

GFC-UPMC-CEM
Paramedic Training Consortium

Policy Manual

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Welcome from the Program Director

Dear EMS Student,

Welcome to GFC-UPMC-CEM Paramedic Training Consortium! Our faculty is committed to providing you with the best educational opportunities for you to be successful in the EMS profession that you have chosen. The mission of our EMS programs is to be responsive to current and evolving health care needs of our community by providing EMS education. We add value to our students' lives by offering a student oriented learning environment, which is affordable and accessible to a diverse student population. We recognize that our students are members of the community in which they are receiving their education, and as such, they are stakeholders in the health and welfare of this community.

Being an EMS student at GFC-UPMC-CEM PTC, you are making a commitment to adhere to the student rights and responsibilities of the EMS Training Institute, including achievement of high academics and mastering the skills necessary to provide quality EMS care. Additional EMS Training Institute policies and guidelines are provided in this EMS Training Institute Policy and/or Clinical Handbook. Each EMS program will have specific policies outlined in the syllabus or supplements provided to you at the start of your education here. All of these policies will also be available online. We are committed to keeping our policies up to date and current and will do so by reviewing them annually with our faculty and administration.

Each of you will be asked to sign and return a statement indicating you have read and agree to comply with all GFC-UPMC-CEM PTC policies and guidelines contained in this handbook and in your syllabus. If you have any questions regarding any policy or guideline, please ask your faculty instructor.

Finally, thank you for allowing us to assist you in meeting your EMS educational goals. Our faculty is committed to affording you every learning possibility and is eager to help you attain your goals. Good Fellowship believes that providing high quality EMS education is paramount to the future of EMS and its providers in our area and throughout the country. We all are looking forward to your time spent learning with us!

Sincerely,

Jerry Peters
Program Director

Paramedic Program Structure (Consortium)

The **Paramedic Training Program** at Good Fellowship Ambulance & EMS Training Institute is a consortium partnership with The University of Pittsburgh Medical Center, Center of Emergency Medicine.

Throughout all documents and materials, the entity will be referred to either as the “Program,” or GFC-UPMC-CEM PTC

EMT and Other Program Structure

All other training programs at Good Fellowship Training Institute (EMT, AEMT, etc.) remain under GFTI licensure with the PA DOH, and are referred to as “GFTI”.

Mission Statement

To provide emergency medical services to anyone in need in our greater West Chester service area. Further, Good Fellowship will provide first aid, CPR and other safety-related educational programs to the community, as well as provide trained qualified personnel to other Chester County emergency service organizations through our EMS Training Institute.

Vision

The Good Fellowship EMS Training Institute and GFC-UPMC-CEM PTC strive to be the sole sought-after training institution in the field of EMS education. We desire to be seen as an organization that:

- cares about the educational experience of our students by providing a quality, enriched learning environment
- has a learning community of EMS educators, scholars and mentors where students and faculty benefit through the exchange of ideas and the transfer of knowledge
- whose faculty and staff are highly respected and recognized for their expertise at the local, state and national levels
- is cutting edge and whose the faculty is committed to the latest research and technology in EMS and education
- whose faculty and staff are committed to the continuous process of self-improvement, enlightenment, critical thinking, and constant dialog with colleagues of differing backgrounds, world views, and approaches to pre-hospital emergency medicine
- an institution whose academic environment is one that is encouraging, cooperative, interactive, challenging and supportive

Purpose

This manual serves as the general guidelines for how GFC-UPMC-CEM PTC / GFTI operates as a whole. It is intended to be a guide as to how the institute’s faculty, staff, guests, and students should and will operate. A copy of this manual will be distributed to all employees at the start of their employment with the institute. Student will receive a copy of the manual at the start of each class. The contents of this manual should be reviewed thoroughly by all persons interacting with the training institute. Any questions regarding the manual should be addressed to any faculty member.

As future needs arise, revisions and additions will be made to this policy manual at the discretion of GFC-UPMC-CEM PTC / GFTI faculty. Current students will be notified in writing of any changes.

Definitions

- Administration
 - Training Director & Program Director are ultimately responsible for all aspects of the training institute.
- Faculty
 - the academic staff of the training institute including the following: Paramedic Program Director, Clinical Coordinator, BLS Course Coordinator, and Practical and Simulation Coordinator
- Adjunct Staff
 - the practical and lecturing instructor staff including: lecturer, practical instructor, subject matter expert, independent instructor
- Support Staff
 - Student/Faculty Liaison, standardized patient actor, administrative support staff

Accreditation

The GFC-UPMC-CEM Paramedic Training Consortium has been issued a Letter of Review by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). This letter is NOT a CAHHEP accreditation status, it is a status signifying that a program seeking initial accreditation has demonstrated sufficient compliance with the accreditation Standards through the Letter of Review Self Study Report (LSSR) and other documentation. Letter of Review is recognized by the National Registry of Emergency Medical Technicians (NREMT) for eligibility to take the NREMT's Paramedic credentialing examination(s). However, it is NOT a guarantee of eventual accreditation.

To contact CoAEMSP:

8301 Lakeview Parkway Suite 1110312
Rowlett, TX 75088
214-703-8445
FAX 214-703-8992
www.coaemsp.org

University of Pittsburgh Medical Center accreditation is through The Joint Commission (TJC) formerly, The Joint Commission on the Accreditation of Healthcare Organizations (JCAHO). Information can be found on our websites.

Good Fellowship Training Institute
West Chester, PA
610-431-2303
<http://www.goodfellowship.com/courses/paramedics/>

Program Description and Learning Objectives

The GFC-UPMC-CEM PTC is a one year diploma program, and provides training for the student in necessary cognitive (knowledge) and psychomotor (skills) advanced life support skills necessary for an entry level paramedic to successfully operate in a prehospital or clinical setting.

Our program utilizes current and modern equipment based on the national education standards for EMS, and prepares the student to pass the psychomotor and cognitive National Registry exams.

Program Objectives

The objectives of the program are:

TO PREPARE COMPETENT ENTRY LEVEL EMERGENCY MEDICAL TECHNICIAN-PARAMEDICS IN THE COGNITIVE (KNOWLEDGE), PSYCHOMOTOR (SKILLS), AND AFFECTIVE (BEHAVIOR) LEARNING DOMAINS.

Academic Calendar

At the start of each program, a class schedule will be distributed to each student in paper and electronic form. The electronic form will be located in “Documents” on fisdap.com. Updates and changes to schedules will either be announced during class, via e mail, or a ‘live’ copy will be available on the program’s website, i.e. JBCourse.com, FISDAP, etc..

