

Paramedic Education
Supplemental Handbook
2026-2027

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Criminal Background Check Requirement

Candidates must pass a criminal background check to the satisfaction of the state of Ohio Department of Public Safety Division of EMS in order to gain certification as an EMS provider in the state of Ohio. Therefore, if a candidate cannot pass the criminal background check, they may not be allowed entrance into Paramedic programs (see Potential Applicants with Criminal Convictions below for additional information). Any relevant information regarding the criminal background of a student should be disclosed as early as possible during the application process.

- Students complete onboarding through SilkRoad, which includes a name-based criminal background check that does not require fingerprinting. This background check must be completed prior to program enrollment and before the first day of didactic instruction.
- A fingerprint-based background check is also required and is completed through Cleveland Clinic Akron General Security, as fingerprinting is necessary for clinical placement at Akron Children's Hospital. Fingerprinting may be completed at the start of the program; however, results must be received before students may begin clinical rotations at Akron Children's Hospital.
- Discovery by the program of any disqualifying information/information about arrests or convictions obtained in the background check that has not been previously disclosed in writing may be grounds for immediate dismissal from the program and forfeiture of all tuition.
- Any student who is arrested or convicted of a crime during the program, must report the arrest or conviction to the Program Director within three business days. If the arrest or conviction disqualifies the student from certification as an EMS provider in the state of Ohio, the student will be subject to immediate dismissal from the program and forfeiture of all tuition.

Students with any criminal charges on their record should note that Paramedic Education cannot guarantee that completion of a Paramedic course and/or passing of the NREMT cognitive and/or psychomotor exams at any EMS level will guarantee the student's ability to pursue certification as an EMS provider in the state of Ohio.

Students with criminal records and/or criminal charges should follow the process outlined in "Potential Applicants with Criminal Convictions" to assure they will be eligible to attempt certification in Ohio after completion of the Paramedic Education course.

National/State Licensure or Certification Statements

Upon completion of the Paramedic Education Program, graduates are eligible for national certification through the National Registry of Emergency Medical Technicians (NREMT) and subsequent state certification through the State of Ohio Department of Public Safety upon successful completion of the NREMT examination(s).

National Registry of Emergency Medical Technicians
National Registry PO Box 772000
Detroit, MI 48277-2000
(614) 888-4484
support@nremt.org

https://nremt.org/

Supervision of Students

Students are not to take the responsibility or place of qualified staff. Students must always be under the direct supervision of a Paramedic, Registered Nurse, Nurse Practitioner, Physician's Assistant, or Physician. While in a respiratory care unit, students may be supervised by the Registered Respiratory Therapist. Student should seek placement with a preceptor at the discretion of the Unit/Department Manager or their designee.

Leave of Absence

Please review the Leave of Absence information in the School Catalog.

Dismissal

Dismissal will occur as the final step in the corrective action process. Immediate dismissal may occur for serious offenses such as acts of moral turpitude; felony convictions; code of conduct violations; academic, psychomotor, or affective failure as defined in the policies; behavior or conduct is deemed unbecoming of an Paramedic Education student by the Program Manager and/or Program Director of Paramedic Education.

Academic Failure & Program Dismissal

No credit will be given for any clinical or didactic hours completed up to the point of academic, practical, clinical, or conduct related dismissals, or student withdrawal.

1. Elective Withdrawal
    a. Students desiring to withdraw from the Paramedic Education Program must submit an official withdrawal form to the Program Director citing their reason(s) for the withdrawal.
2. Code of Conduct Dismissal
    a. Students who have been previously dismissed due to academic dishonesty and/or clinical falsification will not be considered for admission into future Paramedic courses.
3. Academic Dismissal
    a. Students dismissed for failing to meet the minimum academic standards in the didactic, psychomotor, or affective domains will be provided written notification of their dismissal. Dismissals due to failure of the didactic, psychomotor, or affective domains are final not appealable.

Withdrawal Policy and Procedure

Students must submit written documentation in the form of a letter or email of the intent to withdraw from the program. Students must also complete the School's official withdrawal form. A "W" will be recorded on all withdrawals processed after the first week of class. Any withdrawals from a class must take place prior to the final exam in that course section.\

Please review the School's Withdrawal Policy for additional information available in the SOHP Catalog.

Program Contact and Communication

Program Contact Phone Numbers and Email

General contact phone number (office line) for Paramedic Education: (330) 344-6655
General contact email address for EMS Education: EMSPrograms@ccf.org

Staff Communication

Students are only permitted to communicate with staff members via Cleveland Clinic email addresses, phone numbers provided to the student by program administrative staff, and GroupMe.

Students shall not communicate with instructors or program administrative staff via text message, email, phone call, or through any social media platform without the prior authorization from the Program Director and/or Program Manager.

Students and instructors should not be connected via social media throughout the duration of the course. Instructors are encouraged to remove current students from their social media accounts.

Students found in violation will be subjected to the disciplinary policy, up to and including dismissal from the program.

Clinical Rotations/Training

All students will be required to purchase a Platinum Education (Platinum Planner & EMS Testing) subscription in order to schedule, document, and complete clinical, lab, and field requirements of the program. Any student who does not purchase and activate a Platinum Planner account by the deadline assigned in class will be subject to program dismissal.

Additionally, if a student is to lose access to Platinum Planner due to a violation of the company's user agreements, policies, etc. the student shall be dismissed from the program effective immediately. The program will not make any additional or outside arrangements for the student to schedule, complete, or document any program requirements.

