Piedmont Technical College
PTC Prehospital Medicine is a member of the
Health Care Division
EMT AND PARAMEDIC PROGRAM
POLICIES AND PROCEDURES

PTC Prehospital Medicine

Piedmont Technical College does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, or veteran status in its admissions policies.

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WELCOME

The Health Care Division Faculty are pleased that you are pursuing your education at Piedmont Technical College (PTC). We compliment you on your career choice and your commitment to grow intellectually and professionally.

Higher education involves a process of interaction between the educator and the learner. The instructor's role is to facilitate your learning by assisting you in identifying your learning needs and guiding you in the learning process. The student's role is to assume responsibility to use all resources available and engage in all learning activities. We wish you every success in your endeavor.

This handbook is to be utilized in conjunction with the PTC Academic Catalog, PTC Student Calendar and Handbook, and the PTC Nursing and Health Science handbook and websites. Please refer to them for additional information.

We reserve the right to revise and update this handbook as necessary. All updates will be presented in writing to students, signed, and housed in the Health Care Division. We wish you the best of luck with your educational journey!

Yours in Health Care,

Mrs. Tara B. Gonce
Dean of Health Care

PREAMBLE

The policies of the Piedmont Technical College Prehospital Medicine (PTC) program (or the program) as set forth are intended to provide a safe and professional educational experience for prehospital medicine students. It is important for each student to understand and follow both the letter and spirit of each policy. From time to time, situations will arise which are not covered by specific language of the policies and procedures. In these cases, students and faculty shall be expected to be guided by best judgment, best practices, professional ethics, and the intent of current written policies and procedures. Regardless of written language, students must present themselves as a professional, at all times. Students who fail to represent the pride, integrity, and wholesomeness expected of EMS Personnel will be considered in violation of policies, whether written or unwritten, and removed from the prehospital medicine students. Program officials and not the student will set the standards of professionalism of the EMS community. PTC recognizes the goals, as stated, from CoAEMSP. The program goals as follows; "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."

AMERICANS WITH DISABILITIES ACT - ALLOWABLE ACCOMMODATIONS

The Americans with Disabilities Act (ADA) of 1990 has implications that pertain to licensure or certification. The law permits testing that requires the use of sensory, manual or speaking skills where the tests are intended to measure essential functions EMS jobs. The Job Description, outlined at the end of this section, describes the required skills and job requirements that are essential to EMS personnel. This description will guide you through some accommodations permitted for the National Registry of Emergency Medical Technicians (NREMT) and NREM-Paramedic (NRP) students.

The following specific points pertain directly to those involved in prehospital medical training and education programs:

- Students **cannot** be discriminated against on the basis of a disability in the offering of educational programs or services.
- There can be **no** accommodation during screening, evaluation or course examinations that will compromise or fundamentally alter the evaluation of skills that are required to function safely and efficiently in the profession.
- Students who have received an accommodation during the course need to fully understand that there is a separate process for requesting an accommodation for the written certification exam and eligibility for an accommodation is determined on a case-by-case basis.

In other words, just because a student was allowed an accommodation during the course does not guarantee an accommodation for the National Registry exam. Documentation confirming and describing the disability should be submitted according to policy for consideration. There are accommodations that are not allowed in the Prehospital Medical Program because they are not in compliance with the essential job functions of an EMT or paramedic as outlined in the Functional Job Description. These include, but are not limited to:

- *Students must take all exams during the scheduled time, as a member of the enrolled class.*
- EMTs and NRPs are held to the same standards as those of their Medical Control Physician. It is essential that they know the material, as taught, at the appropriate examination time.
- Students will be permitted a calm and respectful space in which the exam can be completed.
- Refer to the written examination policy of missed exams due to excused absences.

Students must answer all written test questions as written. No explanation of the question can be provided by the test proctor or any other individual.

- Additional descriptions of test questions would not be a reasonable accommodation because reading and understanding written English is an essential part of effective communication.
- Student must be able to understand and converse using applicable medical terminology correctly.

Because of the critical nature of the tasks needed in emergencies, accommodation requests are considered very carefully, on a case-by-case basis. The safety and welfare of the community must be insured while providing full protection of the student's rights. The main question to be considered is

whether the accommodation being requested will allow the student to complete the essential functions of the NREMT/NRP safely and efficiently.

For more information on the *Americans with Disabilities Act (ADA)*, you may research the ADA at https://www.ada.gov/2010_regs.htm, or call Brenda Dailey at 864-941-8378 or dailey.b@ptc.edu.

Functional Position Description

EMR / NREMT / NREMT-A / NREMT-P

Introduction

The following general position description for the EMR, NREMT, NREMT-A and NRP is provided as a guide for advising those interested in understanding the qualifications, competencies and tasks required NREMT certification at any level. It is ultimately the responsibility of each employer to define specific job descriptions within each Emergency Medical Services (EMS) organization.

EMS Training Levels

- **Emergency Medical Responder** – EMR is the lowest level of responder, the EMR possesses simple skills to provide immediate life-saving care for patients. The EMR can render on-scene interventions while awaiting additional resources and may serve as part of a transport crew (usually a driver) but will not be the primary caregiver on an ambulance. In SC, EMR is not yet regulated by SCDHEC EMS Division.
- **Emergency Medical Technician** - The EMT Basic, uses basic, generally noninvasive interventions to reduce the morbidity and mortality of acute prehospital emergencies. They have the EMR's capabilities, plus additional skills associated with patient transport. In some places EMTs provide the majority of prehospital care, SC is a tiered system state which allows a Basic only truck with Paramedics on a Quick Response Vehicle (QRV). State certification requires the successful completion the NREMT-B class and exam.
- **Advanced Emergency Medical Technician** - The NREMT-A has all the skills of the EMR and NREMT, and is also allowed some advanced pharmacological interventions, and other steps up from NREMT. In some jurisdictions, NREMT-As may represent the highest level of prehospital emergency care. State certification requires the successful completion of the NREMT-A class and exam.
- **Paramedic** - The NRP is an allied health professional who has the ability to conduct Advanced Life Support (ALS) interventions. Possessing all the training, and skills, of the EMR, NREMT and NREMT-A, NRPs also conduct interventions based on skills that are harder to maintain and pose greater risk to patients if done incorrectly. State Certification requires the successful completion of a [CAAHEP](#)-accredited Paramedic program at the certificate or associate degree level, successfully passing the NRP exam.

Qualifications

To qualify for NREMT certification (above EMR), and SC Certification, an individual must successfully complete a SC DHEC approved course and achieve competency in each of the psychomotor skills areas. The Candidate must then achieve a passing score on the NREMT Exam. SC EMS personnel must be at least 18 years of age and possess a GED or High School Diploma. EMS personnel must have the ability to:

- communicate effectively via telephone and/or radio and/or computer
- lift, carry and balance up to 125 pounds (250 pounds with assistance)
- interpret written, oral and diagnostic form instructions
- use good judgment and remain calm in high-stress situations
- work effectively in an environment with loud noises and flashing lights
- function efficiently throughout an entire work shift (Sometimes greater than 24 hours)
- calculate weight and volume ratios and read small print, both under life threatening time constraints and without the use of electronic devices
- read and interpret road maps
- accurately discern street signs and address numbers; ability to interview patients, family members and bystanders

- accurately document, in writing, all relevant information about scenes, and patients, in a logical format that may be used as evidence in a court of law
- converse with coworkers, and PTC faculty and staff, Clinic and hospital staff as related to their patient.

Candidates should possess good manual dexterity and be able to perform all tasks related to high quality patient care. Candidates must have the ability to bend, kneel and crawl on uneven terrain and the ability to withstand varied environmental conditions such as extreme heat, cold and moisture. Candidates must possess the ability to work in low light conditions, confined spaces and other dangerous environments as required.

Critical Tasks:

1. receive calls from a dispatcher
2. respond appropriately to emergency using most expeditious route while observing all relevant traffic ordinances, laws and regulations
3. determine the nature and extent of illness or injury, take a pulse, blood pressure, visually observe changes in skin color, auscultate breath sounds, make an accurate determination regarding patient status, establish the priority for emergency care, triage patients, render appropriate emergency care (based on scope of practice); may administer intravenous drugs or fluid replacement as directed by protocol/online order
4. may use equipment (scope of practice and protocol) such as but not limited to, defibrillator, electrocardiograph, performs endotracheal intubation to open airway and ventilate patient.
5. safely assist in lifting, carrying, and transporting patient to, and from, ambulance
6. safely extricate patient from entrapment, assess the extent of injury, use prescribed techniques and appliances, provide additional emergency care following established protocols
7. comply with regulations in handling the deceased, notify the proper authorities, insures the protection of property and evidence at scene
8. determine the appropriate facility to which a patient will be transported, report the nature and extent of injuries or illness to the facility, ask for medical direction from hospital physician or emergency department physician
9. observes patient enroute and administers care as directed by physician, or according to published protocol
10. identify diagnostic trends that require communication with a facility, or changes in treatment modalities
11. safely move the patient into the emergency facility from the ambulance
12. gives a thorough patient report verbally, as well as in writing, concerning observations about the patient and scene, patient care at the scene and in route to facility, provide assistance to emergency staff as required
13. maintain a familiarity with all specialized equipment
14. replace supplies, check all equipment for future readiness, maintain ambulance in operable condition, ensure ambulance cleanliness, orderliness of equipment and supplies, decontaminate vehicle interior, stretcher, determine vehicle readiness by checking oil, gasoline, water in battery and radiator and tire pressure and insure that supplies are correct to DHEC/Agency standards.

Important Qualities in an NREMT

EMTs and paramedics must be able to provide emotional support to patients in an emergency, especially patients who are in life-threatening situations or extreme mental distress.

- Interpersonal skills. EMTs and paramedics usually work on teams and must be able to coordinate their activities closely with others in stressful situations.
- Listening skills. EMTs and paramedics need to listen to patients to determine the extent of their injuries or illnesses.
- Physical strength. EMTs and paramedics need to be physically fit. Their job requires a lot of bending, lifting, and kneeling.
- Problem-solving skills. EMTs and paramedics must evaluate patients' symptoms and administer appropriate treatments.

- Speaking skills. EMTs and paramedics need to clearly explain procedures to patients, give orders, and relay information to others.

Pay/Outlook/Shifts

- The 2021 median pay for EMS is listed by The USDOL at \$36,390 per year, or \$17.76 per hour.
- There is currently a critical shortage of NRP's in EMS nationwide.
- There is no real end in sight, employers tend to actively recruit students if they fit well with their agency.
- Most employers will provide OJT/FTO for new hires.
- The work schedules vary between agencies. The most popular are listed below.
 - 12-hour days/nights
 - 24 on/48 off
 - 24 on/ 72 off

CELL PHONES, PAGERS, AND ELECTRONICS

To eliminate distractions in the classroom the following policy will be followed by all students enrolled in the Prehospital Medical Program.