Although this program allows the student to complete the program in one year, it still requires a significant commitment from the student. The program meets for the didactic classes on Tuesday and Thursday evenings.

Additionally, Students will meet every Saturday for 8 hours: 4 hours of didactic classes and 4 hours of practical skills development for the first half of the year and every other Saturday for the second half of the year. Students are expected to complete clinical and field rotations on non- class days.

Orientation: August of each year (1 night)

First Day of Class: First Tuesday after Labor Day

Class Days: Tuesdays and Thursdays – 6:30 PM to 10:30 PM

Lab Days: Saturdays – 8:00 AM to 5:00 PM (weekly first phase and bi-weekly second phase)
Includes 1 Hour Lunch Break

Phase 1: First day of class to December 31st

Phase 2: January 1st to May 31st

Summative Field Evaluation: June & July of each year

Skills Evaluation Weekend: July of each year

Final Written Exam: July of each year

Program Graduation: July of each year

National Registry Skills Exam: August of each year

Attendance Policy

The student's attendance in the course must equal or exceed 70% of the total class, and equal or exceed 70% of laboratory classes.

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**.

Clinical Learning

Clinical training provides an opportunity to develop and apply clinical knowledge and skills to the actual treatment of in-hospital emergency patients. Students are required to average between 16 – 24 clinical hours per week.

As students are instructed in the theoretical practice of emergency medicine, they participate in various supervised clinical experiences. These experiences are designed to refine the skills involved in patient care.

During clinical and field training, students have an opportunity to rotate through some of the area's most respected emergency medical services and health care facilities. While in training, each student completes in-hospital clinical experience in the following areas:

- Emergency Department
- Critical Care (Trauma ICU, Cardiac Cath Lab, etc.)
- Burn Care
- Anesthesia Department
- Pediatrics
- Trauma Team / Critical Care
- Respiratory Care
- Communications Center

Field Rotations

As part of the program, students complete field clinical course work with a number of excellent emergency medical services agencies in the Chester, Delaware and Montgomery County areas. Each student is required to complete a **MINIMUM** of 120 Hrs. per phase of class (360 hours minimal total).

The field clinical training enables students to apply their knowledge and clinical skills in the out-of-hospital environment. Each student is supervised by an experienced paramedic who will serve as a preceptor and mentor during each shift.

At the successful completion of the didactic and clinical courses, students are required to complete an additional 120 hour Summative Field Evaluation. This summative evaluation provides students the opportunity to serve as a team leader and to demonstrate their knowledge and skills in the role of an entry level paramedic. Students will be assigned to two experienced field preceptors for their summative field experience. **SEE: "Team Leads" in your Clinical Manual**

Clinical & Field Requirements

Clinical and field requirements are based on a minimum number of hours AND a minimum number of specific skills as set by the Paramedic Training Advisory Committee, following national guidelines. Students will be required to complete a set amount of skills per phase before proceeding to next requirement.

A list of skills requirements will be distributed to each student at the beginning of the year.

Policy for Performing Service work during the program

Students are not permitted to function as an employee of an agency while acting as a student in a clinical or field site. Likewise, during hours of employment, students shall not perform any advanced skills that are outside their scope of practice for their current certification level.

Specialty Certifications

As part of the curriculum design, the didactic and practical experiences allow the students to acquire the knowledge and skills necessary to obtain certification/successful course completion in the following specialty courses:

- Cardiopulmonary Resuscitation (CPR)
- Advanced Cardiac Life Support (ACLS)
- Advanced Medical Life Support (AMLS)
- Pediatric Advanced Life Support (PALS)
- Prehospital Trauma Life Support (PHTLS)
- Emergency Pediatric Care (EPC)

Non Discrimination

GFC-UPMC-CEM PTC does not discriminate on the basis of sex, race, national origin, religion, age, political beliefs, disability, veteran status or any other factor, in its employment practices or in its policies relating to recruitment of students. We do reserve the right to revise tuition and fees without prior notice if it becomes necessary.

Requirements for Admission

1. Be a current state or Nationally Registered EMT with a valid credential.
2. Have either a High School diploma or a recognized GED.
3. The student must pass a qualifying written exam to be accepted to the Paramedic Program.
4. The student must pass an oral interview with select panel members from PTC faculty and other EMS professionals.
5. Pass a criminal background check.

6. Pass a Pennsylvania Child Abuse Background check.
7. Pass an Enrollment Physical which includes a drug screen.

Additional Requirements

The following aptitudes are required by the PA DOH and are a minimum foundation that each program builds upon. Please see specific course handbook for further information on requirements.

Aptitudes:

- Vision:
 - students must have visual acuity sufficient to distinguish visual color discrimination in examining patients and determining by appearance diagnostic signs that require immediate detection and proper action
- Hearing:
 - students must have hearing acuity sufficient to receive verbal directions and instructions and to distinguish diagnostic signs
- Reading/Writing:
 - students must have the ability to read and write English sufficiently to read items such as prescription bottles, and to write English sufficiently to complete patient record forms and examination
- Physical:
 - students must have the ability to perform the skill objectives as outlined in the EMT National Standard Curriculum as well as the functional job description of an EMT provided by the Pennsylvania Department of Health Bureau of EMS

Note: A waiver request may be submitted in writing to the Program Director if accommodation is needed for any of these. A request for accommodation does not guarantee reprieve or special considerations. All accommodation requests must be submitted prior to the start of the second class and the Training Program will only offer the same accommodations as that is allowable from the Pennsylvania Department of Health Bureau of EMS. All students must have the aptitudes as listed above when taking the practical skills examination for certification. Medical problems must be resolved prior to taking the practical examinations.

Required Documents for Admission

Certain documents are required for admission to class and must be completed BEFORE you start Clinical and Field rotations. These documents include (but not limited to):

- Federal Bureau of Investigation Background Check
- Pennsylvania Criminal Background Check
- Child Abuse Check – PA and DE
- Elder Abuse Check
- Proof of Vaccinations
- Preadmission Physical and Drug Test

Failure to complete the required documentation by the specified time will result in expulsion from the program.

Required Clinical and Field Site Training

Each Clinical and Field site has its own requirements for employees as well as students for safety, information security, communicable disease prevention and other measures. Students will be informed of the procedure for accessing and completing this training **PRIOR TO STARTING CLINICAL OR FIELD ROTATIONS**. This training is usually computer-based.

