

# Pandemic/ Emergent Event Policy for Student Program Completion

## 1. PURPOSE

- a. The purpose of this document is to provide guidance to students, faculty, and adjunct staff regarding interruptions in the normal operating procedures of all EMS programs.

## 2. SCOPE

- a. EMT and Paramedic student clinical and field experience, proctored examinations, and didactic and laboratory content

## 3. REFERENCES

- a. <https://www.cdc.gov/>
- b. [https://kbems.kctcs.edu/news\\_and\\_events/2020-coronavirus.aspx](https://kbems.kctcs.edu/news_and_events/2020-coronavirus.aspx)
- c. <https://kctcs.edu/covid-19/>
- d. <https://www.ed.gov/coronavirus?src=feature>
- e. <https://coaemsp.org/>
- f. <https://www.who.int/>

## 4. RESPONSIBILITIES

- a. Program Coordinator
  - i. Review CDC, KBEMS, and Department for Health/ Human Services guidelines for pandemic/ emergent event activity
  - ii. Adhere to KCTCS policies regarding pandemic/ emergent event closures
  - iii. Communicate directly with Medical Director, Clinical Coordinator, Instructors, Clinical and Field internship Preceptors, and Students
  - iv. Maintain up-to-date contact information for program faculty and students
  - v. Communicate site closures and reassignments to Medical Director, Instructors, and Students
  - vi. Explore options for proctored examinations during times of quarantine or facility closure
- b. Clinical Coordinator
  - i. Review CDC, KBEMS, and Department for Health/ Human Services guidelines for pandemic/ emergent event activity
  - ii. Communicate directly with Program Coordinator
  - iii. Ensure that students utilize proper handwashing and PPE during clinical activities
  - iv. Immediately report any potential exposure following exposure plan for students
  - v. Attempt to assign students to alternative clinical or field internship sites in the event of site closure or limitation
- c. Instructors
  - i. Ensure that students utilize proper handwashing and PPE during classroom and laboratory activities
  - ii. Work with Program Coordinator and Clinical Coordinator to complete high fidelity simulation training on skills that cannot be completed during emergent closures
  - iii. Stay in communication with testing centers to ensure operation for proctored examinations
  - iv. In the event of campus closure, didactic materials will continue on the Blackboard Learning Management System during normal scheduled class times

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- v. In the event of proctored centers closing, explore alternative means for proctored examinations such as *Respondus Lockdown Browser* through Blackboard
  - d. Clinical Faculty
    - i. Ensure that students utilize proper handwashing and PPE during clinical activities
    - ii. Immediately report any potential student exposure to Clinical Coordinator, following exposure plan for students
    - iii. Report any change in status of clinical sites acceptance of students to the Clinical Coordinator
  - e. Field Internship Preceptors
    - i. Ensure that students utilize proper handwashing and PPE during field internship activities
    - ii. Immediately report any potential student exposure to Clinical Coordinator, following exposure plan for students
    - iii. Report any change in status of field internship sites acceptance of students to Clinical Coordinator
  - f. Students
    - i. Follow affective behavior guidelines listed in the EMS Student handbook
    - ii. Immediately report any potential exposure following exposure plan for students
    - iii. Report any diagnosis of a communicable disease immediately to the Program Coordinator, and follow recommended guidelines for self-quarantine and notification as listed by the Centers for Disease Control.
    - iv. Understand that clinical and field internship sites have the right to refuse student admission based on current health climates
    - v. Always wear recommended PPE and make sure PPE is properly fitted. Report any instance of ill-fitting PPE or lack of PPE available at clinical or field internship sites
    - vi. Err on the side of caution by not having contact without first using proper PPE
    - vii. Be prepared to travel to alternative locations outside of normal mileage range in order to complete required program minimum student competencies
    - viii. UNDERSTAND THAT TEAM LEAD CONTACTS CANNOT BE SIMULATED
    - ix. In the event of campus closure, didactic materials will continue on the Blackboard Learning Management System during normal scheduled times
- 5. SANCTIONS
  - a. If students cannot/ will not attend alternative clinical or field internship sites, then the policy regarding failure to meet established program minimum competencies will be implemented. This includes but is not limited to:
    - i. A grade of incomplete issued to the student while reasonable time is offered to meet established program minimums.
    - ii. A grade of unsuccessful issued to the student in the event that the student does not meet required minimum competencies in a reasonable amount of time.