- Cell phones are NOT to be used in the classroom, laboratory or clinical areas, or in hallways and common areas of the GA Building. This includes use as a phone, text messaging device, music player, voice recorder, camera, video camera, or any other function which distracts the student from learning in class or disrupts others at any time. This policy is not limited to devices sold as a cell phone. Any electronic device which meets the spirit of this policy is included.
- All cell phones, pagers, and other electronic devices which have an audible alert function must be turned off. **Silent alerts may be used as long as they are truly silent AND do not elicit a response from the owner or others.**
- Electronic devices that are used for audio recording or playback, or video recording or playback, are not to be used in the classroom, laboratory or clinical areas, or in hallways and common areas of the college (without prior written consent of PTC, PTC Prehospital Medical Program Faculty/Staff).
- Students may use, **with instructor permission**, audio recorders for the sole purpose of recording lectures.
- Electronics devices with game functions are not to be used in the classroom or clinical settings.
- Students who violate this policy will be asked to leave CLASS for the day on the first offense. A second offense will warrant reporting of the student to the Dean for action as a disruptive student which may result in removal from the program.

SKILLS PRACTICE

During the Prehospital Medical Program, candidates will be taught skills necessary for the assessment and management of patients in emergency situations. It is essential that candidates practice and perfect these skills using human subjects. All candidates are hereby advised that the use of both non-invasive and invasive skills, relative to their craft, will be practiced on classmates. The purpose of these practice sessions is to develop the tasks, dexterity, and tactile feel, necessary for each skill. The Prehospital Medical Program will place candidates in situations as real as possible, under the control and supervision of program instructors, and adjunct faculty. The practice of these skills will involve limited physical contact with all areas of the human body including the areas of the chest and pelvis.

PTC is acutely aware of both the importance of hands on human practice and the risk of inappropriate behavior. All candidates involved in these skills practice sessions, in the role of the rescuer, the patient, or as an observer, are expected to display tact and professionalism. Candidates are expected to behave under ethical and legal guidelines.

At any time, should a candidate believe that the practice of a particular skill places them in an unsafe, or uncomfortable position, that candidate has the responsibility to make that belief known to the instructor prior to beginning the skills practice.

At any time, should a candidate believe that the practice of a particular skill on themselves by another candidate, or as demonstrated by an instructor, crosses the line from professionalism, into overt sexual contact, that candidate has the responsibility to make that belief known to both the other candidate and/or instructor involved and to the Program Director as soon as possible. Any candidate who perceives that he

or she has been treated in a discriminative manner on the grounds of sex may consult with, or file a written complaint with, the Dean of the Healthcare Division.

Specific skills which will be practiced in this program, and which may involve practice in or around the chest or pelvis include:

- Traction Splinting
- Foreign Body Airway Obstruction
- Patient Assessment / Physical Exam
- Blood Pressure by Auscultation
- Blood Pressure by Palpation
- Dressing and Bandaging
- Splinting
- Auscultation of Breath Sounds
- Assessment of Pulse and Respirations
- Application of ECG Electrodes
- Application of 12-Lead ECG Electrodes
- Supine Spinal Immobilization
- Seated Spinal Immobilization

The practice of skills is an essential part of the Prehospital Medical Program. Students must come to laboratory sessions fully prepared to practice skills and scenarios. Being prepared means being dressed appropriately and having the appropriate equipment ready and available (as listed below). Additionally, scenario practice

requires an attitude and demeanor which do not detract from the scenario presented. Remaining “in character”, communicating with the “patient”, and performing all skills as appropriate, following procedures step-by-step.

Required Equipment

- Gloves (sufficient number to be replaced several times in a skills session)
- Goggles/Safety Glasses
- Masks
- Stethoscope
- Penlight
- Pen
- Note pad
- Watch
- NREMT check list

CLINICAL EVALUATIONS

Clinical Evaluations must be submitted to the instructor (or entered into FSDAP when appropriate) prior to the next scheduled class period. Failure to submit clinical evaluations prior to the next scheduled class period can negate the hours (but not the experience) earned during the rotation, requiring the clinical to be repeated. Repeat clinical rotations must be completed before the end of the semester in which the clinical was originally scheduled.

Evaluations are to be given to the instructor **ONLY upon request**. **NEVER** leave the forms where they may be misplaced. The forms are the Candidates responsibility, not the Instructors. Clinical evaluations must be an accurate representation of the clinical experience. Falsification of the clinical experience is grounds for disciplinary action up to and including removal from the Prehospital Medical Program. Additionally, the Prehospital Medical Program may elect to, or be required to, report the incident to the PTC Administration, or others. Preceptors, fellow candidates, and other certified or licensed health care providers may face disciplinary action of a similar nature for assisting misrepresentation of the clinical experience.

CLINICAL ROTATIONS

Clinical rotations are an essential component of the Prehospital Medical Program. Each clinical rotation is intended to offer the candidate both a positive learning opportunity and real-life experience. The primary purpose of clinical rotation is to expose the candidate to patient assessment including, but not

limited to, the gathering of pertinent medical information and past medical history. The practice of basic and advanced skills and patient documentation are secondary, but highly essential, parts of clinical rotations. While on clinical rotations:

- Candidates are to be dressed in the professionally, in the approved PTC program uniform. Including ID badge from PTC (see Program Uniform Policy for additional information)
- Candidates are to display a professional attitude while attending EMS and Hospital clinical rotations, without interfering in the emergency care of patients or infringing on patient confidentiality
- Candidates SHALL NOT participate in any amorous or sexual behaviors toward preceptors, patients, or others encountered
- Candidates must function in the student capacity, regardless of previous affiliations or employment with the clinical site. Employers are free to compensate candidates for clinical rotations, although the candidate must function 100% of the time as a student or intern
- Candidates are not to be substituted for paid personnel without permission from the Program Director. If this is done and not approved prior to the clinical time will be voided and will be rescheduled.
- Candidates are not allowed to leave the assigned clinical site to eat lunch or dinner.
- Candidates are not allowed to drive and/or operate any emergency motor vehicle, while functioning in a student capacity

To receive a passing grade for the clinical component of each course, candidates must accomplish the following, by the course completion date:

- Complete the required number of clinical hours (including all required repeat or makeup rotations), at each clinical site, as described by the instructor at the beginning of each course.
- Documentation of these hours must be submitted to the instructor on the proper form, or via the proper method, and signed by the preceptor.
- Complete the appropriate number of runs and skills, as required in the clinical information given by the instructor at the beginning of each course (or located in FSDAP if applicable).
- Perform assessments and interventions to the satisfaction of the preceptor, as documented on the clinical forms.
- Meet the standards of professionalism set by the program, including appropriate dress, actions, demeanor and language.
- Clinical rotations which receive an unsatisfactory evaluation must be repeated prior to the completion of the program. A grade of incomplete **WILL NOT BE GIVEN** for properly completed makeup rotations. Grades of incomplete will be given only when unexpected medical conditions prevent the completion of clinical rotations before the course completion date. Grades must be converted to a passing grade by the date published in the college catalog, or before the next semester begins if necessary.
- Students are to schedule clinical rotations in a manner which does not interfere with job or school schedules. Once clinical rotations are scheduled, they are considered part of the class schedule and attendance is **MANDATORY**.

Rescheduling Clinical Rotations

- Each student is allowed to reschedule **TWO (2)** rotations per semester. Allowable reschedules Prior to the Rotation include:
 - Work schedule changes (as approved by Program Director, must show proof)
 - Change of jobs
 - Important family events
 - Scheduled medical tests and procedures

If clinical rotations are to be missed, the candidate (must notify the instructor **BEFORE** missing the rotation - Call 864-554-9385. Illness and mandatory employment responsibilities require documentation and are the candidate's responsibility to acquire.

CONFLICT RESOLUTION

The Student Code for South Carolina Technical College System sets forth the rights and responsibilities of the individual student, identifies behaviors that are not consistent with the values of college communities, and describes the procedures that will be followed to adjudicate cases of alleged misconduct, except cases of alleged acts of sexual violence and sexual harassment. Cases of alleged acts of sexual violence and sexual harassment will be adjudicated through SBTCE procedure 3-2-106.2 or SBTCE procedure 8-5-101.1. This Code applies to behavior on college property, at college-sponsored activities and events, and to off-campus behavior, that adversely affects the college and/or the college community.

The Code applies to all students from the time of applying for admission through the awarding of a degree, diploma, or certificate.

Technical/community college students are members of both the community at large and the academic community. As members of the academic community, students are subject to the obligations that accrue to them by virtue of this membership. As members of a larger community, students are entitled to all rights and protections accorded them by the laws of that community, the enforcement of which is the responsibility of duly constituted authorities. If a student's alleged behavior simultaneously violates college regulations and the law, the college may take disciplinary action independent of that taken by legal authorities. When it has been determined that a student violated a federal, state, or local law, college disciplinary action may be initiated only when the presence of the student on campus will disrupt the educational process of the college. When a student's alleged violation of the law, whether occurring on campus or off campus, may adversely affect the college's pursuit of its educational objectives or activities, the college may enforce its own regulations through this Student Code.

The college will first seek to solve problems through internal review procedures. When necessary, off campus law enforcement and judicial authorities may be involved.

In situations where South Carolina Technical/Community Colleges have shared programs, the Chief Student Services Officer where the alleged violation of the Student Code for the South Carolina Technical College System occurred will handle the charges. A change of venue to the other college may be granted, based on the nature of the offense, provided it is agreed to by the Chief Student Services Officers of both colleges. Any sanctions imposed will apply across both colleges.

In situations where a student is dually enrolled in two or more South Carolina Technical/Community Colleges and is charged with a violation of the Student Code for the South Carolina Technical College System, the Chief Student Services Officer of the college where the alleged infraction occurred will handle the charges and the sanctions may apply at each college in which the student is enrolled.

Classroom Attendance Policy

Per DHEC enclosure 04C, students may miss 10% of the total hours for each module, for any reason. Under extenuating circumstances, the program director may allow a student to miss up to a total of 20% of the total hours for each module. The student must document (in writing) the reasons for missed class time and submit it to the program director. The program director is under NO obligation to accept or approve the documentation or extend the student 10% in allotted absences. Arriving to class late or leaving class early counts toward your allotted hours of missed time. All work missed must be made up at the convenience of and to the satisfaction of the instructor before completion of the last class, for each module. The make up of work missed will not erase the hours of absences. Once a student has exceeded the hours of absences, they will be terminated from the course and will not be eligible to attempt the National Registry examinations.

Conflicts Occurring in the Classroom

Student conflicts are expected to be handled between the parties involved. In the event that the situation cannot be resolved peaceably between the individual or group of students, the course instructor or Program Director should be notified. The situation will be corrected following program policies, grading criteria, instructional intent and course objectives.