Successful completion of clinical and in-field requirements is dependent on the following:

a. Students are expected to read objectives and take all clinical reporting and necessary forms to clinical unit with them.

b. Completion of student clinical reporting forms for each clinical unit:

    i. Incomplete clinical forms (any field) may be returned to the student for completion. If the student is unable to complete the missing fields on the form, then the student may be required to recomplete the clinical shift(s). The hours, patient contacts, skills, and competencies from the original shift that was lacking appropriate documentation will be deleted.

    ii. There will be no credit given for any patient contact, skill, and/or competency that is entered in Platinum Planner but is not entered on the "Clinical Rotation Overview" form.

        1. For example, a student who enters four IVs in Platinum Planner but only has two IVs documented on the "Clinical Rotation Overview" form will only be given credit for two IVs.

    iii. Furthermore, any discrepancies in student documentation may prompt a clinical falsification investigation.

c. Students will follow all Platinum Planner System requirements as presented during clinical orientation. Students will take a photo of all required clinical documentation to upload into Platinum Planner. The photo must be clear, legible, and include the entire document. The digital copy of the clinical reporting forms must be uploaded into the appropriate Platinum Planner shift within 72 hours after completion of the clinical. Otherwise, the shift, patient contacts, and/or skills will not be calculated towards the student's progress, and he/she will be required to repeat the shift.

    i. It is highly recommended that students keep the hardcopy of all clinical documentation in the event that the digital copies cannot be located or retrieved.

d. No clinical credit will be given to any student who attends a clinical rotation during scheduled class time, including didactic lectures or laboratory sessions.

e. All successful and unsuccessful skills performed will be documented on the appropriate forms and into Platinum Planner.

f. Those skills not listed under the "may perform" category are not considered part of the paramedic education program and any and all ensuing liability/litigation is not covered.

g. Any student who is found to have performed a skill that is not listed under the corresponding "may perform" category may be dismissed from the program.

h. All clinical and field rotations must be performed at approved sites of which the program carries an active contract with. A list of these agencies will be distributed in class.

i. The Paramedic Education staff, clinical/field preceptors determine satisfactory performance of interpersonal interactions, professional demeanor, and overall professional competence (otherwise known as affective domain). Deficiencies in any or all of these areas may be cause for progressive discipline up to dismissal from the program.

j. It is the student's responsibility to maintain and track his/her clinical skills and

performance regardless of squad affiliation or scheduling. It is strongly suggested that each student utilize Platinum Planner reports to self-monitor progress and deficiencies.

k. The minimum number of skills/hours per phase must be completed by the end of that phase or the student shall be placed on clinical probation.

l. Clinical/field internship sign-up is not allowed on specific nationally recognized holidays including New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day.

m. All clinical/field rotations open and close as stated on the course syllabus. It is the student's responsibility to follow the clinical timelines as outlined on the course syllabus.

n. Students cannot and will not be used as substitutes for non-essential paid personnel in a clinical experience or pre-hospital internship setting.

o. Students will be required to "Clock In" and "Clock Out" at each clinical and field rotation with their location on for each punch. This will be completed through the Platinum Planner application/website. Students are required to have the location feature on their mobile phone, tablet, or other electronic device turned on and allow the application/website to track their location in order to accurately use the "Clock In" and "Clock Out" feature within Platinum Planner. Students will not be permitted to opt out of this requirement. Should a punch be recorded without a location, the student may be required to repeat the entire clinical.

p. Should a time punch be identified as being falsified (i.e., punch not marked at the assigned clinical site, marking a time stamp and not reporting to the clinical, or other similar circumstance) the student may be dismissed from the program at the discretion of the Program Director. The Program Director reserves the right to report any clinical falsification infractions to the State of Ohio Division of EMS for additional investigation.

q. Completion of required skills.

r. The goal of the combined clinical requirements is the exposure of the student to all of ALS/BLS skills they would be expected to perform as a certified paramedic. Students must complete all stated clinical objectives and skills regardless of the hours obtained in a clinical rotation.

Field Site Hours Limits

In an effort to ensure that students receive a diverse educational experience, students that are employed at a clinical/field site that has a contractual relationship with Cleveland Clinic Akron General are permitted to attend no more than 12 hours of field time at that site in each phase of the program.

Exemption: Students who have their tuition sponsored by their employer may complete all field hours at the sponsoring employer only if all of the following conditions are met:

1. The employer does not allow for the student to be covered by the agency's liability insurance if they are functioning as a student in another municipality. A letter from their chief may be required.

2. The employer has an annual primary 911 emergency run volume that $\geq$ 10,000 EMS Transports (agency) or similar volume ($\geq$ 1,000 EMS Transports) per station.

3. Students will be allowed to count both hours and skills completed provided they are not being used to meet minimum staffing requirements. This applies to both minimums set by the State of Ohio, and the department in question. If a department has minimum staffing requirements in excess of those of the State of Ohio, the department's requirements must be met without using the student. If a student gets pulled into minimum staffing during a student shift, they must stop counting hours and skills. They will receive credit for all hours and skills completed up to the moment of the staffing status change.

4. Students must obtain permission to ride as students with their sponsoring employer prior to their first scheduled clinical shift. This permission is at the discretion of the paramedic program's Clinical Coordinator and the program's Director. The sponsoring employer must have a valid and up-to-date agreement with the Cleveland Clinic School of Health Professions prior to approval

being given. Students must also work with the Clinical Coordinator to establish the process of building shifts for the ride time in Platinum Planner. The process must be well established before approval will be given.