You MAY NOT attend a Clinical or Field Rotation at any site that requires previous training until the training is completed!

Flu Shots

Clinical and Field sites require Flu Shots of all employees and students at their facility or other measures to restrict infection for those who cannot receive a flu shot (as directed by the facility). GFC-UPMC-CEM PTC holds a flu vaccination evening that allows all students to receive the vaccination free of charge.

You must either participate, show proof of vaccination from a healthcare professional, or proof of adverse reaction from a healthcare professional.

The Program director will provide all necessary information regarding this and other vaccination requirements. ***Clinical and Field Sites have the right to refuse you as a student if you do not participate in required vaccinations.*** You would still be responsible to complete the required hours and skills for each category as described in your Clinical Handbook.

Advanced Placement

No advanced placement policy is used for the GFC-UPMC-CEM PTC as it is a certificate program. Advanced placement may be recognized by institutions that GFC-UPMC-CEM PTC has an agreement with, or other institutions that accept credit hours from our program.

Transfer of Credits

GFC-UPMC-CEM PTC is a diploma program. At the successful completion of the program, the student is eligible to sit for the National Registry written and practical tests.

The student has the option to obtain credits through enrollment in West Chester University. Credits will be applied to a Bachelor's of Health Sciences. Contact the Health Sciences Department for Additional information (610) 436-3357.

Experiential Learning

No credit is offered for experiential learning.

Plan of Study for Completion of Each Phase

There are two phases (periods) for the program. Phase 1 runs from the beginning of class (September) to the winter holidays (December). Phase 2 is from January to the end of May.

Phase 1 Didactic	Phase 2 Didactic
A&P Patient Assessment	Pharmacology Cardiology/Respiratory Care

Fundamentals 1 EMS Operations	Pediatrics Foundations 2 Medical 1 All Specialty Certifications
Phase 1 Practical	Phase 2 Practical
CPR – Healthcare Provider IV Access / Medication Administration Advanced Airway Medical & Trauma Assessments Pediatric IV/IO Access & Advanced Airway Basic Skills	Simulation Exercises ACLS PALS EPC AMLS PHTLS Review all National Registry Skills

Criteria for Graduation

Satisfactory Academic Progress

It is the intent of the GFC-UPMC-CEM PTC to provide for the individual needs of the student and ensure you are afforded the best opportunity to successfully complete the cognitive and psychomotor requirements of the program. If you feel that you are in need of individual attention, it is available; however, it is your responsibility to ask for it.

You are expected to:

- Obtain a 70% or better in each class.
- If you fail to earn a 70% on the initial attempt at a test, you will be placed on academic probation. Failure to obtain a 70% or better the second time will result in academic dismissal from the program.
- Failure of 2 or more tests in one Phase will result in dismissal from the program.
- You must maintain an 80% grade average at all times. If your average falls below 80%, you will be placed on academic probation. Two consecutive phases on academic probation will result in academic dismissal from the program.

You are expected to take all of the quizzes and exams as scheduled. In the isolated instance when an emergency prevents you from taking an exam with a class, you must contact your instructor immediately.

All students must receive a 70% or better in all required tests in the professional curriculum.

Students who receive a grade below a 70% must successfully repeat that test (attainment of a grade of 70% or better).

The school reserves the right to drop a student at any time for reasons deemed adequate by the Program Director and faculty

Revision Date: January 20, 2015

Grading

Grading done by GFC-UPMC-CEM PTC is conducted by faculty and is strictly derived from the ratio of points earned to points possible. This applies to all assignments. Generally, course grading is based on the cumulative ratio of points earned to points possible. However, certain programs/courses may be graded on a weighted system, and if so, students will be informed at the beginning of the program. Formal explanation of a weighted grading system will be formally distributed and made available for reference either in writing or electronically. Traditionally, no course work is graded on a curve, however a member of the faculty can make exceptions as he or she sees fit. While grading at GFC-UPMC-CEM PTC is not done on the letter and plus/minus systems, the numerical percentage can be correlated to a traditional letter value, as seen below:

Letter Grade Grade Percentage

A	90 – 100 (4.0)
B	80 – 89 (3.0)
C	70 – 79 (2.0)
D	60 – 69 (1.0)
F	0 – 59 (0)

A grade of “Incomplete” (I) cannot be offered for any course as stipulated by Pennsylvania Department of Health, Bureau of EMS.

If an error in a student’s grade is discovered, the faculty member should correct the grade with notification having been made to the student and the Program Director. A student’s final grade may not be raised by doing additional assignments after the course has concluded or by revising previously submitted assignments.

Tuition, Fees and Program Costs

Tuition for the Paramedic Program is \$9,500[1](USD) (2015). **Tuition includes all books, materials and fees.** Payments are to be made on the following schedule:

1. A non-refundable deposit of \$500.00 (USD) is due upon acceptance into the program.
2. Various forms of payment are available upon request of administration.

Students may not proceed to the next session without having paid for that session due by the first day of that session.

Financial Aid

The GFC-UPMC-CEM PTC is eligible for Veterans Administration Educational Benefits. No other financial aid is available through the program.

Scholarships are also available through Boundtree Medical for qualified students. Please see their website: <http://www.boundtree.com/training/scholarships/>.

¹Tuition is subject to change. Please contact us for the most up-to-date tuition breakdowns.

Student Rights and Responsibilities

Student Rights

- the student has a right to competent instruction, course counseling, and adequate facilities; and in all areas has the right to expect the highest degree of excellence possible within the resources of the Training Institute
- the student has a right to protection from unreasonable and capricious actions by faculty, administration, and other students
- each student has the right to be considered for admission without regard to ancestry, religious or political belief, or country of origin
- each student has the right to know the rules by which he or she is governed through the medium of a clear and precise written explanation of the rules
- each student has the right to be free from sexual and other types of harassment and verbal abuse from other students and from instructors

Student Responsibilities

- the student has the responsibility to devote him/herself to the serious pursuit of learning and to respect the rights and opinions of others; including instructors, faculty, administration, and fellow students
- the student has the responsibility to comply with any and all the rules governing students of training courses
- the student has the responsibility to support academic integrity
- the student has the responsibility to conduct him/herself in accordance with generally accepted standards of conduct as embodied in society's laws and regulations
- the student has the responsibility to be in class and ready to learn by the specified start time
- the student has the responsibility to respect innovation and individual differences and to conduct him/herself so as not to violate the rights of other students and members of the administration and faculty
- the student has the responsibility to read all class material prior to coming to class
- the student has the responsibility to inform instructors and/or faculty of any issues or concerns they have regarding their progress in the course
- the student has the responsibility to bring all appropriate materials to every class session
- the student has the responsibility to take ownership of his or her own education