The following chain of command should be followed for problems encountered with the instruction and skills practice in the EMS Program:

- Parties involved
- Instructor / Faculty / Staff present at time of incident
- Course Instructor
- Program Director

Conflicts During Clinical Rotations

In the event that the situation cannot be resolved peaceably between the individual or group of students/candidates, the course instructor or Program Director should be notified. The situation will be corrected following program policies, grading criteria, instructional intent and course objectives.

The following chain of command should be followed for problems encountered with the instruction and skills practice in the EMS Program:

- Parties involved
- Instructor / Faculty / Staff present at time of incident
- Assigned Preceptor
- Duty Supervisor / Charge Nurse
- Course Instructor
- Program Director

Treatment modalities or patient care philosophies should be addressed and resolved with an openness for these differences taking into consideration the wide variety of “correct” treatment. In the event the problem cannot be resolved at the clinical site, the student should report the situation to their course instructor or Program Director at their earliest opportunity. Reporting the problem directly to Program Faculty without consulting the clinical personnel is not permitted without extenuating circumstances. The definition of extenuating circumstances will be determined by the course instructor or Program Director. Students should understand that the program is concerned with conflicts encountered while on clinical rotations. However, students should also understand that the clinical site has a vested interest in resolving the problem internally.

It will be the prerogative and responsibility of the clinical site to report problems and resolution decisions to the EMS Program.

The following chain of command should be followed for problems encountered during clinical rotations:

- Parties involved
- Instructor / Faculty / Staff present at time of incident
- Assigned Preceptor
- Duty Supervisor / Charge Nurse
- Course Instructor
- Program Director

ACTIONS WHICH ENDANGER STUDENTS AND THE COLLEGE COMMUNITY

Actions, which endanger students and the college community, include, but are not limited to the following:

1. Possessing or using on campus a firearm or other dangerous or potentially dangerous weapon unless such possession or use has been authorized by the college.
2. Possessing or using any incendiary device or explosive unless such possession or use has been authorized by the college.
3. Setting fires or misusing or damaging fire safety equipment.
4. Using, or threatening to use, physical force to restrict the freedom of action or movement of others or to harm others.
5. Endangering the health, safety, or wellbeing of others through the use of physical, written, or verbal abuse, threats, intimidation, harassment, and coercion.
6. Sexual violence, which refers to physical sexual acts perpetuated against person’s will or when a person is incapable of giving consent. Cases of alleged acts of sexual violence will be adjudicated through SBTCE procedure 3-2-106.2.
7. Retaliating, or threatening to retaliate, against any person for filing a complaint, providing information relating to a complaint, or participating as a witness in any hearing or administrative process.
8. Bullying or harassing conduct, including verbal acts and name calling; graphic and written statements, which may include the use of cell phones, the internet, or other electronic devices; and other conduct that may be physically harmful, threatening, or humiliating. Bullying or harassment based on race, national origin, color, age, sex, religion, or disability will be a violation of the Code when it is a basis for academic decisions affecting the student or the conduct is sufficiently serious to interfere with the student’s academic performance or otherwise deny or limit the student’s ability to participate in any aspect of the college’s program, thereby creating an intimidating or hostile learning environment.
9. Engaging in any activity that disrupts the educational process of the college, interferes with the rights of others, or adversely interferes with other normal functions and services.

EXAMINATIONS

Major exams must be taken during the scheduled and allotted time. If circumstances require missing a major exam, the candidate must make arrangements with the assigned instructor to take a makeup exam prior to attending the next scheduled class session and within the next three business days. Failure to complete the makeup exam within three business days will earn the student a grade of zero (0) on the exam. Makeup tests will not be given without an appointment.

GRADING

GPA

At the end of the term, grade point averages (GPAs) are computed for the academic work completed for that term and for the cumulative academic work completed while at Piedmont Technical College. Unless a course is repeated, the grade point average is determined by dividing the total number of quality points earned by the number of term hours attempted as shown in the following example. When a course is repeated, the highest grade earned will be used in computing the cumulative grade point average. The student's record, however, will continue to carry the original grade awarded, but it will not be calculated into the GPA. If a student repeats a course due to the age of the first attempt and the course cannot count toward graduation, the most recent attempt will be calculated into the GPA, even if the grade is lower than the first attempt.

Midterm Grading

At the mid-point of each term (excluding summer and other condensed terms), a midterm grade for each student will be assigned by the instructor. The following grade designations will be used: S (Satisfactory) | M (Marginal) | U (Unsatisfactory) Students can access their midterm grades through PTC Pathway after grades are posted. Academic advisors and counselors monitor midterm grades to provide assistance in improving students' grade performance. Final Grading Letter grades are given in all courses at the end of each term to indicate the quality of work done by the student. Students must check their final grades at the end of each term on PTC Pathway.

A = 94-100 Excellent 4 grade points per term hour.

B = 85-93 Above Average 3 grade points per term hour.

C = 75-84 Average 2 grade points per term hour.

D = 70-74 Passing 1 grade point per term hour.

F = 69-0 Failure No grade points. (Science courses may use a 10-point grading scale.)

Grades in developmental courses (0-level courses, like ENG 032) are followed by 'A' and do not earn quality points towards GPA calculation.)

Student Records Information

AU = Audit Assigned when a student has enrolled in a course for audit purposes. (No credit awarded).

CF = Carry Forward Awarded only for a course that is scheduled across terms such as self-paced, or, where applicable, independent study. No credit or grade points are earned at the time of grading. The "CF" grade must be replaced by a permanent grade when the course is completed. After a period of 20 weeks, the "CF" will convert to an "F" grade if all course requirements are not completed.

E = Exempt Indicates a course was exempted by the student. Specific codes for the appropriate types of exemption are:

EA = Exemption: High School Articulation

EE = Exemption: Examination

EL = Exemption: Life Experience

EM = Exemption: Military

EP = Exemption: Advanced Credit (AP exams, CLEP)

EO = Exemption: Other I = Incomplete A small part of the term's work remains undone. The student is allowed 30 school days to remove the incomplete grade; otherwise, the "I" is changed to an "F."

NC = No Credit The student has made progress in a developmental course but needs to re-enroll to complete the course.

TR = Transfer Awarded for allowable equivalent credits earned at other colleges or universities.

S = Satisfactory Indicates an acceptable level of performance in a Continuing Education course.

U = Unsatisfactory Denotes failure to attain an acceptable level of achievement in a Continuing Education course.

W = Withdrawal Awarded under the following circumstances:

- Student-initiated withdrawal after the add/drop period, but at least two weeks prior to the end of the term. The deadline for condensed terms may be earlier. Students should withdraw through PTC Pathway.
- Administrative withdrawal for certain extenuating circumstances, which include, but are not limited to, disciplinary issues, health or safety concerns, or failure to comply with general policies and procedures of the college or clinical sites.

Clinical Sections

To pass clinical sections students must complete the minimum number of required contact hours. In

addition, passing the clinical section requires that all required patient contacts and procedures be achieved, and that preceptor evaluations identify the candidate as minimally competent. Preceptor evaluations which indicate unsatisfactory performance may result in failure of the clinical section.

Cognitive domain is the student's knowledge as demonstrated by written exams and assignments.

The grading scale for the PTC course(s) is:

A = 94-100 Excellent 4 grade points per term hour

B = 85-93 Above Average 3 grade points per term hour

C = 75-84 Average 2 grade points per term hour

D = 70-74 Passing 1 grade point per term hour

F = 69-0 Failure No grade points.

Psychomotor domain is the student's ability to perform skills and tasks learned in the program. The student must pass each skill following the practical examination policy. Failure to pass all skills as described in the practical examination policy will constitute failure of the psychomotor domain.

GRIEVANCE POLICY

In the event of unusual or extenuating circumstances a student may appeal an academic suspension or academic dismissal. The Academic Appeals Committee will hear appeals prior to the start of classes each term. Students wishing to appeal their suspension must submit appropriate documentation of their extenuating circumstances and may request to appear before the committee. The Committee will decide whether to uphold the suspension/dismissal or to allow the student to register for the following term. The Committee will also determine if certain conditions will be required for continued enrollment, such as reduced load, academic counseling, tutoring, etc. If the student's appeal is denied by the Committee, a petition for continued enrollment may be made to the President or designee. Detailed instructions on how to file an appeal are available to students in the Student Handbook. Dates for appeals will be posted in the Student Calendar.

INCIDENT REPORTING

1. All incidents involving personal injury or damage to equipment are reported immediately to the supervisor or instructor and also to the Campus Police and Security Department.
2. The Campus Police and Security Officer on duty investigates each incident and files the appropriate report with the Campus Police and Security Office. Reports of incidents involving injuries require the completion of injury reports. Completed injury reports are forwarded electronically to the Human Resources Office. A follow-up report is sent to the supervisor of the injured. All incidents involving missing and/or damaged equipment are documented on equipment report. Completed equipment reports are forwarded PIEDMONT TECHNICAL COLLEGE PROCEDURE NUMBER: 4-8-1010.5 PAGE: 2 of 5 electronically to the Facilities Management Department and Inventory Manager.
3. Records of all employee related injuries are maintained in accordance with Occupational Safety and Health Administration (OSHA) regulations in the Human Resources Office and forwarded to the appropriate agencies as required by insurance and South Carolina State Statute and/or regulation.
4. A Worker's Compensation Insurance Form is required to be completed and the appropriate physician's statements submitted to the Human Resources Office.
5. When a student is involved in an incident that causes physical injury, a Personal Injury Report is completed and filed with the Human Resources Office. A copy is retained in the Campus Police and Security Office. The injured student is informed to bring all physician statements to the Human Resources Office.

All employees are responsible for complying with the following procedures for reporting and recording injuries and occupational illnesses:

1. Students and Work-Study Students
 - a. Students are instructed to report any illness or injury immediately to their instructor or supervisor and to the Campus Police and Security. Campus Police and Security electronically delivers a copy of the form to be completed to the appropriate departments for their documentation.

- b. The appropriate injury report should be obtained from and completed by the Campus Police and Security Office or the County Campus Director or designee prior to seeking medical attention. When the urgency of the situation precludes obtaining completion of the forms prior to treatment, the student must report to the Campus Police and Security Office as soon as he/she is able. A report to the insurance carrier is made in each case requiring medical attention before any claim is paid. PIEDMONT TECHNICAL COLLEGE PROCEDURE NUMBER: 4-8-1010.5
- c. Campus Police and Security Office completes an injury or incident report and sends a copy electronically to Human Resources and the appropriate department.