Competency Testing

1. Each student must demonstrate proficiency in psychomotor (practical) skill performance as required by the Department of Transportation Paramedic curriculum, the State of Ohio Department of Public Safety, and/or the Paramedic Education program. Practical skills will be evaluated throughout the programs as well as during the final practical examination at the conclusion of the course.
    a. The practical exams are scheduled in advance, and attendance is mandatory.
    b. Please be aware that practical exams may be scheduled on a Saturday due to room and proctor availability. Practical skill performance is detailed on the skill sheets provided at the start of the program and/or throughout the phases of the program.
2. All skills are required to be passed to the satisfaction of the Paramedic Education staff based on the assessment of the completed skill sheets provided to them.
3. If, in the judgment of the Paramedic Education staff, the student demonstrates a significant lack of preparation, it may be cause for dismissal.
4. Students refusing to perform a skill or take the practical on the day it is scheduled will be dismissed.
5. Once a skill has been taught and tested during the course the student is expected to maintain a quality level of performance on that skill. Students who exhibit unacceptable skill performance will receive remediation and the student will be reassessed for competency after remediation.
6. Practical testing criteria to determine the pass/fail level for an overall practical exam will be determined by the Program Director and announced before the final practical exam.
7. Failure of any skill or skill stations during a practical exam will require the student to remediate that skill and retest the skill either the day of the final practical exam or at a later date.
8. Students are allowed two (2) retest attempts of the skill(s). Failure of the two (2) retest attempts will result in dismissal from the course.

Evaluations/Examinations

There will be both formative and summative cognitive and psychomotor evaluations that take place throughout the course. Unit tests will serve to evaluate the student's cognitive understanding of the material. Unit tests are formative in nature and test only the material that has been taught since the beginning of the course or since the last unit test.

The Unit Tests and Final Exams will evaluate the student's cognitive understanding of all material taught within the course up to that point.

Didactic Grading

If a student discovers an error on a recorded grade, the student has five business days to notify the Program Director. After the five business days have lapsed, the Program Director reserves the right to not take student inquiries, complaints, or requested revisions into consideration.

It will be the student's responsibility to review grades on an ongoing basis. The Program Director will not contact the student to make notification of a failed quiz, test, or exam. If a student fails a test or exam, the student will be contacted via e-mail of the retest date and time. Again, it is the student's responsibility to review grades on a timely basis and to check their e-mail at least once per day for program communication.

1. Unit Tests
    a. There will be numerous unit exams given in each phase of the program.
    b. Passing score is 75%.

c. Failure of >50% of the unit tests offered in each phase will result in student dismissal.

d. Retests are not permitted on Unit Tests.

2. Quizzes

a. There will be announced and unannounced quizzes throughout the program.

b. If a student has performed poorly on a quiz, tutoring over the subject matter may benefit the student's performance on the unit exam. It will be the student's responsibility to seek tutoring from program staff.

c. Students who miss a quiz due to absence will receive a zero unless otherwise approved by the Program Manager or Program Director.

d. Retests are not permitted on quizzes.

3. Pharmacology Exam ("Trifecta") - Phase 1

a. Fluid and Medication Math Exam

i. The student must attain 90% on the fluid/medication math exam

ii. The student will be allowed three attempts (one initial test, two retests) to attain a grade of 90%..

iii. Additional tutoring by program staff will be made available to students.

iv. If the student is unable to attain 90% by the third attempt, they will be dismissed from the program.

v. If the student does not attend the scheduled retest, or fails to achieve 90% within the allotted attempts, this will be cause for dismissal from the program.

b. General Pharmacology (multiple choice) Exam

i. The student will be allowed three attempts (one initial test, two retests) to attain a grade of 80%.

ii. Passing score on the retest is 80%.

iii. Failure to attain a passing score by the third retest will be cause for dismissal from the program.

c. Drug Dosage (fill-in) Exam

i. The student will be allowed three attempts (one initial test, two retests) to attain a grade of 80%.

ii. Passing score on the retest is 80%.

iii. Failure to attain a passing score by the third retest will be cause for dismissal from the program.

4. Phase Final Exams

a. A comprehensive final exam will be given at the end of each phase. Content covered over the entire phase will be broken down into subsets. Each subset requires a passing score of $\geq$70%, with an overall score of $\geq$75% on the entire exam.

b. Failure (<70%) of more than 50% of the subsets or failure to obtain an overall score of $\geq$75% will constitute a failure of the phase and the student will be dismissed from the program.

c. If a student fails a subset (<70%) but attains an overall score of $\geq$75%, they will be allowed one retest of that subset. Failure of a subset retest (<75%) constitutes a need for a formal Performance Improvement Plan (PIP).

d. The first step of any Performance Improvement Plan will be a meeting with the Program Director and at least one other Faculty member. It will establish clear goals, resources, and a timeline for completion. Successful completion of the PIP, as determined by the Program Director and designated faculty reviewer, will allow the student one additional subset retest attempt. Failure to complete the terms of the PIP, or a subsequent retest failure will result in dismissal from the Paramedic Program.

e. The Performance Improvement Plan process outlined above will only be allowed once during the entirety of the Paramedic Program.

f. A passing retest score will be recorded as a maximum of 70% regardless of the score achieved on the retest.

g. If a student has a failing overall phase grade and retesting/passing failing subsets would not bring the overall phase grade equal to or above passing, the student will not be permitted to retest the subsets if it would be statistically impossible to pass the phase.