Appearance and Dress

It is the expectation of GFC-UPMC-CEM PTC that each student take personal ownership of creating an environment that is both professional and conducive to learning. While operating as a student and ambassador of GFC-UPMC-CEM PTC in any fashion, a student must be neat, clean, and wear appropriate clothing. This applies to both in and out of classroom, and is superseded by any specific dress/appearance policy that may exist for any particular program. Students must exhibit good personal hygiene at all times throughout their coursework at GFC-UPMC-CEM PTC. Pants or shorts must be waist-high and not lower than the hip line with undergarments never being visible. Shorts and skirts must be of an appropriate length and be no higher than that of the person's arm length when laid flat against the person's body. Skirts are not appropriate during practical sessions. It is also advised that students dress in layers during all times of the year as the building's temperature control setting can vary depending on location, faculty preferences, and weather. Any violation in this policy is grounds for immediate dismissal from class session at the discretion of the instructor. Consistent disregard to this policy can and will result in punitive disciplinary action.

Attitude

Students are to without question, maintain a positive attitude, professional manner, and a behavior that is appropriate to a classroom setting and conducive to learning. Poor morale and negative attitude is contagious and only disrupts the education of the other students and the effectiveness of the instructor. Inappropriate or offensive language will not be tolerated and violations can lead to dismissal from class. Students whose attitude is chronically poor and disruptive to the educational environment will face disciplinary action and potentially dismissal from the program.

Facilities

GFC-UPMC-CEM PTC is fortunate to be housed at a state of the art facility at Good Fellowship Training Institute. It is the responsibility of everyone to maintain a physical environment that is professional, neat, clean, and safe. Dispose of all trash appropriately and recycle when possible. At the end of each class please lower the chairs in the lecture room and push them under the table. When moving equipment, be careful not to mark the walls, damage equipment, pull carpet, or scuff/scratch floors. If you notice a problem, please bring it to the attention of instructor or faculty. Lastly, keep GFC-UPMC-CEM PTC as neat and clean as possible so that a professional and welcoming educational environment is always exuded.

The parking lot to the right of the main entrance is for members only, as are the parking stalls directly in front of the main entrance. Please do not park in these areas, but feel free to park in any other location.

Access Cards/Photo Identification Card

Each student will be issued a photo identification badge and an access card to enter the building. The card will allow entry through the 'members' entrance on the right side of the building. Students are required to display their photo identification at all times while operating in the capacity of a student and

on GFC-UPMC-CEM PTC property. The student must return the access card on or before the last night of class.

If a card is lost, please notify the instructor immediately so the card can be deactivated. There will be a \$25 charge for replacement cards. If you withdraw from the class, you must surrender the access card, in person or by mail, immediately. A bill for \$25 will be issued for cards not returned within 10 days of withdrawal, dismissal, or graduation.

Food

Food is not permitted in the lecture room during class sessions unless authorized by an instructor. Drinks are permitted providing the container has a lid or is a closable bottle. It is always the responsibility of the student to clean up and properly dispose of any food waste he or she brings to GFC-UPMC-CEM PTC.

Cell Phone and Pager Use

Cell phones must be turned off during class. Phone calls may not be answered or made during class with the exception of break time. Likewise, fire or EMS department pagers must be turned off once class starts. Cell phone, pager, or laptop use is never permitted while at a clinical site unless by expressed permission of the site manager.

Information Technology

Computers, computer files, the email system, and software furnished to students are GFC-UPMC-CEM PTC / GFTI property intended for business use only. Students should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and email usage is monitored.

GFC-UPMC-CEM PTC / GFTI strives to maintain an environment that is free of harassment and sensitive to the diversity of its students. Therefore, GFC-UPMC-CEM PTC / GFTI prohibits the use of computers and the email system in ways that are disruptive, offensive to others, or harmful to morale.

For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

Students may only use software on local area networks or on multiple machines according to the software license agreement. GFC-UPMC-CEM PTC / GFTI prohibits the illegal duplication of software and its related documentation.

Students should notify any member of GFC-UPMC-CEM PTC / GFTI staff, or any member of management upon learning of violations of this policy. Students who violate this policy will be subject to disciplinary action, up to and including expulsion from GFC-UPMC-CEM PTC / GFTI.

Internet Usage

Internet access to global electronic information resources on the World Wide Web is provided by GFC-UPMC-CEM PTC / GFTI to assist students in obtaining education-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage.

All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of GFC-UPMC-CEM PTC / GFTI and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, students should always ensure that the information contained in Internet email messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided to access the Internet remain at all times the property of GFC-UPMC-CEM PTC / GFTI. As such, GFC-UPMC-CEM PTC / GFTI reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems.

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if a student did not create material, does not own the rights to it, or has not gotten authorization for its use, it should not be put on the Internet. Students are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights.

Abuse of the Internet access provided by GFC-UPMC-CEM PTC / GFTI in violation of law or GFC-UPMC-CEM PTC / GFTI policies will result in disciplinary action, up to and including expulsion. Students may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- sending or posting discriminatory, harassing, or threatening messages or images
- using the organization's time and resources for personal gain
- stealing, using, or disclosing someone else's code or password without authorization
- copying, pirating, or downloading software and electronic files without permission
- sending or posting confidential material, trade secrets, or proprietary information outside of the organization
- violating copyright law
- failing to observe licensing agreements
- engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions

- sending or posting messages or material that could damage the organization's image or reputation
- participating in the viewing or exchange of pornography or obscene materials
- sending or posting messages that defame or slander other individuals
- attempting to break into the computer system of another organization or person
- refusing to cooperate with a security investigation
- sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- using the Internet for political causes or activities, religious activities, or any sort of gambling
- jeopardizing the security of the organization's electronic communications systems
- sending or posting messages that disparage another organization's products or services
- passing off personal views as representing those of the organization
- sending anonymous email messages
- engaging in any other illegal activities

Social Networking and Blogging Policy

In general, GFC-UPMC-CEM PTC / GFTI views websites, web logs and other information published on mediums accessible by the public by its students positively, and it respects the right of students to use them as a medium of self-expression. If you choose to identify yourself as a GFC-UPMC-CEM PTC student or to discuss matters related to our business, please bear in mind that although the information you publish will generally be viewed as a medium of personal expression, some readers may nonetheless view you as a de facto spokesperson for GFC-UPMC-CEM PTC / GFTI. In light of this possibility the following guidelines must be followed:

- equipment, including computers and electronic systems, are limited to scholastic use only
- you must make it clear to your readers that the views expressed by you are yours alone and do not represent the views of GFC-UPMC-CEM PTC / GFTI
- if you blog or otherwise publish information about our products or services, you must clearly and conspicuously disclose your relationship with GFC-UPMC-CEM PTC / GFTI to your readers
- understand that you assume full responsibility and liability for your public statements
- you are not permitted to disclose confidential or proprietary information
- you must at all times abide by all non-disclosure and confidentiality policies
- Institute policies governing the use of corporate logos and other branding and identity apply, and only individuals officially designated have the authority to speak on the institute's behalf. Therefore, you are not permitted to use any institute logo or graphics without first obtaining permission.
- you are prohibited from making discriminatory, defamatory, libelous or slanderous comments when discussing GFC-UPMC-CEM PTC / GFTI, and/or any staff member, patients, and/or other students
- you must always comply with all other policies, including the GFC-UPMC-CEM PTC / GFTI harassment policy

Since the information you publish is accessible by the general public, GFC-UPMC-CEM PTC / GFTI hopes your comments will be truthful and respectful to GFC-UPMC-CEM PTC / GFTI, its employees, customers,

partners, affiliates and others (including our competitors) as the GFC-UPMC-CEM PTC / GFTI itself endeavors to be. If you are going to criticize individual staff or students, consider discussing the criticism personally before making it public. GFC-UPMC-CEM PTC / GFTI will not tolerate statements about it or its staff or students that are defamatory, obscene, threatening or harassing.

Please be aware that GFC-UPMC-CEM PTC / GFTI may request, in its sole and absolute discretion, that you temporarily confine your website, web log or other commentary to topics unrelated to the institute if it believes this is necessary or advisable to ensure compliance with laws or regulations.

Failure to comply with these requests may lead to discipline up to and including termination, and if appropriate, GFC-UPMC-CEM PTC / GFTI will pursue all available legal remedies.

Privacy and Security of Patient Information

All students shall maintain the confidentiality of patient and other confidential information in accordance with applicable legal and ethical standards and all GFC-UPMC-CEM PTC / GFTI Patient Privacy Policies.

GFC-UPMC-CEM PTC / GFTI, its employees and students are in possession of, and have access to, a broad variety of confidential, sensitive, and proprietary information. Inappropriate release of this information could be injurious to individuals, business associates, and GFC-UPMC-CEM PTC / GFTI itself. All students have an obligation to actively protect and safeguard confidential, sensitive, and proprietary information in a manner designed to prevent the unauthorized disclosure of such information.

All students have an obligation to conduct themselves in accordance with the Health Insurance Portability and Accountability Act (HIPAA), Host Clinical and Field Sites and GFC-UPMC-CEM PTC policies that have been enacted to address patient confidentiality. Students are advised to consult appropriate HIPAA Policies or the GFC Privacy Officer for additional information.

Information pertaining to a patient's medical situation may generally only be shared with other health care professionals involved with the treatment of the patient. Information may also be shared for other limited purposes, such as payment activities and health care operations, or other purposes specifically permitted by law, in accordance with Host facilities and GFC-UPMC-CEM PTC policies regarding the privacy of patient information.

Much of the patient information that we collect is maintained on computers, and stored and transmitted electronically. In order to preserve the integrity of that data, and protect the confidentiality and security of this patient information, students must follow all applicable computer use and data security policies.

Student Information Data Changes

It is the responsibility of each student to promptly notify GFC-UPMC-CEM PTC / GFTI of any changes in personal data. Personal mailing addresses, telephone numbers, individuals to be contacted in the event

of an emergency, and other such status reports should be accurate and current at all times. If any personnel data has changed, notify your course coordinator immediately.

Class Cancellation

While GFC-UPMC-CEM PTC / GFTI never intends to cancel a class, student and instructor safety is a priority. As a general rule, we follow West Chester University's inclement weather cancellations. In the event that class must be cancelled, we will notify students via email, post on Good Fellowship's webpage, and if necessary by phone or text message. Faculty will also notify the duty operations supervisor of the cancellation. In the event class must be cancelled, the class session will be made up the following Saturday or Sunday dependent on room availability. The make-up date will be announced with the cancellation email or as soon as possible.

Criminal History

All students are required to complete a criminal background form from the Pennsylvania Department of Health, Bureau of EMS at the beginning of each new class. These forms are distributed by Chester County DES and are sent to the Pennsylvania Department of Health, Bureau of EMS for investigation. Any student who has been convicted of a felony or misdemeanor is required to submit court documents listing the disposition of the charges. The report must be submitted to the regional EMS council for processing. See the course coordinator for specific requirements.

In addition, all paramedic students are required to complete a criminal history with the Federal Bureau of Investigation, Pennsylvania State Police background check at www.epatch.state.pa.us and a Pennsylvania Child Abuse History Clearance (paperwork is included in the application packet). The responses of these investigations must be submitted prior to the first class; exceptions may be granted for late enrollment. The Pennsylvania Department of Health, Bureau of EMS has the right to refuse certification for conviction of certain offenses. A positive criminal history does not prevent any student from attending training; however, it may prevent their ability to be considered for the state certification examination process. All criminal history forms must be approved by the Department of Health prior to processing the state certification examinations.

Physical Examining and Physical Contact

Due to the nature of the EMS and public safety education, physical interaction with classmates and instructors is inevitable and expected. However, this interaction is to be done professionally and always kept in the realm of physical assessment or performance of a particular skill within the provider's scope of practice. Physical assessment is a tool that will be practiced often during class. Students will act as both "patient" and "examiner" during practice sessions. Inappropriate physical contact or touching, outside of that which is determined to be appropriate for education, will not be tolerated and should be brought to the attention of the course coordinator immediately if observed. If a student or instructor believes they have received or witnessed sexual harassment or unwanted contact, it is to be reported to GFC-UPMC-CEM PTC / GFTI employee immediately with no hesitation.

Any inappropriate or unwanted touching is considered sexual harassment and will illicit an immediate investigation by GFC-UPMC-CEM PTC faculty. Please refer to the GFC-UPMC-CEM PTC policy manual's harassment policy (page 14) for further detail.