Narcotic Medications and Parenteral Administration of Medications/Fluids

In select programs medications are administered to clients. Due to the narcotic laws, no student shall be in possession of the narcotic keys or codes at any time. Also, no student shall retrieve any medication from the narcotic drawer or cabinet EXCEPT in the presence of a faculty member or a registered nurse. Preparation and administration of all parenteral medication and fluids must be performed under the DIRECT supervision of a faculty member, approved preceptor, or a registered nurse (including flushing peripheral and central I.V. sites, hanging fluid bags, I.V. push medications, etc.). **If violated, disciplinary action may result by adherence to the Student Code for the South Carolina Technical College System located in the Student Calendar and Handbook.**

Infection Control

Exposure to Infectious Disease

It is the policy of PTC to ensure the safety of all students, faculty, staff and patients from contracting and/or spreading infectious diseases.

The following are excerpts from **PTC institutional directive 8-7-1040.1**.

Under all circumstances, the individual's right of privacy will be protected. Only those individuals who are directly involved with the student(s) or employee's daily activities will be notified concerning the presence of a communicable disease.

Contagious and Infectious Diseases

For the purposes of this procedure, communicable disease shall include, but not be limited to:

- Influenza
 - Viral Hepatitis -A
 - Viral Hepatitis -B
 - Human immunodeficiency virus (HIV)
 - Acquired immune Deficiency Syndrome (AIDS)
 - AIDS Related Complex
 - Severe Acute Respiratory Syndrome (SARS)
 - Tuberculosis
 - Chicken Pox
 - Ringworm
 - German Measles
 - Measles
 - Whooping Cough
 - Scabies
 - Trachoma, Granulated lids
 - Impetigo
 - Acute conjunctivitis
 - Lice
1. Student's Responsibility

If any student has knowledge of having a contagious or infectious disease or having been exposed to a contagious or infectious disease, it is the responsibility of the student to notify the Instructor and Department Head.

2. Employee Responsibility

If an employee suspects a student of having a health condition which could possibly be communicated to others, the Dean of Health Care should be notified immediately. The student may be excluded from the campus until an appropriate assessment of the student's medical condition can be made.

3. Assessment of Students

- a. The assessment of a student with a suspected contagious or infectious disease and the determination of a student's ability to remain at school will be made by the President after a preliminary consultation with the Vice President for Student Development, based upon recommendation from local health authorities.
- b. If the President feels that the situation poses a real threat to the College or the community at large, he will notify the Public Health Authority of all known details and seek their advice and counsel.
- c. Under provision of South Carolina Code 44-29-200, the President will prohibit the attendance of any student until a satisfactory certificate is obtained from one or more licensed physicians and the Public Health Authority stating that such attendance is no longer a risk to others at the college.

Accidental Injury or Exposure Protocol for Students in Clinical Rotations

This protocol is to provide detailed information on how to obtain appropriate treatment for a student who has been involved with an accidental injury in the clinical agency.

1. Immediately inform the instructor of the incident and the supervisory personnel in the clinical agency;
2. Complete the Incident Report for the agency and/or an Accidental Injury/Exposure Report for the college. On campus exposure must be reported to Campus Police and Security to complete and file the report for the college;
3. If an agency has an Employee Health Office, refer student to that office for assessment. If no Employee Health Office or the equivalent is available refer the student to the Emergency Room; Campus Police and Security require additional information from the following as well: supervisory report from clinical agency, employee health at the clinical agency, and any emergency room or physician care documentation;
4. A student who is exposed in clinical/externships must submit all bills to the Human Resource Officer of the college, to initiate payment. A student who is exposed in the laboratories on campus must take all bills to the Business Office at Piedmont Technical College. Failure to do so may make the student ultimately responsible for all costs incurred.

Note from Campus Police and Security: Report from clinical agency or physician must be provided to PTC Campus Police and Security.

GLOVES ARE NOT TO BE WORN IN THE HALLWAY BETWEEN PRACTICE SESSIONS.

MAINTENANCE OF CERTIFICATION

Paramedic candidates must be currently certified by the NREMT and State as an Emergency Medical Technician or as an Advanced Emergency Medical Technician. It is the responsibility of the student to keep the certification current. If during the course of the Prehospital Medical Program, a student's EMS Certification expires, the student will **NOT BE PERMITTED** to participate in Clinical Rotations. If the Lapse of certification exceeds 90 days, the student will **NOT BE PERMITTED** to participate in any program activity including, but not limited to, lecture presentations and laboratory practice. Students must have a current EMS Certification to participate in the Prehospital Medical Program.

PATIENT CONFIDENTIALITY

Patient information garnered during clinical rotations is considered confidential both ethically and, in many cases, legally. Discussion with preceptors and instructors is permitted when used for educational

or stress management purposes only, and it must be done in a private setting. Any open or public discussion of confidential patient information outside the clinical setting is strictly prohibited. Confidential patient information is defined as any information which would specifically identify an individual. This includes, but is not limited to name, address, Social Security number, or driver's license number. At times this may also include specific details, not generally known to the public, which involve a media event.

PRACTICAL EXAMINATIONS

Practical examinations are conducted to assess the candidate's competency in the performance of skills used in patient care. These examinations will be conducted at the conclusion of each semester, as printed in the course schedule. To pass the semester, and the Prehospital Medical Program, candidates **MUST** pass all required examinations.

Retests of failed practical examinations will be permitted, provided:

- A majority (greater than 50%) of the practical examinations have been passed on the initial attempt. No retests will be permitted for a candidate who fails a majority (greater than 50%) of all practical skills.
- The candidate will receive a failing grade in the course enrolled and will not be able to continue in the program.

Prior to retesting practical examinations:

- The candidate will be allowed to view the practical examination score sheet and discuss with a program instructor the reason for the failure.
- Upon request, equipment and supplies will be provided and the candidate will be allowed to practice the skills, with the help of fellow students.
- Program instructors **ARE NOT** permitted to assist candidates with skills practice, or participate in retraining, at any time once the course has begun practical examinations. If a candidate fails a retest of the practical examinations, that student may petition the Program Director for a second retest. Petitions forms may be obtained through the course instructor. A second retest will be granted, for one skill and one skill only. A failure of two or more skills will not be permitted.

To be eligible for a second retest:

- The candidate's grade point average must be a grade of B or better or have an average which is passing and has shown consistent improvement on through the course.
- The candidate's attendance in the course must equal or exceed 70% of the total class, and equal or exceed 70% of laboratory classes.
- The candidate must have no record of student conferences requiring probation or disciplinary action.
- A second retest will be conducted by a panel of two examiners and will be conducted on a time permitted basis. In the event the second retest cannot be conducted during the regularly scheduled time period for practical examinations for the class the candidate is enrolled, a grade of incomplete will be given for the course and a practical examination session will be scheduled at a time agreeable by the program and the candidate. The practical examination session must be scheduled in the first three weeks of the next regularly scheduled semester. If the candidate fails to retest, or fails any of the skills in the set, a grade of "F" will be recorded as the official grade.

Practicing Advanced Skills / Non-Clinical Ride Time

Students enrolled in the Prehospital Medical Program may practice advanced skills, in the presence of a program instructor or clinical preceptor, while on clinical rotations only unless special circumstances exist and special permission is granted by the Program Manager or Lead Instructor. The candidate liability policy only covers students while they are performing advanced skills during scheduled clinical rotations. Students who are otherwise licensed or certified to perform advanced skills are advised that the liability insurance does not cover them in the non-student capacity. This advice applies to student whose Medical Director has approved their ability to practice skills above their current level of training. Refer to State EMS Rules for clarification.

Students are limited to practicing only skills previously taught by the faculty of Prehospital Medical Program. Students enrolled in the Prehospital Medical Program may accept invitations to ride with EMS agencies as a citizen of the community. Students not riding during scheduled clinical times will not be considered to be conducting a clinical rotation and are not permitted to wear a PTC clinical uniform or

represent PTC in any fashion. Violations of this policy may result in the immediate dismissal of the student from further clinical rotations, which would prevent the student from completing the program.

Professional Responsibility

While on campus, or on clinical rotations, students are expected to conduct themselves in a professional and ethical manner. This includes appropriate dress in the classroom or clinical environment and proper use of professional vocabulary to reflect well on PTC and the EMS profession. The use of foul, profane, vulgar, or sexually explicit or illicit words or phrases are specifically prohibited. Failure to maintain a professional attitude and behave within ethical guidelines, or the use of inappropriate words or phrases **WILL** result in removal from the Prehospital Medical Program - in some cases **WITHOUT** written warning.

Clinical Rotations / Recognizing Stress / Post-Traumatic Stress

Students involved in clinical rotations tend to encounter uncontrolled situations, often exposing the student to the worst that the life has to offer. These situations either individually or through accumulation, while tragic, can prove difficult to manage for both the inexperienced and veteran provider alike. Students who encounter an emotionally traumatic event, or those who begin to feel that the accumulation of these events are causing undue stress should notify their course instructor or Program Director as soon as possible. Students should be aware that:

- isolation
- inappropriate use of humor
- depression
- difficulty eating/lost appetite
- irritability with family and friends
- inability to concentrate
- indecisiveness
- difficulty sleeping and nightmares

may be symptoms of emotional stress (PTSD). It is the goal of the program, and hopefully the EMS profession, to provide each of us with the tools and resources to deal with emotional stress related to critical incidents.

School Cancellation / Inclement Weather

PTC is committed to providing a safe and secure campus for students, employees and visitors. To that end, college personnel will take appropriate actions to prevent conditions that could result in the harm of lives and/or property.

- **WATCH** means that conditions are present for severe weather to develop, e.g. thunderstorm or tornado.
- **WARNING** means, that severe weather is imminent and that a tornado or funnel cloud, for example, has been sighted. When a warning is issued, students will be directed to the many **Shelters in Place** areas throughout campus. **Shelters in Place** areas are interior classrooms, offices or hallways that do not have windows or outside doorways. Students should NOT attempt to leave campus during this period.
- When weather conditions return to normal, students, faculty and staff will be directed to return to their classrooms and offices.
- In the case of severe weather conditions during the night, such as snow and ice, the college (PTC) will notify students in several ways. Visit www.ptc.edu/weather for full details.

SCHOLASTIC DISHONESTY

Academic Misconduct

All forms of academic misconduct including, but not limited to, cheating on tests, plagiarism, collusion, and falsification of information may call for disciplinary action.

1. Cheating on tests is defined to include the following:
 - A. Copying from another student's test or answer sheet.
 - B. Using materials or equipment during a test not authorized by the person giving the test.
 - C. Collaborating with any other person during a test without permission.
 - D. Knowingly obtaining) using, buying, selling, transporting, or soliciting in whole or in part the contents of a test prior to its administration.

- E. Bribing or coercing any other person to obtain tests or information about tests.
 - F. Substituting for another student or permitting any other person to substitute for oneself.
 - G. Cooperating or aiding in any of the above.
2. "*Plagiarism*" is defined as the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work.
 3. "*Collusion*" is defined as knowingly assisting another person in an act of academic dishonesty.
 4. "Fabrication" is defined as falsifying or inventing information in such academic exercises as reports, laboratory results, and citations to the sources of information.