5. Program Final Exams

a. Students must pass an adaptive exam before being allowed to sit for the program final.

b. There will be a comprehensive program final exam given at the end of the program. Content covered over the entire program will be broken down into subsets. Each subset requires a passing score of ≥70% with an overall score of ≥ 75% for the entire exam.

c. Failure (≤70%) of three or more subsets, or failure to obtain an overall score ≥ 75% will constitute a failure of the program and the student will be dismissed from the program.

d. If a student fails two or fewer subsets, but attains an overall score of ≥75%, they will be allowed one retest of each subset failed. The minimum passing score for the subset retest(s) will be >75%.

e. Failure of the subset retest(s) constitutes a need for a formal Performance Improvement Plan (PIP).

f. The first step of any Performance Improvement Plan will be a meeting with the Program Director and at least one other Faculty member. It will establish clear goals, resources, and a timeline for completion. Successful completion of the PIP, as determined by the Program Director and designated faculty member, will allow the student one additional subset retest attempt. Failure to complete the terms of the PIP, or a subsequent retest failure will result in dismissal from the Paramedic Program.

g. The Performance Improvement Plan process outlined above will only be allowed once during the entirety of the Paramedic Program.

h. A passing subset retest score will be recorded as a maximum of 70% regardless of the score achieved on the retest.

i. Phase finals will be worth 45% of the entire phase grade.

j. Program final is worth 20% of the overall grade.

k. If a student has a failing overall phase grade and retesting/passing failing subsets would not bring overall phase grade equal to or above passing, the student will not be permitted to retest the subsets if it would be statistically impossible to pass the phase.

Practical Grading & Certification Courses

All students shall attend and complete practical testing throughout the program.

All skills are required to be passed to the satisfaction of the Program Director.

- If, in the judgment of the Program Director and/or the Medical Director, the student demonstrates a significant lack of preparation or competency, it will be cause for dismissal from the program.
- Students refusing to perform a skill or take the practical exam as scheduled, will be dismissed from the program.
- Once a skill has been taught and tested, the student is expected to maintain a quality level of performance on that skill throughout the program.
- Practical testing criteria to determine the pass/fail level for an overall practical exam will be determined by the Program Staff and announced before each phase practical exam.
- If upon completion of all skills during a practical exam finds the student to have failure of any skill or skills (not to exceed two separate skills); this will require the student to remediate skill with instructor and retest same day with a different proctor. If the student

fails a skill on the 2nd attempt, they will be brought back in for remediation of said skill and then attempt a 3rd and final retest with two proctors. Failure of the skill(s) on the third retest will result in dismissal from the program.

Certification courses conducted in Phases 2 and 4 of the Program may include: ACLS, PALS, and ITLS.

Attendance is mandatory. Successful completion of all courses is a requirement for graduation from the program.

- All students are required to attend, participate, and pass all of the certification courses and pre-established training programs as listed in the course syllabus, unless otherwise excused by the Program Manager or Program Director. Failure to attend and/or pass will result in dismissal.

End of Course Practical

If upon completion of all skills during the course final practical exam finds the student to have failure of any skill or skills (not to exceed two separate skills); this will require the student to remediate skill with instructor and retest same day with a different proctor. If the student fails a skill on the 2nd attempt, they will be brought back in for remediation of said skill and then attempt a third and final retest with two proctors.

If the student remains unsuccessful in the skill after the third retest with two proctors, the student will be dismissed from the program.

The Paramedic Program consists of a total of four separate phases. Each phase is maintained as an individual course. Students must maintain at ≥ 75% in each Phase, with an overall Program Grade of ≥75%.

Test Administration

All tests, quizzes, and exams will be administered according to accepted standards of test administration in regard to length and time allowed for completion of the exam as deemed appropriate by the program. The proctor shall collect all testing materials at the end of the time limit set for the test, quiz, or exam. Testing may not continue following the proctor's announcement that the time limit has been reached.

The answers placed on the test answer sheet or online testing platform will be considered final. Answer selections made in the testing packet will not be considered a final answer.

Students who are late to any test, quiz, or exam will be given the same end time as all other students who arrived on time.

- For example, a student who arrives 15 minutes late for a 60 question test will be given 45 minutes to complete the test. Any questions that are not complete at the end of the test limit will be marked as incorrect.

All students must retest at the date and time selected by the Manger or Program Director.

Only one student may be out of the classroom at any given time during a test, quiz, or exam. The student must have a bathroom pass and follow any additional instructions set by the proctor.

All electronic devices shall be left in the designated collection area set forth by the proctor. Students may be required to leave their cell phone(s) and/or smart watches prior to receiving testing materials.

A proctor may collect all testing materials and excuse the student from the testing session if cheating is suspected. The proctor shall notify the Program Manager or Program Director whenever a student is dismissed from a test, quiz, or exam. The Program Manager or Program Director shall investigate the claim in a timely fashion.

Missed Exam

Students who miss a unit exam or phase final will be handled on an individual basis. If it is determined that the absence from the exam is unexcused, the student will receive a zero for that exam or final and a retest will not be offered for the failing grade.

Exams must be taken by the date selected by the Program Manager or Program Director and/or specified in the Class and Clinical/Field Attendance Policy.

Test Review

Students are permitted to review their tests and quizzes based on the following parameters:

A. Reading quizzes may be reviewed for the duration of the phase. Following the end of a phase, reading quizzes from a previous phase may not be reviewed.