Americans with Disabilities Act (ADA)

Generally, GFC-UPMC-CEM PTC will make reasonable accommodations to students with disabilities as long as the disability does not interfere with the students' ability to complete required skills and credentialing exams as defined by the PA DOH. However, students must notify both the faculty and GFC-UPMC-CEM PTC administration of his or her needs in writing. Notification must occur within the **first** week of course work.

Formal documentation needs to be presented by the student and parent if the student is a minor, with the request for accommodations. GFC-UPMC-CEM PTC prefers the documentation to be current and within the last two years. However, older documentation can be presented along with written notification from a prescribing physician that the diagnosis is valid, current, and accommodations are correct. Acceptable documentation might come from physicians, psychologists, or other licensed professionals knowledgeable about the condition if presented within the last two years. Older documentation will need to be accompanied by written verification by a physician as indicated above.

Documentation must include certain elements:

- diagnosis (DSM IV, IDEA, medical or other)
- statement of severity
- statement that identifies how the condition creates a "substantial impairment" and in which life activities
- list of accommodations that will be needed by the student in order to benefit from the program or service

Generally, acceptable documentation would include current medical reports, recent IEP, or 504 plan in combination with a Comprehensive Evaluation Report. The documentation provided may require further support and/or additional evaluations for determination of eligibility. Any costs incurred for additional evaluations are the responsibility of the student.

Any specific request for accommodation for a particular assignment, exam, or other requirement must be made in writing to a faculty member no less than 48 hours prior to the requirement's due date or execution date.

Volunteering/On-call During Instruction

While GFC-UPMC-CEM PTC holds public service to the highest priority, it is unfair to fellow students and faculty/staff to interrupt class or accommodate a student's schedule or need based on his or her involvement with EMS or the fire service. With this in mind, students are expected to attend every class despite call volume or needs of the public service agency they serve. Students are never allowed to

respond to calls while in a classroom/practical setting. Students should never bring any pagers or alerting devices to class.

GFC-UPMC-CEM PTC, under certain circumstances, understands that some students may be late to class due to an emergency call with a particular public service agency; however the following stipulations need to be met:

- the incident must start prior to the start of class
- it is not prudent to respond to incidents occurring within two hours of the start of class
- No classes can be missed due to incidents occurring prior to class (i.e. needing to recuperate following a working fire, etc.)
- any hours missed due to responding to incidents will count against hours of attendance and can result in dismissal from the program based on the stipulations outlined by the PA DOH BEMS
- no refunds of tuition will be issued due to dismissal because of a failure to meet attendance requirements

Withdraw Policy

GFC-UPMC-CEM PTC understands that emergencies and certain extenuating circumstances arise that could potentially prevent a student from completing his or her education. With this in mind, the following policy will apply to all academic licensing programs, i.e. Emergency Medical Technician, Paramedic Program, etc.

Formal **written** notification from the student (and legal guardian if student is a minor) to the Program Director must be submitted **in person** for all withdraws. E-mail, fax, or verbal notification will not guarantee the student's prompt removal from the program and could significantly decrease the amount of tuition refunded. If a student has verbally withdrawn from the program and has not followed up with formal written notification within five days, the student will be dismissed from the program. However, if proper notification is made, the following tuition refund schedule will apply excluding materials cost and \$500 deposit/processing fee:

Paramedic Program

Withdraw Period Amount of Refund

Prior to 3 rd class	100%
Prior to 5 th class	75%
Prior to 9 th class	50%
After 8 th class	0%

Refunds (Tuition / Fees)

GFC-UPMC-CEM PTC Refund Policy

GFC-UPMC-CEM PTC has set forth the following policy for refunding students tuition for the paramedic program.

A student may apply for a refund of that tuition that was due by the first day of each session based on the following schedule:

1. 75% refund before end of 1st week of classes
2. 50% refund before end of 2nd week of classes
3. 25% refund before end of 3rd week of classes
4. Fourth week forward no refunds made

If a student withdraws from the program within the first three weeks of classes because of a call to active duty in the armed services (certified by an appropriate agency), a disabling accident, or serious illness (certified by a physician). You will receive a cash refund according to the above schedule. In addition, credit will be given for the balance of tuition paid to be applied to future tuition charges.

EMT and Advanced EMT Program (GFTI)

Upon notification to the Executive Director, a refund will be issued as follows:

- A student who withdraws from the course after the first class with return of all material in NEW/Unused condition, will be issued a 100% refund minus a \$75 administration fee.
- A student who withdraws between the second and fifth class will be issued a refund minus \$250 for the course materials. The materials are not eligible to be returned.
- A student who withdraws after the fifth class will be issued no refund. However at the discretion of the Program Director, if the student chooses to enroll in the next course, he or she will be able to do so at a cost of only \$250, however, no additional materials will be provided.

Also, please keep in mind that the amount to be refunded is based on the total cost of the course or program, not simply the amount paid.

For all other courses (AHA, BCLS, ACLS, NAEMT, AMLS, GEMS, etc.), no refund will be accepted for cancellations/withdraws. However, at the discretion of the Program Director, the student may be able to take the same class in the future without incurring another tuition fee.

Meeting the Costs

In an effort to keep training affordable for as many people as possible, GFC-UPMC-CEM PTC and GFTI offer students the three options for paying tuition specifically for programs costing greater than \$1000. However, options 2 and 3 are only available at the discretion of the Program Director and can be denied for any reason.

Option 1

Tuition is paid in full prior to the first day of the first Phase.

Option 2

Tuition may be paid by Phase (see schedule below) for programs greater than one Phase in length. Each Phase payment is due on the first day each Phase. Students will not be allowed to participate in each Phase unless the tuition is paid at the **beginning** of the Phase. The course syllabus will list the start date for each Phase. Each payment furnished in the fashion must include a \$25.00 service charge.

Phase Payment Plan (payment is due on the first day of class for each of the following terms):

- First Phase (first day of class)
- Second Phase
- Third Phase

Option 3:

Students may take the opportunity to stretch their tuition payments out over the entire course of the program with an additional fee, provided the terms of the payment program are met. To take advantage of the Tuition Payment Plan, the student agrees to pay a minimum down payment of 10% of the tuition at registration and the remaining 90% in equal monthly payments to be paid off prior to the end of the class. Students can pay a larger down payment and reduce the monthly payment amount if they wish. In addition, students can also pre-pay their tuition prior to the start of the first Phase and not be assessed the payment fee of \$35.00 per payment.