Instructional and Administrative Response to Scholastic Dishonesty Student Disciplinary Procedures

The procedures and sanctions that follow are designed to channel faculty, staff or student complaints against students, except for those complaints alleging acts of sexual violence or sexual harassment which are processed under SBTCE procedure 3-2-106.2 or SBTCE procedure 8-5-101.1. Because due process is essential in dealing with infractions of college regulations, any disciplinary actions taken, and sanctions imposed on a student or student organization will follow the provisions of this code.

A. Interim Suspension

In certain situations, the President, or President's designee, may temporarily suspend a student before the initiation of disciplinary procedures. Interim suspension may only be imposed when there is reason to believe that the continued presence of the accused student at the college poses a substantial and immediate threat to the student or to others or poses a serious threat of disruption of, or interference with, the normal operations of the college. The interim suspension process follows:

1. The President, or President's designee, shall notify the Chief Student Services Officer in writing about the nature of the alleged infraction, a brief description of the incident(s) and the student's name before 5:00 pm of the first-class day following the decision to impose the 8-interim suspension.
2. The Chief Student Services Officer, or designee, will inform the student, in writing, about the decision to impose an interim suspension. This notice must either be hand delivered to the student, sent by e-mail, or sent by certified mail to the student's address of record within two (2) instructional weekdays of receiving the information from the President, or designee. If sent by e-mail, a letter sent by certified mail to the student's last known address must still be mailed within two (2) instructional weekdays of receiving the information from the President, or designee. This letter must include the following information:
 - a. the reason(s) for the interim suspension;
 - b. notice that the interim suspension does not replace the regular hearing process;
 - c. information about requesting a hearing before the Hearing Committee;
 - d. and notice that the student is denied access to the campus during the period of suspension without prior approval of the Chief Student Services Officer.

B. Academic Misconduct

1. An instructor who has reason to believe that a student enrolled in his/her class has committed an act of academic misconduct must discuss the matter with the student. The instructor must advise the student of the alleged act of academic misconduct and the information upon which it is based. The student must be given an opportunity to refute the allegation. If the student chooses not to participate in the discussion, the instructor will make a decision based upon the available information.
2. If the instructor, after meeting with the student, determines that the student has engaged in academic misconduct as alleged, the instructor will inform the student about the decision and the academic sanction that will be imposed. The instructor may impose one of the following academic sanctions:
 - a. Completion of an educational activity relating to the nature of the offense.
 - b. Assign a lower grade or score to the paper, project, assignment or examination involved in the act of misconduct.
 - c. Require the student to repeat or resubmit the paper, project, assignment, or examination involved in the act of misconduct.
 - d. Assign a failing grade for the course.

- e. Require the student to withdraw from the course.
3. If the student is found responsible for the academic misconduct, within five (5) instructional weekdays of the meeting with the student, the instructor will submit a written report about the incident and the sanction imposed to the Chief Academic Officer.
4. The Chief Academic Officer, or designee, will send a letter to the student summarizing the incident, the finding, the terms of the imposed sanction, and informing the student that he/she may appeal the decision and/or the sanction by submitting a written request to the Chief Academic Officer within seven (7) instructional weekdays of the date of the Chief Academic Officer's letter. 9
5. If the student requests an appeal, the Chief Academic Officer, or designee, will send a certified letter to the student' address of record. This letter must contain the following information:
 - a. a restatement of the charge(s);
 - b. the time, place, and location of the appeal;
 - c. a list of witnesses that may be called; and
 - d. a list of the student's basic procedural rights. These rights follow:
 1. The right to consult with counsel. The role of the person acting as counsel is solely to advise the student. Counsel may not participate in any of the questioning or make any statements on behalf of the student. The student will be responsible for paying any fees charged by his/her counsel.
 2. The right to present witnesses on one's behalf.
 3. The right to present evidence and notice that the Chief Academic Officer, or designee, may determine what evidence is admissible.
 4. The right to know the identity of the person(s) bringing the charge(s).
 5. The right to hear witnesses on behalf of the person bringing the charges.
 6. The right to testify or to refuse to testify without such refusal being detrimental to the student.
 7. The right to appeal the decision of the Chief Academic Officer to the President.
 - e. A statement informing the student that the sanction imposed by the instructor will be held in abeyance pending the outcome of the appeal.
6. On the basis of the information presented at the appeal, the Chief Academic Officer, or designee, will render one of the following decisions:
 - a. Accept the decision and the sanction imposed by the instructor.
 - b. Accept the instructor's decision but impose a less severe sanction.
 - c. Overturn the instructor's decision.

Within two (2) instructional weekdays of the meeting with the student, the Chief Academic Officer, or designee, will send the student a letter informing the student of the decision. The letter must also inform the student that the decision may be appealed to the College's President and that any appeal request must be written and must detail the reason(s) for the appeal. The student seeking the appeal must provide reasons for the appeal which sets forth a statement that specifies the issues that further review is sought and any evidence which supports the issue(s) on appeal. The written appeal must be sent to the President within five (5) instructional weekdays of the receipt of the Chief Academic Officer's decision.

After receiving the student's request, the President will review all written materials, non-written materials, and evidence relating to this incident and render one of the following decisions:

- a. Accept the decision and the sanction imposed
- b. Accept the decision, but impose a less severe sanction
- c. Overturn the decision
- d. Remand the case to the Student Hearing Committee to be re-heard. The President's decision is final and cannot be appealed further.

STUDENT MISCONDUCT

Any member of the college community may file charges alleging a violation of the Code. A charge, that includes a description of the alleged violation, must be submitted in writing to the Chief Student Services Officer as soon as possible after the incident occurs, but no later than ten (10) instructional weekdays after the incident, unless the person filing the charge demonstrates that exceptional circumstances prevented filing the charge within this time period. The Chief Student Services Officer, or designee, will determine whether the circumstances merit an extension of the deadline.

- f. Preliminary Investigation Within five (5) instructional weekdays after the charge has been filed, the Chief Student Services Officer, or designee, shall complete a preliminary investigation of the charge and schedule a meeting with the student. After discussing the alleged infraction with the student and reviewing available information, the Chief Student Services Officer, or designee will decide whether the information presented during the meeting indicates that the violation occurred as alleged. When the student cannot be reached to schedule an appointment, or when the student fails to attend the meeting, the Chief Student Services Officer, or designee, will base the decision upon the available information.

If the available information indicates that the violation occurred as alleged, then one of the following sanctions will be imposed:

- a. Reprimand--A written warning documenting that the student violated a student conduct regulation and indicating that subsequent violations could result in more serious disciplinary sanctions.
- b. Restitution--Compensation for loss or damage to college property or the property of others while on the campus or at a college event or activity including but not limited to field trips, internships, and clinicals.
- c. Special Conditions--Completion of a variety of educational activities, relating to the nature of the offense may be imposed. Examples include, but are not limited to, the following: a formal apology, an essay or paper on a designated topic, or participation in a special project or activity.
- d. Disciplinary Probation-- A written reprimand documenting that the student violated a student conduct regulation. Probation is for a specified period of time and it serves as a warning that subsequent violations could most likely result in more serious disciplinary sanctions.
- e. Loss of Privileges-- Suspension or termination of particular student privileges.
- f. Suspension from the college--Separation from the college for a specified period of time. Suspended students will not receive academic credit for the semester in which the suspension was imposed. During the suspension period, the student may not return to the campus unless prior permission by the Chief Student Services Officer, or designee, has been granted.
- g. Expulsion from the college--Permanent separation from the college. An expelled student may not return to the campus unless prior permission by the Chief Student Services Officer, or designee, has been granted. An expelled student will not receive academic credit for the semester in which the expulsion was imposed.
- h. Any combination of the above.

Within five (5) instructional weekdays of the preliminary investigation, the Chief Student Services Officer, or designee, will send a certified letter to the student. This letter will confirm the date of the investigation, identify the specific regulation(s) that the student allegedly violated, identify the decision, summarize the rationale, and, if the student violated the regulation(s), state the sanction that was imposed. This letter must also state that if the student disagrees with the decision or the sanction, the student may request a hearing before the Hearing Committee, that the student must submit this request no later than two (2) instructional weekdays after receiving the decision letter unless a request is made and approved by the Chief Student Services Officer, or designee, for an extension, and that any decision made and sanction

imposed after the preliminary investigation may be held in abeyance should the student decide to go before the Hearing Committee.

5. Hearing Committee

- a. The Hearing Committee shall be composed of the following:
 - 1. Three faculty members appointed by the Chief Academic Officer and approved by the President.
 - 2. Three student members appointed by the appropriate student governing body and approved by the President.
 - 3. One member of the Student Services staff appointed by the Chief Student Services Officer and approved by the President.
 - 4. The Chief Student Services Officer, or designee, who serves as an ex officio non-voting member of the Committee and who presents the case.
- g. The Hearing Committee shall perform the following functions:
 - 1. Hear cases of alleged violations of the Code of Student Conduct.
 - 2. Ensure that the student's procedural rights are met.
 - 3. Make decisions based only on evidence and information presented at the hearing.
 - 4. Provide the student with a statement of the committee's decision including findings of fact and, if applicable, impose one or more of the following sanctions:
 - i. Academic Misconduct (cases sent to the Hearing Committee by the President)
 - 1. Assign a lower grade or score to the paper, project, assignment or examination involved in the act of misconduct.
 - 2. Require the student to repeat or resubmit the paper, project, assignment, or examination involved in the act of misconduct.
 - 3. Assign a failing grade for the course.
 - 4. Require the student to withdraw from the course.
 - ii. Student Misconduct
 - 1. Reprimand-A written warning documenting that the student violated a student conduct regulation and indicating that subsequent violations could result in more serious disciplinary sanctions.
 - 2. Special Conditions-Completion of a variety of educational activities, relating to the nature of the offense may be imposed. Examples include, but are not limited to, the following: a formal apology, an essay or paper on a designated topic, or participation in a special project or activity.
 - 3. Restitution-Compensation for loss or damage to college property or the property of others while on the campus, or at a college event or activity including but not limited to field trips, internships, and clinicals.
 - 4. Disciplinary Probation-A written reprimand documenting that the student violated a student conduct regulation. Probation is for a specified period of time and it serves as a warning that subsequent violations could most likely result in more serious disciplinary sanctions.
 - 5. Loss of Privileges-- Suspension or termination of particular student privileges.
 - 6. Suspension from the college--Separation from the college for a specified period of time. Suspended students will not receive academic credit for the semester in which the suspension was imposed. During the suspension period, the student may not return to the campus unless prior permission by the Chief Student Services Officer, or designee, has been granted.
 - 7. Expulsion from the college--Permanent separation from the college. An expelled student may not return to the campus unless prior permission by the Chief Student Services Officer, or designee, has been granted. An expelled student will not receive academic credit for the semester in which the expulsion was imposed.