B. Unit tests may be reviewed for the duration of the phase. Following the end of a phase, unit tests from a previous phase may not be reviewed.

C. Phase finals as well as the program final may not be reviewed.

D. Students must provide the administrative offices at least 24 hours (business days only) notice that they wish to review testing material.

E. Students may take notes but may not write any questions word-for-word (or paraphrased).

F. Students must leave their cell phones, or any picture taking device in a location set by staff members.

Assignment Completion

All assignments shall be completed and submitted by the respective due date. Failure to complete an assignment by the due date may be considered a violation of the Code of Conduct and therefore may result in disciplinary action up to and including dismissal.

Tutoring

For areas of weak performance, student tutoring for didactic and practical skills material is available upon request, at any time. The Paramedic Education Staff may require tutoring for certain students they feel need assistance. Students must be prepared for tutoring sessions. Failure to do so may prohibit further tutoring assistance.

Lab Documentation

If a student completes more than the required skill attempts in a lab session, their additional attempts must be recorded on a Lab Variance Form. Failure to record the skill attempts on the Lab Variance Form will result in deletion of the additional attempts. If a student fails to meet the minimum skill attempts as recorded on the lab agenda, then the student will need to:

1. Record their variance on a Lab Variance Form
2. Obtain the minimum required skill attempts at a later time, as approved by the Program Coordinator and/or Program Director or Manager.

Program Conferences

Mandatory Program Conferences will be scheduled in the middle of each phase. Students will meet with the Program administrative staff to review each student's individual progress academically, clinically, and affectively. Students who are behind will be counseled and may be placed on academic or clinical probation with a remediation plan to be followed by that student.
Failure to attend scheduled program conference may be cause for disciplinary action up to dismissal from the program at the discretion of the Program Manager and/or Program Director.

Clinical & Field Policies

Clinical Sites

The Paramedic Education maintains affiliate agreements with various hospitals, fire departments, EMS agencies, and other healthcare institutions. Should a clinical site revoke student rotation privileges, the program will work with the student to place them with other agencies. The program reserves the right to add, change, or remove clinical and field rotation agreements. Students will be notified in writing of clinical and field affiliation changes. For a list of current hospital and field sites, contact the Program's clinical coordinator .

Clinical Outline

Students will be required to meet all the minimum clinical objectives and skills to successfully complete the described clinical regardless of the amount of contact hours unless specific hour requirements are indicated. The program reserves the right to add or delete clinical hours or objectives if deemed necessary.

Clinical objectives and skills are listed in the Clinical Manual. The approximate hours students should schedule for each clinical rotation for each phase of the program are listed on the Didactic/Lab – Clinical Internship page. Again, it may take more or less hours to complete each skill competency requirement in a clinical area.

Required Skills

Required competencies are listed on each clinical performance sheet. Failure to meet the minimum required skills and/or hours at the end of a phase will be cause for clinical probation and a time frame for completion of the delinquent skills.

Unsatisfactory performance during any clinical rotation will be cause for dismissal.

Clinical Supervision: The student may not perform any advanced life support skills without the direct supervision and in the immediate presence of a physician, RN, paramedic, or lab technician (for blood draws only) who are approved by the program. Students may only perform skills for which they have demonstrated competence, and which are within the scope of practice of the staff directly supervising them while at a specific clinical shift.

Any supervising facility may immediately terminate any student procedure or scheduled clinical rotation, at any time for any reason.

Students may not and will not perform any skills above their level of training and certification outside of the realm of this program or its affiliations. The program denies any responsibilities for the actions of an enrolled student performing any skill that is not covered by the student's own certification. No student can function or practice paramedic skills outside of the scheduled and approved program clinicals as reflected on Platinum Planner. It is against the law to perform any advanced skill without proper certification in the state of Ohio. Those students who fail to comply with this law will be dismissed from the program.

Students will not be allowed to take a final phase and program written/practical exam if the required clinical requirements are not met.

Certain clinical units will have a specified closing date. Students must have all required clinical skills completed by those set dates. Clinical rotations will not be allowed once those areas close. These dates are listed on the Syllabus and in the Clinical Manual. There will be no exceptions. Per the policies relating to Platinum Planner, there will be lock out dates for scheduling clinicals. Make sure these lockout dates are understood and followed.

EKGs: To obtain credit for this ALS intervention, students shall submit an attachment to their documentation showing the actual EKG. All protected health information should be redacted (Name, DOB, MRN, etc.). Failure to upload a copy of the EKG to the documentation will result in non-credit for the ALS skill.

Field Internship Capstone

Each student is required to complete a Field Internship Capstone per CoAEMSP/CAAHEP. The Field Internship Capstone will begin once all new material has been taught and all program clinical requirements have been met. The Field Internship Capstone is a mandatory experience for each student that specifically requires 20 successful Team Leads after all new material has been taught and all program clinical requirements have been completed. Students will have approximately 7-8 weeks to complete the “Capstone” near the end of the Program as outlined on the course syllabus.

Students who do not complete the “Capstone” will be required to continue completing field internship rotations until the 20 successful Team Leads have been completed. Additionally, the student will not be permitted and/or released to take the National Registry Written Examination until the “Capstone” has been completed.