Below are the terms of the Tuition Payment Plan and it is important that students seeking to utilize the plan understand them completely:

- Payments are due on the first day of each month until the balance is paid in full. The balance must be paid in full prior to the last day of class (includes a per payment fee of \$35.00).
- In the case of an unpaid balance, in addition to all other remedies available to GFC-UPMC-CEM PTC, all further services to the student will be withheld. In addition, failure to make any scheduled payment may result in the withholding of services by GFC-UPMC-CEM PTC.
- In the event any sum to be paid under the agreement is in default for more than a period of thirty (30) days, the student will be charged a 1.5% monthly finance charge on the unpaid balance.
- In the event legal action is taken to enforce this agreement, the student will be responsible for all fees and costs incurred by GFC-UPMC-CEM PTC in the collection of the unpaid balance.

Safety & Health

We take the safety and health of our students and faculty seriously. Our program strives to meet and exceed the standards of OSHA and other regulatory agencies. You will be informed of these policies during your orientation class. Details on significant exposure reporting can be found in the Clinical Handbook. Each facility you visit will have their own safety plan, and may require you to complete a

training session before performing as a student. It is your responsibility to read and follow all safety and health policies in all didactic, clinical and field areas.

In Case of Emergency

Should a medical or fire emergency occur during class, immediate action will be taken by instructors to control the scene. All students will follow the directions of the instructors in charge.

PLEASE NOTE YOUR LOCATION IN THE BUILDING AND EMERGENCY EXITS.

Medical Emergencies

Instructor(s) will provide care on the EMT level, utilizing a BLS bag and AED. The instructor will call 9-1-1 and have the incident dispatched by the Chester County 9-1-1 system.

If possible, notify the Good Fellowship Ambulance operations supervisor (First Floor) of the nature of the emergency. If an ambulance is in station, they will respond to handle the care and transport of the patient.

Fire Related Emergencies

For all fire department related emergencies, the instructor will contact the 9-1-1 system and take appropriate actions to either evacuate or shelter in place. Follow the directions of the responding department.

Clinical / Field Site Emergencies

Students will follow the orders of their clinical / field site preceptor.

Drugs/Alcohol

GFC-UPMC-CEM PTC is an alcohol and drug free campus. Students may never come to class under the influence of drugs or alcohol. Students are to consume no alcoholic beverages within eight hours of an education function, both classroom and clinical in nature. Any student displaying abusive behavior or other behavior normally associated with drug or alcohol usage shall be dismissed from the class, and will be marked absent for that session. Appropriate accommodations will be to ensure the status physical safety and they will be provided transportation and/or medical attention should the situation warrant. The student will be counseled and potentially dismissed from the program for violation of this policy.

Tobacco

Tobacco is an extremely dangerous drug and has a great deal of adverse health side-effects. As you enter into the world of healthcare by way of your education here at GFC-UPMC-CEM PTC, you must be aware of the image you project when using tobacco while operating in the capacity of a healthcare student. With this in mind, as well as the need to be conscious of other persons' health, tobacco use by students while functioning as a student in both the classroom setting and clinical setting is prohibited. Students are never to smoke or chew tobacco on the premises of GFC-UPMC-CEM PTC or while attending a class session. Students are to never use tobacco while functioning in a clinical setting. If a student smells of tobacco or has evidence of recent tobacco abuse while at a clinical site, the student

can be dismissed at the site's discretion. Disciplinary action will then ensue based on nature of incident and previous events.

Academic Integrity

Personal integrity is a behavioral expectation for all members of the GFC-UPMC-CEM PTC: administration, faculty, staff, and students. Violations of academic integrity are not consistent with the standards of the GFC-UPMC-CEM PTC.

Examples

Plagiarism

Submitting as one's own work, part or all of any assignment (oral or written) which is copied, paraphrased, or purchased from another source, including online sources, without the proper acknowledgment of that source. Examples: failing to cite a reference, failing to use quotation marks where appropriate, misrepresenting another's work as your own, etc.

Cheating

Attempting to use or using unauthorized material or study aids for personal assistance in examinations or other academic work. Examples: using a cheat sheet, altering a graded exam, looking at a peer's exam, etc.

Fabrication

Submitting altered or contrived information in any academic exercise. Examples: falsifying sources and/or data, etc.

Misrepresentation of Academic Records

Tampering with any portion of a student's record.

Facilitating Academic Dishonesty

Helping another individual violate this policy.

Computer Offenses

Altering or damaging computer programs without permission. Examples: software piracy, constructing viruses, introducing viruses into a system, copying copyrighted programs, etc.

Unfair Advantage

Attempting to gain advantage over fellow students in an academic exercise. Examples: lying about the need for an extension on a paper.

Education of Academic Integrity

GFC-UPMC-CEM PTC is responsible to clearly articulate the Academic Integrity Policy to students by publishing it in the Policy Manual. Primary responsibility for knowledge of and compliance with this policy rests with the student.

Procedure for Violations of Academic Integrity

If a violation of the Academic Integrity Policy is suspected, the faculty member should meet with the student(s) to discuss the incident and determine, to the faculty member's satisfaction, whether or not a violation has occurred. Faculty members may choose to have a witness present at the discussion.

If a student is accused of violating the Academic Integrity Policy, but subsequently the faculty member determines that the student is innocent or insufficient evidence exists to justify further action, the student should be informed of this determination in writing. No report of the accusation or of the faculty/student meeting should be filed with Program Director.

If the faculty member determines that a violation has occurred, a report should be filed with the Program Director. The will be kept on file until a student is graduated.

Penalties for Violations of Academic Integrity

A faculty member may exercise broad discretion when responding to violations of the Academic Integrity Policy. The range of responses may include removal of the course to a grade reduction of the given assignment. Some examples of serious offenses which might necessitate the penalty of removal from the course include cheating on an examination, plagiarism of a complete assignment, etc. Additionally, the faculty member should notify a faculty member and/or the Program Director. The faculty member should communicate to the student in writing whenever a grade reduction is due to a violation of the Academic Integrity Policy. If a staff member or student discovers violations of the Academic Integrity Policy, he or she should contact the Program Coordinator, who will contact the student.