8. Any combination of the above.
- iii. Hearing Committee Procedures
1. The Chief Student Services Officer, or designee, shall refer the matter to the Hearing Committee together with a report of the nature of the alleged misconduct, the name of the person(s) filing the complaint(s), the name of the student against whom the charge(s) has (have) been filed, and a summary of the findings from the preliminary investigation.
 2. At least seven (7) instructional weekdays before the date set for the Hearing Committee's meeting, the Chief Student Services Officer, or designee, shall send a certified letter to the student's address of record. The letter must contain the following information:
 - a. A statement of the charge(s).
 - b. A brief description of the incident that led to the charge (s).
 - c. The name of the person(s) submitting the incident report.
 - d. The date, time, and place of the scheduled hearing.
 - e. A list of all witnesses who might be called to testify.
 - f. A statement of the student's procedural rights. These rights follow:
 1. The right to consult counsel. This role of the person acting as counsel is solely to advise the student. Counsel may not address the Hearing Committee or participate in any of the questioning. The student has the responsibility for paying any of the counsel's fees and any other of the counsel's charges.
 2. The right to present witnesses on one's behalf.
 3. The right to know the names of any witnesses who may be called to testify at the hearing.
 4. The right to review all available evidence, documents, exhibits, etc., that may be presented at the hearing.
 5. The right to present evidence; however, the Hearing 13 Committee will determine what evidence is admissible.
 6. The right to know the identity of the person(s) bringing the charge(s).
 7. The right to hear witnesses on behalf of the person bringing the charges.
 8. The right to testify or to refuse to testify without such refusal being detrimental to the student.
 9. The right to a fair and impartial decision.
 10. The right to appeal the Hearing Committee's decision.
 3. On written request of the student, the hearing may be held prior to the expiration of the seven (7) day advance notification period if the Chief Student Services Officer, or designee, concurs with this change.
 4. The Chief Student Services Officer, or designee, may post- pone the hearing due to circumstances beyond the control of the parties.
- iv. Hearing Committee Meetings
1. The chair shall be appointed by the President from among the membership of the committee. Ex officio members of the committee may not serve as the chair of the committee.
 2. Committee hearings shall be closed to all persons except the student, the person(s) initiating the charge(s), counsels for the student and for the College, witnesses who will be invited into the hearing and a person, mutually agreed upon by the committee and the student, to serve as the recorder.
 3. The committee may identify someone to take written notes and the committee will have the hearing, with the exception of deliberations,

recorded. No other party in the hearing may record the proceedings and no other party is entitled to a copy of the notes or the recording. The written notes and the recording will be maintained in the office of the Chief Student Services Officer. The student may review the notes and listen to the recording under the supervision of the Chief Student Services Officer or designee.

4. Witnesses shall be called in one at a time to make a statement and to respond to questions.
5. After hearing all of the information, the Hearing Committee will begin its deliberations. Using the standard “preponderance of evidence,” which means that the information presented at the hearing would lead one to conclude that it is highly probable that the violation(s) occurred as alleged, the members will determine, by majority vote, whether the violation occurred as alleged. If it is determined that the violation(s) occurred as alleged, by majority vote, the members will decide upon the appropriate sanction.
6. The Chair of the Hearing Committee will send a certified letter to the student's address of record within two (2) instructional weekdays of the Committee's decision. The letter shall inform the student about the Committee's decision, the date of the decision, and, if applicable the sanction(s) imposed. The letter will also inform the student about the appeal process.

v. Appeal

1. If the student disagrees with either the decision or the sanction, the student may submit a written appeal to the College's President. This letter must be submitted within ten (10) instructional weekdays of the date on which the Hearing Committee made its decision. The written appeal must include a statement indicating why the student disagrees with the Hearing Committee's findings.
2. The President, or designee, shall review the Hearing Committee's findings, conduct whatever additional inquires as deemed necessary, and render a decision within ten (10) instructional weekdays of receiving the appeal. The President, whose decision is final, shall have the authority to approve, modify, or overturn the Hearing Committee's decisions and, if needed, void the process and reconvene another Hearing Committee. The President's decision regarding disciplinary actions under the Student Code 3-2-106.1 are not grievable.
3. The President, or designee, will inform the student about the outcome of the appeal in a certified letter sent to the student's address on record.

STUDENT HANDBOOK

PTC publishes a Student Handbook, online, which addresses many concerns about policies and procedures of the College. Copies of the Student Handbook are available at <https://pathway.ptc.edu/web/home-community/student-handbook>. It is highly recommended that all students obtain and read through this booklet.

The Student Guidebook contains information about:

1. [Pathway User's Guide](#)
2. [Advising Tips for Students](#)
3. [Scheduling Classes](#)
4. [Enrollment Tips for Students](#)
5. [Student Programs and Services](#)
 - I. [Veterans Services](#)
 - II. [Campus Connect](#)
 - III. [Library Resources](#)
 - IV. [New Student Advising](#)
 - V. [Student Success Center](#)

- VI. [Career Planning and Counseling Services](#)
- VII. [Student Life](#)
 - I. [Student Organizations](#)
- VIII. [Campus Police and Security](#)
 - I. [Harassment and Sexual Assault Information](#)
 - II. [Carrying or Possession of Weapons Prohibited on Campus](#)
 - III. [Emergency Alert System](#)
 - IV. [Policy for the Use of Alcohol and Other Drugs](#)
 - V. [Severe Weather Policy](#)
 - VI. [Student ID](#)
 - VII. [Tobacco Use Policy](#)
 - VIII. [Vehicle Registration and Decals](#)
- IX. [Other College Policies to Remember](#)
 - I. [Academic Suspension/Dismissal Appeal Process](#)
 - II. [Online Honor Policy and Online Confidentiality of Email and Online Materials](#)
 - III. [Policy Regarding Students Called to Military Duty](#)
 - IV. [Refund Policy](#)
 - V. [Tuition Payment Policy](#)
 - VI. [Use of Computers](#)
- X. [Important Reminders for All Students](#)
 - I. [Bulletin Boards](#)
 - II. [Children on Campus](#)
 - III. [Copyright Policy and Infringement](#)
 - IV. [Dress and Personal Appearance](#)
 - V. [Social Media](#)
 - VI. [Appropriate Use of Electronic Devices](#)
- XI. [College Code of Conduct](#)
- 6. [**Student Code for the South Carolina Technical College System**](#)
- 7. [**Student Grievance Procedure for the South Carolina Technical College System**](#)
 - I. [Student Code Procedures for Addressing Alleged Acts of Sexual Violence and Sexual Harassment](#)
- 8. [**Student Instructional Complaint/Appeal Process**](#)
- 9. [**Student Grievance Form \(PDF\)**](#)
- 10. [**Instructional Complaint Form \(PDF\)**](#)
- 11. [**Instructional Appeal Form \(PDF\)**](#)

Policy for the Use of Alcohol and Other Drugs

It is the policy of the South Carolina Technical College System to provide a drug-free, healthy, safe and secure work and educational environment. Employees and students are required and expected to report to work, class or student activities in appropriate mental and physical condition to meet the requirements and expectations of their respective roles.

The South Carolina Technical College System prohibits the unlawful manufacture, distribution, dispensation, possession or use of narcotics, drugs, other controlled substances or alcohol at the workplace and in the educational setting. Unlawful, for these purposes, means in violation of federal/state/local regulations, policy, procedures, rules, as well as legal statutes. Workplace means either on agency premises or while conducting agency business away from the agency premises. Educational setting includes both institutional premises or on approved educational sites off campus. In order to prevent the consequences of alcohol and other drug abuse at the workplace and in the educational setting, the South Carolina Technical College System has implemented this policy to ensure a drug-free work and educational environment. The South Carolina Technical College System recognizes that chemical dependency through use of controlled or uncontrolled substances, including alcohol, is a treatable illness. The agency supports and recommends employee and student rehabilitation and assistance programs and encourages employees and students to use such programs.

All locations will also implement drug-free awareness programs for employees and students. Such programs will annually ensure that employees and students are aware that:

- Alcohol and other drug abuse at the workplace and in the educational setting is dangerous because it leads to physical impairment, loss of judgment, safety violations, the risk of injury, poor health or death. Information on health risks and effects of controlled substances and alcohol will be provided to students and employees.
- Alcohol and other drug abuse can also significantly lower performance on the job and in the classroom, thus affecting the agency and the college mission as well as seriously affecting educational and career goals of the student.
- Employees must report any personal conviction under a criminal drug statute for conduct at the workplace to the Human Resources Office within five days.
- It is a condition of employment and admission that all employees and students must abide by the policy on alcohol and other drug use as well as related procedures, statements, laws and guidelines. Violation of any provisions may result in disciplinary action up to and including termination or expulsion, respectively, and may have further legal consequences consistent with federal and state laws and regulations. Additionally, management may require an employee or student enter an employee/student assistance or drug rehabilitation program as a condition of employment or enrollment.
- Use of employee assistance programs, student assistance programs or drug/alcohol rehabilitation is encouraged.

DHS THREAT ADVISORY

If you receive word, through any legitimate means that our Nations Threat Advisory, issued by the Department of Homeland Security, goes to **RED** (severe), **DO NOT GO TO CLINICAL ROTATIONS**. Students may be asked to leave clinical rotations if the threat level is raised during the shift.

This policy will be in effect as long as the Threat Advisor remains on **RED** or until informed otherwise by your instructor. Please understand this is a serious time of our nation, and that our local EMS providers, hospitals and fire departments will be on an extremely high level of alert! This policy is important for the security of these clinical sites and for student safety.

UNIFORMS

Students of PTC, and other paramedic programs, are required to attend clinical rotations as a part of their program. Several of the sites in which our students perform clinical rotations have strict policies regarding personal appearance and hygiene. In order to conform to these policies and the dress code for students enrolled in our programs at PTC, each department head has the prerogative to require dress appropriate to the career field for which the student is preparing. This policy will be followed at all times while on clinical rotations.

Clinical Uniform

- PTC issued shirt, or other as approved by the Program Coordinator or Program Manager.
- The PTC student ID is to be worn on the upper chest area, hung from the collar or the buttons in the center of the chest.
- Tee shirts may be worn under your uniform shirt. They must match the uniform shirt, and not be readable through the uniform shirt.
- Uniform Pants – EMS (5.11, True Spec, or similar) cargo pants in tan or coyote brown will be allowed, Program Coordinator/Program manager approval required for any other colors.
- Steel Toe Boots – boot will match uniform pants. Traditionally black, brown or tan tactical style boots are worn, approval of style required if it is different from that which the program suggests.
- Belt - plain leather without excessive tooling, plain silver buckle or Hook/loop fastener (nylon riggers / escape belt may be substitute). If an EMS style holster is worn it must be black and carry no more than three items (suggest scissors, penlight, and clamp).
- Brassieres - required at all times for female students.
- Socks - required, must be black if visible.
- Glasses - no fluorescent colored eye wear.