Team Leadership Objective: The student has successfully led the team if they have conducted a comprehensive assessment (not necessarily performed the entire interview or physical exam, but rather been in charge of the assessment), as well as formulated and implemented a treatment plan for the patient. This means that most (if not all) of the decisions have been made by the student, especially

formulating a field impression, directing the treatment, determining patient acuity, disposition and packaging/moving the patient (if applicable). Minimal to no prompting was needed by the preceptor. No action was initiated/performed that endangered the physical or psychological safety of the patient, bystanders, other responders or crew. (Preceptors should not agree to a "successful" rating unless it is truly deserved. As a general rule, more unsuccessful attempts indicate willingness to try and are better than no attempt at all.)

Probation

Should the Program Clinical Coordinator, Program Manager, or Program Director feel as though a student is not maintaining adequate performance to meet graduation and/or phase requirements, a student may be placed on probation as outlined below. Program administrative staff reserve the right to create a Performance Improvement Plan at any time.

Clinical Probation

Clinical probation may be the result of but is not limited to deficiency in clinical hours, scheduling, documentation, patient contacts, assessments, or skills. Students placed on clinical probation at the end of a phase for failure to achieve the minimum skill/hour requirements, must complete their remediation plan prior to beginning clinical/field hours for the next phase of the program. Students may only be on clinical probation **once** during the entire duration of the program. Failure to achieve both minimum skill and hours requirements, will constitute failure of the program and will lead to dismissal.

Academic Probation

A. Any student who fails 50% of the unit tests offered in a phase, shall be placed on academic probation, pending dismissal. Should a student fail an additional unit test in the phase, the student will be dismissed from the program.

B. All students are required to maintain an overall course average of ≥75% at all times in the program. If a student falls below a 75% following a unit test, the student will be placed on academic probation, pending dismissal. Failure to increase a student's overall average to ≥75% by the next unit test, will result in dismissal from the program.

C. Failure to have an overall average ≥ 75% at the end of a phase shall result in dismissal from the program.

Program/Community Service

The Program Coordinator, Program Manager, or Program Director may assign program/community service hours in lieu of disciplinary action, at their discretion. Unless otherwise noted within the policies, the student must agree to the terms of the program service in writing. Participation in program/community service is completely voluntary. Should a student not wish to participate in the program/community service in lieu of disciplinary actions, then the appropriate disciplinary step will be enforced.

Qualifications for a Certificate to Practice

All students must meet the requirements as outlined in OAC 4765-8-01.

> (A) An applicant for a certificate to practice as an emergency medical responder, emergency medical technician, advanced emergency medical technician, or paramedic must meet the following requirements:
>
> (1) Submit a completed application on a form approved by the board;
>
> (2) Successfully complete an EMS training program through an accredited institution, pursuant to section 4765.17 of the Revised Code and Chapter 4765-7 of the Administrative Code, and receive a certificate verifying completion of such program at the level for which the certificate to practice is sought. Such program must have been completed no more than two years prior to making application;
>
> (3) Submit documentation of successful completion of the following federal emergency management agency training courses:
>
> (a) National incident management system course IS-700.b:
>
> (i) For online courses, the web site can be accessed at

http://training.fema.gov/emiweb/IS/crslist.asp;
(ii) For materials and information for instructor led, classroom-based courses, the web site can be accessed at https://training.fema.gov/is/coursematerials.aspx?code=IS-700.b;

(b) Incident command system course IS-100.c:
(i) For online courses, the web site can be accessed at http://training.fema.gov/emiweb/IS/crslist.asp;
(ii) For materials and information for instructor led, classroom-based courses, the web site can be accessed at https://training.fema.gov/is/coursematerials.aspx?code=IS-100.c.

Completion of the above courses is mandated by the department of homeland security pursuant to homeland security presidential directives five (HSPD-5, February 28, 2003) and eight (HSPD-8, March 30, 2011) and approved by the board as being necessary for initial training.

(4) Pass an initial certification examination in accordance with rule 4765-8-05 of the Administrative Code;
(5) Be at least eighteen years of age;
(6) Has not been convicted of, pled guilty to, had a judicial finding of guilt for, or had a judicial finding of eligibility for treatment and/or intervention in lieu of conviction for, any of the following:
(a) Any felony;
(b) A misdemeanor committed in the course of practice;
(c) A misdemeanor involving moral turpitude;
(d) A violation of any federal, state, county, or municipal narcotics or controlled substance law;
(e) Any act committed in another state or jurisdiction that, if committed in Ohio, would constitute a violation set forth in this paragraph.
(7) Has not been adjudicated mentally incompetent by a court of law;
(8) At the time of application, is not under indictment for any felony or has any misdemeanor charges pending as outlined in paragraph (A)(6) of this rule;
(9) Does not engage in the illegal use or illegal acquisition of controlled substances, alcohol, or other habit-forming drugs or chemical substances while on duty as an EMS provider;
(10) Has not committed fraud or material deception in applying for, or obtaining a certificate issued under Chapter 4765. of the Revised Code;
(11) Has not been convicted, in this state or another state, of providing emergency medical services or representing self as an EMS provider without a license or certificate, or similar crime directly related to the profession of EMS;
(12) If the applicant is, or has been, certified or licensed as an EMS provider in this state or another state, the applicant's certificate or license is not currently on probationary status, nor has it been suspended or revoked by the board or the EMS certifying or licensing entity in another state.

(B) In deciding whether to grant a certificate to practice, the board has the following options:
(1) The board shall issue a certificate to practice to an applicant who meets all of the requirements listed in paragraph (A) of this rule;
(2) The board shall refuse to grant a certificate to practice to an applicant who fails to meet one or more of the requirements listed in paragraphs (A)(1) to (A)(5) of this rule;
(3) The board may grant, refuse to grant, or limit a certificate to practice to an applicant who meets the requirements listed in paragraphs (A)(1) to (A)(5) of this rule, but fails to meet one or more of the requirements listed in paragraphs (A)(6) to (A)(12) of this rule.