Harassment

All GFC-UPMC-CEM PTC / GFTI staff are committed to ensuring an environment of dignity and respect free from any harassment, sexual, racial or otherwise. GFC-UPMC-CEM PTC considers all local, state, and federal laws as minimum requirement to insuring that all individuals are respected and never made to feel endangered physically, mentally, emotionally, or sexually. GFC-UPMC-CEM PTC holds fast to its obligation of creating an atmosphere that is free from harassment based on race, religion, ethnicity, gender, national origin, age, disability, marital status, amnesty, veteran status, sexual orientation, and previous work experience. Such harassment in any form by anyone affiliated with GFC-UPMC-CEM PTC, on GFC-UPMC-CEM PTC property, those acting on behalf of GFC-UPMC-CEM PTC, those conducting business with GFC-UPMC-CEM PTC, or partaking in any GFC-UPMC-CEM PTC event will not be tolerated and is expressly prohibited.

In addition, all employees, students, and others affiliated with GFC-UPMC-CEM PTC are responsible for maintaining an environment free from harassment. Persons who believe that they have been subjected to or a witness to harassment of any kind should immediately report it to a faculty member or administrator of GFC-UPMC-CEM PTC. Any form of cover up perpetrated by any parties involved will result in immediate dismissal from the program without question and, but not limited to, criminal and/or civil action.

All allegations of the harassment are taken very seriously by GFC-UPMC-CEM PTC and will be investigated to the fullest degree. In conducting an investigation, it is the policy of GFC-UPMC-CEM to operate based on the belief that all complaints are made in good faith. Any malice or frivolous complaint will be addressed and treated as a form of harassment, itself.

GFC-UPMC-CEM PTC defines harassment as such:

- making use of insulting or “fighting” words or non-verbal symbols. In the context of harassment, insulting or “fighting” words or non-verbal symbols are those “which by their very utterance inflict injury or tend to incite to an immediate breach of the peace,” and which are commonly understood to convey direct and visceral hatred or contempt for human beings on the basis of their personal characteristics
- disparaging remarks about one’s sexual orientation, race, religion, ethnicity, gender, age, disability, marital status, amnesty, or status as a veteran
- aggressive or hostile behavior or taunts based on disparaging remarks about one’s sexual orientation, race, religion, ethnicity, gender, age, disability, marital status, amnesty, status as a veteran, or sexual orientation
- physical aggression or intimidation, including subtle contact such as pinching and patting
- sexual innuendos or persistent use of sexually-suggestive or racially-charged language that another person finds offensive, demeaning, or otherwise inappropriate
- verbal harassment disguised as humor (e.g., crude or ethnic jokes)
- obscene gestures
- sexist or suggestive remarks about a person's clothing, body, or sexual activities
- conditioning an educational or employment decision or benefit on submission to sexual conduct or tolerance of racially/ethnically motivated discrimination
- pranks based on disparaging remarks about one’s sexual orientation, race, religion, ethnicity, gender, age, disability, marital status, amnesty, or status as a veteran

Student Grievance

If the student feels that a situation arises that requires the attention of a higher authority, to grieve any program decisions or policy, the following procedure should be followed. In the event that a problem exists or cannot be resolved at one level, the next step should be initiated sequentially.

Level 1) **Course Instructor or Preceptor**

Level 2) **Program Director**-If the student is not satisfied with the decision of the Instructor or Preceptor, an incident report must be filed within 2 working days. Following review, the Program Director will inform the student of a decision in writing. The decision will be part of the student's permanent record. All grievances will be reviewed retrospectively by the Program Medical Director and Program Administrative Director.

Level 3) **Program Judicial Board (Program Director, Student Representative, Executive Director, Board of Directors- Ad Hoc Training Committee, Program Medical Director(s)**-If the student is not satisfied with the decision by the Program Director, a written request for a meeting with the

Program Judicial Board must be submitted within 2 working days. A meeting with the Program Judicial Board will be scheduled within 5 working days. A written decision will be submitted to the student and becomes part of the student's permanent record. The decision of the Program Judicial Board is final and this concludes the grievance procedure.

Faculty Grievance

To provide an orderly approach to guarantee Faculty Members due process to all controversial matters that may arise while in the employment of Good Fellowship Training Institute. Further information regarding faculty policy may be obtained in your Employee Handbook. See the Executive Director for details.

Definition

A grievance is any complaint, disagreement, controversy, or any matter which directly/indirectly affects a Faculty Member (grievant).

Procedure

Step 1 - Informal Level

- A. The faculty member should first attempt to resolve the issue with the involved parties.
- B. Consult with the Program Director in an attempt to find a satisfactory solution.
- C. If the situation cannot be resolved, a formal grievance may be filed.

Step 2 - Formal Level

- A. The written grievance must be filed with the Program Director.
- B. Should the grievant be unable to discuss the problem with the Program Director, the grievance would be filed with the Executive Director.
- C. The Executive Director and Program Director will make a decision regarding the grievance.
- D. If a satisfactory solution is not met at this level, the faculty member can request that the Personnel Committee of the Board of Directors hear the complaint.
- E. If the grievant believes he/she has been discriminated against on the basis of age, sex, race, religious creed, handicap, color, ancestry, or national origin he/she may then contact: the Pennsylvania Human Relations Commission or the Equal Employment Opportunity Commission.

During the course of the grievance proceedings, the grievant is not permitted to be represented by legal counsel.

The grievant will be allowed to continue to fulfill his/her responsibilities unless disciplinary action had been invoked prior to the grievance that would prevent the grievant from fulfilling those responsibilities.

Causes for Dismissal

While GFC-UPMC-CEM PTC strives to see that each and every student's education is successful and productive, it may be necessary for a student to be dismissed from a particular program or expelled

from GFC-UPMC-CEM PTC entirely. Below is a list of possible reasons for a student's education to be ended, however suspension, dismissal, or expulsion are not limited to the below list.

A student may be immediately dismissed from a course for:

- failure to obtain the appropriate passing grade as outlined in the particular course's manual
- failure of any credentialing exams (BCLS, ACLS, ITLS, etc.)
- failure to meet attendance requirements
- academic dishonesty
- misconduct, which could endanger public safety/property
- sexual harassment
- drug/alcohol/tobacco infractions
- failure to remain in good financial standing with GFC-UPMC-CEM PTC
- failure to abide by a clinical site's rules and regulations
- any severe infraction as defined by GFC-UPMC-CEM PTC faculty and/or administration
- multiple previous infractions

The following are subject to one counseling session prior to dismissal. Any additional infractions can and will result in an automatic dismissal from the course:

- inappropriate behavioral conduct
- inappropriate hygiene or attire
- poor attitude or morale
- failure to complete required course work
- failure to complete required clinical hours and assignments on time
- any infraction as defined by GFC-UPMC-CEM PTC faculty and/or administration