***The program faculty recommends that each student have a second uniform with them on clinical rotations, for use in the event the first uniform becomes soiled or contaminated by blood or other body fluids.

Classroom Dress Code

- Business casual- no tee shirts, shorts, or open toed shoes.
- Standard uniform boot or comfortable closed toe shoes must be worn.
** Full, time paid members of a fire department or EMS provider, coming to class **on shift**, may wear their standard duty uniform in lieu of the PTC program dress code, provided they wear the uniform in its entirety, and in a manner that represents the program and employer.*

Student ID

Once issued, the student ID is to be worn by all students while participating in EMS Program activities.

- During clinical rotations, students must wear the ID, with the picture visible, attached to the right shirt pocket, pocket flap or attached to the top buttons of your shirt.
- On campus students must wear their student ID with the picture visible attached to the right shirt pocket, pocket flap or attached to the top buttons of your shirt.

***Program faculty may confiscate the student ID for violations of the uniform policy, both in class and on campus, for violations of the professionalism policy, or for other issues related to ethical or moral behavior. Students are not to participate in clinical rotations while the student ID is in the possession of the Program. The program will return the program ID to the student following:

- Formal written request, from the student, detailing what actions will be taken to correct the issues, which led to the confiscation of the ID.
- Formal request from the department / agency training officer, in cases in which the student is sponsored by a fire department or EMS agency.
- Full investigation for issues related to ethical or moral behavior.

Grooming/Hygiene

(To be followed on clinical Rotations and in class.)

- Hair must be clean, neatly groomed and of a **natural** color. Length must not fall below the bottom of the collar while standing. Female students are permitted to wear their hair up. The hair style must be such that the hair remains neat and professional throughout the clinical rotation, and one which does not draw unnecessary attention. Natural hair colors are required, due to some employers' dress code.
- Beards are permitted, but must be well maintained. Mustaches must be neatly cleaned and must not fall over the upper lip.
- Perfume or aftershave are not allowed, due to patients with allergies to the same. Use of deodorant and breath fresheners are highly recommended. Makeup, if worn, should be subtle.
- Smoking or other use of tobacco products, while in public, is strictly prohibited while in the classroom or clinical uniform.

***The program reserves the right to remove students from the classroom or clinical site for poor hygiene. This includes strong body or breath odors, including and especially tobacco, failure to groom, and unkempt hair.

Jewelry and Bodily Decoration

NO jewelry may be worn at any time during clinical rotations with the following exceptions:

- Watches, wedding bands (not diamonds), approved necklaces (must be worn inside shirt), and Medic Alert Bracelets.
- Visible body piercings are NOT permitted
- Female students may wear **ONE** stud earring per ear. Dangling or hoop earrings are not permitted.
- Tongue studs are not permitted.
- Visible Tattoos are NOT permitted (unless approved)
- Long sleeve shirts may be worn to cover tattoos on the arms. Turtleneck shirts may be worn to cover tattoos on the neck. Each tattoo must be covered completely at ALL TIMES. "Peaking" of tattoos below the short sleeve line is not permitted.

Medical Equipment

Each student should have a personal stethoscope, pen light, watch with a second hand and safety eyewear for each clinical rotation.

Cold or Wet Weather

- Jackets worn should be navy blue if possible. If a navy-blue uniform jacket is not available, any jacket or coat which is free of patches is permitted. A matching long sleeve shirt, or matching turtleneck, may be worn under the uniform shirt in cooler weather. Sweaters are not permitted.
- Hats are permitted during extreme weather events; ball caps are permitted if approved by the program.
- Raincoats should be plain, without designs or statements (other than an EMS Provider logo). Scotch lite® style strips are recommended.
- Umbrellas are not to be used on clinical rotations.

Firearms

Firearms are not allowed on clinical rotations. Police departments that require officers to carry a gun at all times must obtain permission from each clinical site prior to the rotation.

Wearing the Uniform

Students are to abide by the following guidelines when dressed in either PTC program uniform. While dressed in the uniform and in the public view; whether on a clinical rotation, in school, before or after class, or before or after a clinical rotation; all policies regarding the wearing of the uniform will be followed.

- The uniform is not to be worn in public venues, other than an official capacity.
- At no time should the uniform be worn where alcohol is served as a primary service, other than while on a call during a clinical rotation.
- The clinical uniform is highly recognizable in all settings.

At all times while in the public view:

- Students are to wear the uniform with the shirt properly buttoned and tucked.
- Boots are to be properly laced or zipped. Boots should be properly maintained i.e.: shined if they have a glossy surface.
- Hats are permitted during extreme weather events; ball caps are permitted if approved by the program.
- Students are to be clean and neatly shaved at the beginning of each shift.

Failure to Follow the Uniform Policy

Students are to report to the clinical site dressed completely in the clinical uniform. Students who are found on a clinical rotation out of the proper uniform will be asked to leave the clinical site. All hours completed prior to leaving the rotation, including hours from previous clinical experiences, will not count toward the minimum requirement. Students who are reported by clinical sites or other third parties, to have been out of the proper uniform must repeat the entire rotation before credit is received. The clinical uniform is graded through the clinical section of the program. Students who fail to represent the program in a positive light through unethical, immoral, or illegal actions while dressed in either the uniform WILL receive a failing grade for the clinical section, thus preventing the student from completing the program.

WITHDRAWING FROM THE PROGRAM / RETURNING STUDENTS

Students should consult with an Academic Advisor prior to making schedule changes or withdrawing from courses to discuss the implications on the student's educational plan. Schedule changes and withdrawals can also affect a student's financial aid and/or veteran's benefits. Students should clearly understand the implications of any academic decisions.

Working While Enrolled

The program places no restrictions on a student's ability to work a full-time job while enrolled in the program. Students are strongly advised not to work over-time, not to work any additional part-time jobs, and not to participate in anything other than minimal involvement with volunteer agencies. Excess responsibilities will greatly detract from the time needed to study and learn. Students must function in the student capacity regardless of their current, or previous, agency affiliations or employment with the clinical site. Employers are free to compensate candidates for clinical rotations, although the candidate

must function 100% of the time as a student or intern. **Students are not to be substituted for paid personnel; if this is done, the clinical time will be voided and will be rescheduled.**

Readmission Policy

Students enrolled in any program who do not progress in the curriculum sequence for any reason (academic or personal), must seek readmission in order to repeat a course or progress to another clinical course. Eligibility for readmission is based on meeting the criteria below, and course and space availability.

A student must:

1. Complete and submit the Readmission Application available online within the established timeframe at <https://www.ptc.edu/nursinghealth-science-readmission>
2. Must be in good academic standing with the college;
3. Have no more than one prior unsuccessful attempt in a Health Care Division program course. Readmission is limited to two attempts per program and three attempts in any Health Care Division program combined (*with exception to the nursing program). An unsuccessful attempt is defined as receiving a D, F, U or W in a Health Care Division program course;
4. **For nursing only, be able to complete the ADN program within 36 months or the PN or Transition program within 24 months of the initial admission date to the program.** Students who are eligible for readmission but cannot complete the specific program within the time limits allowed for the program must re-apply for the beginning of the program. **Re-entry at the beginning of a program does not negate previous attempts in a program**
5. For Health Science programs, be able to readmit upon space availability at the time of the next semester the course is offered.
6. Any student desiring readmission to the any Health Care Program may be required to demonstrate competency and remediation in all classes completed.
7. Meet the following additional conditions of eligibility:
8. Updated Castle Branch health requirements according to current criteria, proof of current CPR certification and hospital orientation;
9. Maintain professional malpractice insurance issued through the College;
10. Submit to a new background check and drug screening if the student has been out for one entire semester or longer.

ACCEPTANCE OF CREDIT AND AWARDING OF ADVANCED STANDING

Piedmont Technical College endorses the concept that college level learning may occur in a variety of settings. As a result, the college welcomes the opportunity to accept credits transferred from other regionally accredited institutions and actively seeks ways to validate learning gained by nontraditional or extra-institutional methods. Validation of the currency of instructional content represented by transfer credit is a right which the college reserves. The following sources of credit and advanced standing represent not an exclusive listing, but rather an identification of some approaches to which the college is open.

Transfer Students

Piedmont Technical College will accept and give credit for work completed at other regionally accredited colleges and universities. Applicants seeking such credit should complete the admissions application and submit a transcript of coursework from all schools previously attended. All rules regulating the transfer of credit must be met, and acceptance of such credit will be at the discretion of the Registrar and the appropriate department head. The following criteria are observed:

1. Subjects being transferred must closely parallel subjects being offered at Piedmont Technical College, both in content and credit hours earned.
2. In order to transfer credit, a grade of "C" or better must have been earned in the subject.
3. At least one-fourth of credits toward graduation must be earned at Piedmont Technical College.

4. A grade of "TR" (transfer) is awarded for all transfer courses. TR grades are not included in the computation of the student's Piedmont Technical College GPA. The grade earned at the previous institution will be visible in Degree Works but will not affect the Piedmont Technical College GPA.
5. Transfer credit hours earned will reflect on the student's academic record at PTC.
6. Credit for a subject must show on the transcript from the granting institution, and an official copy of this transcript must be on file at Piedmont Technical College. Credit awarded will be approved in writing and maintained in the student's permanent record.
7. Transfer students are not required to take the placement test if valid transfer credits are awarded in English and math.
8. Acceptance of transfer credit is awarded by the Registrar, or designee, and is based on a combination of length of time and course content, as established by academic department heads.
9. Transfer credit will not be awarded for courses over eight years old, which are technical in nature or with content that may change over time. Examples include courses in computer technology, mechanical engineering and integrated systems technology. Some programs may also be limited in awarding transfer credit for courses due to accreditation requirements. Refer to page 25 for more information on course expiration.

Articulated Credit

Area high school students may receive appropriate exemption credit at PTC for courses completed while in high school. Courses must closely correspond to courses offered at the college and must be part of an articulation agreement between the high schools and PTC. In order to receive exemption credit, the following criteria must be met.

1. The student must earn a grade of "B" or better in the course.
2. The high school instructor must recommend the student to receive exemption credit.
3. The student must apply for the articulated credit at the college within two years of high school graduation.
4. The PTC instructor completes an exemption credit form, attaches the high school transcript, and forwards it to the Vice President for Academic Affairs for approval.
5. Exemption credit is then posted to the student's academic transcript.
6. Exemption credit offered through articulation agreements may not be accepted as transfer credit by other colleges and universities but may apply towards graduation at PTC.