Miscellaneous

A. As part of the student's training in intravenous (IV) therapy, the students are required to start an IV on a fellow student or instructor. Every student is expected to participate but may request to not have an IV placed in them. This request must be made to the Program Manager or Program Director. Please review the Volunteer Human Subjects for Educational Purposes policy for more information.

B. Program administration/medical director may disallow an individual test question, written exam, or practical skill evaluation, if in their judgment; it is in the best interest of student/class performance.

C. Replacement of any required textbooks will be mandatory and will come at the expense of the

student. If a student fails to replace a mandatory textbook in a timely manner, they will be subject to corrective action.

D. Cleveland Clinic Student ID badges and Akron Children's Hospital Student ID badges must be returned when student departs from the program. Transcripts and certification cards will be held until these items are returned.

E. Cleveland Clinic, Cleveland Clinic Akron General, the School of Health Professions, the Paramedic Education Program, nor any clinical or field partner is responsible for lost or stolen items.

Program Disruption

In the event that there is a disruption to the program, such as: weather, fire, illness, national emergency, or similar event, the Program Director reserves the right to make necessary changes to ensure compliance with all requirements set by the Paramedic Education Program, Cleveland Clinic, the State of Ohio, the National Registry, and the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions. In the event of a program disruption, the Program Director shall notify the students via email of any programmatic changes. All existing policies will be enforced unless otherwise stated in writing by the Program Director.

Content Delivery

If needed, the Program Director reserves the right to transition all content delivery to an online platform, such as Zoom, Microsoft Teams, WebEx, or other online platform, pending accreditor and regulatory approval. All students are required to attend all online learning sessions. The attendance policy, student conduct, and dress code shall be enforced, unless otherwise stated by the Program Director. All students will be required to have their microphone and video on throughout the entire session, unless otherwise stated by the Program Director.

Testing

If needed, quizzes and exams may occur using EMS Testing. The Program Director may require that the Secure Browser function be enabled. Students found or suspected of cheating will be subject to the disciplinary actions found within the course policies. Additionally, the Program Director may require smaller group testing for proctored sessions. Testing session times will be determined at the discretion of the Program Director.

Clinical and Field Rotations

If clinical and/or field sites close, students will be notified via email. Students will be allowed to schedule themselves at other clinical and/or field sites as necessary to meet program requirements. In the event of multiple clinical and/or field site closures, or in the event of an extenuating circumstance (natural disaster, pandemic/epidemic, etc.), the Program Director reserves the right to close all clinical and field rotations until such time that it is safe and appropriate to resume clinical and field activity. In the event that the program disruption is due to an illness/virus, additional PPE may be required by the program, as well as clinical and field sites. All PPE will be provided by the program and a supplemental PPE Policy may be distributed if warranted. If the program is unable to obtain PPE, all clinical and field rotations will be cease until necessary PPE is obtained and distributed. The Program Director also reserves the right to reassign clinical hours as needed to meet the requirements of all program governing bodies.

Lab

In the event of program disruption, the Program Director will determine if it is safe and appropriate to continue labs. Lab schedules, lab session times, and the number of students per group may be limited, expanded, or changed to meet the needs of the program and to comply with applicable regulations. In the event that it is not safe or appropriate to continue meeting for labs, all lab sessions will cease until it is safe and appropriate to resume meeting for lab sessions.

Simulation

As allowed by the various regulatory bodies noted above, simulation may be substituted for certain skills and assessments as approved the Program Director, Medical Director, Advisory Committee, and

regulatory entities.

Program Schedule

In the event of program disruption, various changes may be made to the schedule, including, but not limited to dates and times of labs, lectures, exams, phase finals, program final, and the graduation date of the program. Students will be notified in writing of changes to the sequencing of the program.

Change of Policies of Programs in Progress

The program reserves the right to change course policies contained herein if it is deemed by the Program Director, Medical Director and staff that it is in the best interest of the education and health of the student and patient care. Students will be notified in writing should a change occur.

Credits Upon Paramedic Program Completion

The University of Akron is accredited by the Higher Learning Commission (HLC), one of the six federally recognized regional accreditors in the United States.

In order to successfully complete this program, the student must successfully complete and pass all required courses and phases. This program accounts for 30 college credit hours. Per an articulation agreement with the University of Akron, any student who graduates from the Cleveland Clinic Akron General EMS Education Program is eligible to apply 30 credits towards their Associate of Applied Science degree in Fire Protection Technology or the Bachelor of Science degree in Emergency Management.

Cleveland Clinic Akron General students may need to attend course related activities, including lectures, lab sessions, simulations, testing, or other similar sessions on a University of Akron Campus. Students must abide by all University of Akron rules, regulations, and policies at all times while functioning in a student capacity. Should a student violate a rule, regulation, or policy of the University of Akron, the student may face program disciplinary action in addition to that prescribed by the University of Akron. Should a student be dismissed from the University of Akron, or no longer be permitted to be on a University of Akron campus, the student shall be dismissed from the Paramedic Education Program.

Code of Conduct

Code of Conduct applies to didactic, clinical, laboratory and field rotations. Conduct appropriate to the role as a student and a member of the healthcare team is expected. The student will maintain standards of behavior required for all hospital personnel. Please be advised that any Code of Conduct infraction could lead to the reporting of the student to the Ohio Department of Public Safety, EMS Division for further review of the student's Ohio EMT status. The clinical preceptor and/or program staff reserves the right to remove a student from a clinical rotation, laboratory session or didactic session if the students' conduct is deemed inappropriate. Violations of the Code of Conduct will be addressed pursuant to the SOHP Corrective Action Policy. Probation or dismissal from the program may be considered for inappropriate behavior including but not limited to:

1. Sleeping, inattention, or lack of participation during course related activities.
2. Dishonesty, gambling, theft, or destruction of property.
3. Fighting with or striking a staff member, student, visitor, patient, or volunteer.
4. Odor of alcohol, intoxication and/or illegal use of drugs while participating in course related activities.
5. Any breach of confidentiality of medical information concerning a patient. (See HIPAA Policy)
6. Repeated failure to report for assigned didactic, laboratory, clinical or field rotations.
7. Rude, demeaning, threatening or otherwise inappropriate activities or comments about or towards the hospital, employees, students, visitors, or patients.
8. Failure to follow the directions of a clinical preceptor or other staff member.
9. Performing clinical or technical skills without required supervision or beyond the scope of assigned student responsibilities.

10. Repeated failure to complete and turn in clinical forms by the deadline.
11. Inappropriate use of program equipment, props, supplies, or other training resources.
12. A breach of policies and procedures contained in the Course Policies document pertinent to the class the student is enrolled.
13. Cheating on any written exam or quiz, or during any practical exam.
14. Falsification of any documents to include initial application and required paperwork, clinical forms, attendance records, assignments, or patient care reports.
15. The use of any electronic device while in the classroom or clinical/field arena is prohibited for personal use unless on an authorized break away from the classroom/ patient care area. This includes headphones, which are prohibited in all classroom and clinical/field spaces at all times. The use of electronic devices such as laptops, tablets, or cell phones are allowed only under the following circumstances:
    a. Classroom – During orientation/training and/or questions regarding Platinum Planner
    b. Classroom – For use to record audio of lecture or video chat a student who is absent (with instructor permission only).
        i. Audio/video recordings will not be permitted during quiz, test, or exam review.
        ii. At any time, any staff member has the authority to request students to turn off all recording devices.
16. Disruptive behavior during didactic or lab sessions.
17. Any action or inaction that directly contributed to patient injury, illness, or death. Also, any unsafe action or inaction that had the potential to negatively affect patient safety and overall well-being.
18. Students are not permitted to argue test questions during test review. Students may ask clarifying questions, but argument will not be accepted nor tolerated. Arguments during class will not be tolerated and will be considered insubordination. This may result in student dismissal.
19. Any violation of University of Akron, clinical or field partners, or other program affiliated agency's rules, regulations, or policies.

Electronic Devices – Classroom/Testing

- Electronic devices are strictly prohibited during the classroom and during testing, unless previously authorized by the Program Director or Program Manager.
- Electronic devices include cell phones, tablets, laptops, computers, smart watches, calculators, and wireless headphones.
- Cell phones may be required to be placed into a designated holding area during class and/or lab at the discretion of the Program Director, Program Manager, or instructor for the day.
- Cell phones and other electronic devices including smart watches must be placed into a designated holding area during all tests, quizzes, or exams.

Potential Applicants with Criminal Convictions

Individuals with a criminal record who are interested in obtaining an EMS or fire certification may independently inquire whether their criminal record disqualifies them from obtaining a certification. The School of Health Professions does not submit this request on behalf of students. If you would like to make a request, you must submit your request in writing to the Division of Emergency Medical Services, provide details of the criminal conviction(s), and pay a fee of $25. Acceptable forms of payment are either check or money order made payable to the Ohio Treasurer of State.

Details of the criminal conviction include:

- the court where the conviction occurred
- criminal case number
- statute or ordinance violated
- offense name
- offense date
- conviction date

- the facts underlying the conviction

Certified court journal entries showing the indictment, criminal conviction, and sentencing, as well as the police report related to offense, must be provided to the Division of EMS. Failure to provide these records may result in a delay in processing your request.

***For EMS certification**, the Emergency Medical, Fire, and Transportation Services Board may deny any application for any conviction of, plea of guilty to, a judicial finding of guilt for, or a judicial finding of eligibility for treatment and/or intervention in lieu of conviction for: any felony, a misdemeanor involving moral turpitude, or a violation of any narcotics or controlled substance law.*

Whether a conviction is disqualifying will depend on the seriousness of the offense, the underlying facts related to the offense, length of time since the offense occurred, or any other relevant factors. Even if a criminal offense is not disqualifying, an applicant could be subject to discipline based on prior criminal convictions, which could include a suspension, fine, reprimand, or probation. It is also possible that a conviction will not result in discipline.

A disqualifying offense may be overcome if the individual possesses a Certificate of Qualification for Employment issued under section 2953.25 of the Ohio Revised Code or a Certificate of Achievement and Employability issued under section 2961.22 of the Ohio Revised Code. For further information on Certificates of Qualification for Employment, please visit the Ohio Department of Rehabilitation and Corrections website.

Individuals interested in a determination of whether their criminal conviction is disqualifying may submit their request to the Division of Emergency Medical Services at:

Division of Emergency Medical Services
Office of Investigative Services
P.O. Box 182073
Columbus, Ohio 43218-2073

For more information: https://ems.ohio.gov/programs-services/investigation-discipline/criminal-convictions