Credit for Military Service

It is the policy of Piedmont Technical College to award credit for training experiences in the Armed services. Such experiences must be certified by the American Council on Education (identified in the council's publication, Guide to the Evaluation of Educational Experiences in the Armed Services) and must appear on the student's official Joint Services Transcript (JST). Credit will be given based on individual evaluation by the Registrar's Office in consultation with the curriculum Academic Program Director, if necessary. Creditable military experience must closely correspond to courses in the Piedmont Technical College catalog or the SC Technical College System's Catalog of Approved Courses (CAC).

Exemption Credit and Non-Traditional Learning

Students may be eligible to exempt some Piedmont Technical College courses by demonstrating through mastery of written and/or performance tests that they are already competent in the course's content.

1. The Registrar or relevant curriculum department head can provide information as to which courses have exemption tests. The cost of a Credit by Exam is \$60.
2. There will be a limit of one attempt (per course) for exemption by exam credit. The credits awarded will not count in the term-enrolled hours but will count toward cumulative hours. Applicants with appropriate life experience, corporate courses or other relevant background may also request consideration for credit at no charge by contacting the Registrar.
3. The college reserves the right to limit the amount of exemption credit allowed to count towards graduation.

Advanced Placement for EMS Related Classes

The Piedmont Technical College Prehospital Medicine Program will not extend credit for advanced placement. The Program is designed to give each candidate the education needed to become certified as an entry level Nationally Registered EMT, AEMT or Paramedic.

AUDITING OF COURSES

A student who desires to attend classes regularly but does not wish to take examinations or receive credit may register as an auditor. No credit is awarded for such courses and cannot be granted later. A student may not change the registration status of a course from or to audit once the drop/add period has ended. The participation of auditors in class discussions or examinations is at the discretion of the instructor. Students are required to pay \$55 per credit hour to audit and should attend classes regularly.

There must be an acceptable number of students in a course before audits are allowed. Auditing students may be asked to demonstrate or prove the prerequisites prior to enrolling in specific coursework.

Nursing and Health Science students who re-enroll and/or repeat program courses must adhere to the audit policy outlined by the department. Students are responsible for any fees associated with the course such as insurance and testing fees. Federal regulations will not allow students to receive financial aid for courses being audited.

PLACEMENT TEST

Piedmont Technical College's placement test is a tool that helps place new college students into courses to ensure their ability to succeed in meeting their educational goals. Through this assessment, students learn how their skills compare with the skills needed to pursue specific college courses and if prerequisite developmental or transitional courses are required.

Testing for the Greenwood Campus is scheduled on a walk-in basis. For all other campuses, call to schedule testing. Refer to page 2 for campus contact information.

For more information on placement testing or to review sample test questions, visit our Testing Center website at www.ptc.edu/collegeresources/testing-center.

Useful Resources

Epocrates - is a mobile medical reference app, owned by Watertown, Massachusetts-based Athena health that provides clinical reference information on drugs, diseases, diagnostics and patient management.

911 Toolkit - A firefighter toolkit, now includes features for EMT's, paramedics, hazmat teams, and other emergency responders. First developed for other platforms in 1999, this essential toolkit is now here for iOS, better than ever. The basic version is now FREE! With in-app purchases, you can upgrade instantly to get all the premium features you need.

EMS Field Reference Guide - The original EMS field guide has grown into the most used reference guide in EMS history. The ALS Version makes it easy for paramedics, nurses and physicians to look up their patients' medications, check drug doses, quickly interpret 12-Lead ECGs, etc. Both are available from online retailers, and EMS stores.

Rosen and Barkin's 5-Minute Emergency Medicine Consult – This guide provides a definitive guide to diagnosis and treatment in the emergency room.

Code of Ethics for EMS Practitioners

Professional status as an Emergency Medical Services (EMS) Practitioner is maintained and enriched by the willingness of the individual practitioner to accept and fulfill obligations to society, other medical professionals, and the EMS profession. As an EMS practitioner, I solemnly pledge myself to the following code of professional ethics:

- To conserve life, alleviate suffering, promote health, do no harm, and encourage the quality and equal availability of emergency medical care.
- To provide services based on human need, with compassion and respect for human dignity, unrestricted by consideration of nationality, race, creed, color, or status; to not judge the merits of the patient's request for service, nor allow the patient's socioeconomic status to influence our demeanor or the care that we provide.
- To not use professional knowledge and skills in any enterprise detrimental to the public wellbeing.
- To respect and hold in confidence all information of a confidential nature obtained in the course of professional service unless required by law to divulge such information.
- To use social media in a responsible and professional manner that does not discredit, dishonor, or embarrass an EMS organization, co-workers, other health care practitioners, patients, individuals or the community at large.
- To maintain professional competence, striving always for clinical excellence in the delivery of patient care.
- To assume responsibility in upholding standards of professional practice and education.
- To assume responsibility for individual professional actions and judgment, both in dependent and independent emergency functions, and to know and uphold the laws which affect the practice of EMS.
- To be aware of and participate in matters of legislation and regulation affecting EMS.
- To work cooperatively with EMS associates and other allied healthcare professionals in the best interest of our patients.
- To refuse participation in unethical procedures and assume the responsibility to expose incompetence or unethical conduct of others to the appropriate authority in a proper and professional manner.

Originally written by Charles B. Gillespie, M.D., and adopted by the National Association of Emergency Medical Technicians, 1978. Revised and adopted by the National Association of Emergency Medical Technicians, June 14, 2013.

EMT OATH

Be it pledged as an Emergency Medical Technician, I will honor the physical and judicial laws of God and man. I will follow that regimen which, according to my ability and judgment, I consider for the benefit of patients and abstain from whatever is deleterious and mischievous, nor shall I suggest any such counsel. Into whatever homes I enter, I will go into them for the benefit of only the sick and injured, never revealing what I see or hear in the lives of men unless required by law.

I shall also share my medical knowledge with those who may benefit from what I have learned. I will serve unselfishly and continuously in order to help make a better world for all mankind.

While I continue to keep this oath unviolated, may it be granted to me to enjoy life, and the practice of the art, respected by all men, in all times. Should I trespass or violate this oath, may the reverse be my lot.

So, help me God.

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

Field Trip Information Form

Trip Destination:	
Dept. sponsoring Trip:	
Trip Coordinator:	
Coordinator Contact Information:	
Date & Time of Departure:	
Date & Time of Return:	

Persons going on Trip				Emergency Contacts		If Vehicle is left on campus (Please Park in lot # 7)	
	Name:	Contact #	P #	Name	Phone Number	Vehicle color, Make & Model	Vehicle Tag #
1							
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**Piedmont Technical College
Personal Injury Report**

Report Number:		Incident Type:		Day of Week:	
Incident Date & Time:			Report Date & Time:		
Personal Status (Employee, Student, Visitor)					
Location In Which Injury Occurred (Bldg & Room):					
Complainant					
Name:		DOB:		Age:	
Address:			Phone:		
City:	State:	Zip:	SS# or Student ID:		
Race:	Sex:	Ht:	Wgt:	Hair:	Eyes:
Witness If Additional Witnesses Show Information in Narrative.					
Name:		DOB:		Age:	
Address:			Phone:		
City:	State:	Zip:	SS# or Student ID:		
Race:	Sex:	Ht:	Wgt:	Hair:	Eyes:
Physical Appearance:					
Part of Body Affected:					
Specific Activity Engaged In When Injury Occurred:					
Equipment, Tools, or Chemicals Involved in Injury:					
Description of Event/Narrative:					
AED on Scene	Yes	No	AED Used	Yes	No
Requested Medical Treatment:					
Officer		Complainant		Director of Campus Police & Security:	
The Section Below is to be Completed if an Employee is involved.					
TO SUPERVISOR:					
Action Taken To Prevent Recurrence (Attach additional Sheets as needed)					
Supervisor Signature			Date:		
Complete Then Forward to Campus Police & Security & Human Resources.					

Rev. 1/08

Piedmont Technical College
Prehospital Medicine Program
STUDENT AND FACULTY AGREEMENT

Piedmont Technical College works to provide quality educational opportunities for all students. Please read the following paragraphs to know what you should expect from your instructor, and what your instructor expects from you in your class(es) this semester.

You should expect the following from the instructor:

- Inform you in the first week of class of course content, requirements and grading procedures, in writing, through the course syllabus. The course syllabus and handouts will contain information about dates of tests and assignments; make-up policies; attendance policies; the instructor's office hours; the instructor's telephone number; the method of determining the course grade and competencies.
- Be available to meet with you, either before or after class, or by appointment.
- Discuss with you any problems that you have that relate to the class.
- Treat you with courtesy, even when there is disagreement.
- Be on time and prepared for class.
- Conduct him/herself in a professional manner at all times.

The instructor expects the following from you:

- Be in class 100% of the time. If you are absent or late more than 10.0% of the course, you will be dropped from the class. (Hybrid course students should see the course syllabus for specific attendance requirements.)
- Be on time and prepared for class.
- Find out about work you have missed. Arrange to make up missed work, if possible or if permitted. Keep a copy of the course syllabus; bring syllabus and text to class.
- Behave appropriately in class. This means the following:
 - While the instructor is lecturing, there should be no talking to other students
 - Leaving the classroom during class is not acceptable
 - You are expected to be in class on time, except in emergencies, which should be discussed with faculty, prior to class.
 - Working on other class work during class lecture or discussion time is not acceptable.
 - Children are not allowed in class or computer labs.
 - Phones or beepers must be turned off during class, in computer labs, or the library.
 - Bringing food or drink into classroom, computer labs or library is forbidden.
 - Bringing weapons to class is not permitted.
 - Sleeping and dozing in class is not permitted.
 - Using derogatory or vulgar language is not permitted.
 - Purchase required textbook and other equipment during the first week of class.
 - Discuss with the instructor problems that you are having with the class before asking others for help in resolving the situation.
 - Check on grades often and discuss concerns early. **Do not wait until the last week of semester.**
 - Seek the assistance of available tutoring services.
 - Treat the instructor with courtesy, even when there is a disagreement. Also, treat other students with courtesy

Piedmont Technical College offers computing resources for use by currently enrolled students and employees for educational research and administrative purposes. Access to this equipment, supplies and labs is a privilege granted to students and faculty to facilitate instruction, learning, research, and administration. All students have the responsibility to make use of these resources in an efficient, ethical, and legal manner. [PTC Policy 4-4-1030 Network Acceptable Use](#) and [PTC Procedure 4-4-1030.1 Network Acceptable](#) Use detail the expectations of students and staff at Piedmont Technical College.

To inform yourself of all policies, the college expects you to read the college catalogue, college handbook and program handbook.

If you experience any problems with your classes, please discuss the problem with your instructor and/or advisor. If this is not possible, please contact the department Program Director: [Kile Antone](#) whose telephone number is: [864-941-8534](#)

I have read, and understand, the contents of the Piedmont Technical College Prehospital Medicine Handbook and the policies and procedures therein. I agree to follow the course content of the syllabi for each course.

(Print student name above)

Student Signature

Date

Lead Instructor Signature

Date