



EMERGENCY MEDICAL SERVICES
PROGRAM POLICIES

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This handbook provides important information to students enrolled in Lakeland College’s Emergency Medical Technician and Paramedic programs. **Students are responsible to read the handbook and be aware of the policies and procedures of the college and their programs.**

Date of Print: Fall 2011

Welcome Messages and Contacts

WELCOME MESSAGE FROM THE DEAN

Welcome to Lakeland College and our emergency medical programs. The Emergency Medical Technician and Paramedic Programs for Lakeland College are unique by offering students a blend of online delivery with technical skills facilitated in the classroom.

Through our program advisory committee, our instructors, and student feedback, we strive to ensure our programs meet the needs of our students. Recommendations from these groups are seriously considered.

Lakeland College's programs serve about 10,000 students annually through classroom delivery, on line programming, client hosted and correspondence delivery. The emergency training centre celebrated its 50th anniversary in September 2009 while the college will celebrate its 100th anniversary in 2013.

We are as proud of our history as we are progressive into the future. I welcome you to Lakeland College, and trust your studies will be rewarding.

Denis Cunninghame, Dean
The Emergency Training Centre of Lakeland College

WELCOME MESSAGE FROM THE EMS PROGRAMS CHAIR

We are happy to welcome you to the EMS programs at Lakeland College. You will find your time with us both challenging and rewarding.

In this manual you will find a number of policies, procedures and guidelines which may or may not be interesting reading. However, be aware that the contents of this manual are designed to help us serve you well, and to help you to know what our expectations are for you. As you will hear in our student sessions, we won't read this manual to you, but you are expected to familiarize yourself with its contents and to comply with our requirements.

More importantly, we have designed this manual so that we can help you to realize a personal commitment to our program goals. We take these seriously, and over the course of your time with us, we will work hard to help you take these seriously as well. The EMS Programs at Lakeland strive

1. To provide the education and training necessary for graduate students in our emergency medical services programs to demonstrate competency and proficiency within their scope of practice
2. To provide the education and training required to demonstrate competency and proficiency of the competencies outlined in the National Occupational Competency Profile at the Primary Care Paramedic Level (Emergency Medical Technician program) and the Advanced Care Paramedic Level (Paramedic program), as currently provided by the Paramedic Association of Canada.
3. To provide the education and training required to demonstrate competency and proficiency of the competencies outlined in the Province of Alberta Competency Profile for Emergency Medical Technicians and for Paramedics, as determined by the province in cooperation with the Alberta College of Paramedics.
4. To establish a philosophy of education and lifelong learning in the student.
5. To instill in our students an appreciation for research.
6. To instill in our students a commitment to the advancement of the profession.

In short, we believe we are bringing you our very best, so that you can feel confident when you graduate from a Lakeland EMS Program. We look forward to working together with you as you pursue your career in the rich and rewarding field of EMS.

Heather Verbaas, Paramedic
Chair, EMS Programs

FACULTY AND STAFF

Denis Cunninghame, Dean
fire etc. The Emergency Training Centre of Lakeland College
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Heather Verbaas, Chair
EMS Programs of Lakeland College
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SERVICES FOR STUDENTS CONTACT INFORMATION

Emergency: Call 911 or equivalent service in your area.

Student Services in Vermilion

Monday to Friday 8:15 am to 4:30 pm:

Counselling Services: 780 853 8781/8434

Immunization and Health Safety Inquiries: 780 853 8432

Registration and Records: 780 853 8444

Student Accounts: 780 853 8730

Library: 780 853 8460 (hours are extended to weekends and late nights from September to April)

Student Services in Camrose

All Program Delivery and Support Inquiries: 780 608 1240 or 1 800 661 6490

Bookstore – order and purchase EMS books: 780 608 1240 or 1 800 661 6490

A. Emergency Medical Responder (EMR) Program Requirements

This EMR Handbook outlines the specific requirements for this program. Additionally, students should familiarize themselves with the standards of conduct and procedures of Lakeland College found in the college's calendar.

The Emergency Medical Responder (EMR) program is designed to provide students with the basic knowledge and skills to provide pre-hospital care to the sick and injured. On successful completion of the program students are eligible to write the Alberta College of Paramedics provincial certification exam and on passing, are able to seek employment as a registered EMR with an emergency medical services provider in Alberta or with an industrial worksite.

During the twelve days, the students will be expected to attend all lectures in class and participate in labs developing psychomotor skills. These twelve days will be intensive with the amount of information presented. Students are expected to complete all assigned reading and homework in the evenings. Students will successfully demonstrate every required psycho-motor competency a minimum of two times, and complete a midterm and a final exam, plus a scenario exam. All assessments will take place in-class. Upon successful completion of the written and final exam, the student will achieve 8 credits and a certificate of completion.

Regular attendance is essential for success in any course. All scheduled days in the EMR program must be attended due to the brevity of the program and the hands on nature of the training. Theory and practical skills are sequential throughout the program; attendance in class is mandatory.

Punctuality

Students are required to be punctual for class. Class will begin promptly as scheduled.

Successful graduates qualify to write the Alberta College of Paramedics EMR exam.

Industry Note

Applicants to the EMR program should have, or plan to obtain a Class 4 Driver's License to be eligible for employment in the field.

Applicants must be 18 years of age to apply to write the provincial Alberta College of Paramedics examination.

When working in the industry, personnel maybe exposed to infectious diseases. It is recommended that immunizations be up to date. For further information please contact your local health unit.

Classroom Demeanor

Any student who is disrespectful, makes vulgar remarks or disrupts the class activities will be asked to leave the classroom and possibly the course. An incomplete (INC) will be recorded on the transcript. EMR students are held to the Student Rights and Responsibilities as outlined in this Handbook and found on the Lakeland College website.

Breaks

The instructor will designate the time for breaks.

Safety

Safety briefings and review of safe job procedures will be carried out. Safety of students, instructors, and equipment is of prime importance. Horse play will not be tolerated and may lead to removal from the course. Any student who suffers an injury must immediately report it to the instructor.

Student ID numbers

Each student will be issued a student personal identification number. Please retain this number for future use in any correspondence with the school.

Electronic Devices

Students are to turn electronic devices OFF while in class. Students refusing to do so may be asked to leave the classroom and possibly the course.

Designated Areas

Students are to stay in public areas only. Instructor offices, behind the reception desk, and staff coffee room are out of bounds to students.

Dress

EMR students enrolled in the EST program may have uniform requirements. EMR students taking only the EMR course do not have a uniform requirement. Clothing is expected to conform with acceptable standards (shorts, tank tops, low cut blouses, and oversized pants are not considered acceptable classroom dress). Ball caps are not to be worn in classrooms. Students are not allowed to wear sandals in the building or on the training ground.

Services Offered By Emergency Training Centre on the Vermilion Campus

Parking

Students attending courses at the Emergency Training Centre in Vermilion must park vehicles in the designated parking areas only. Primary parking area is the paved parking on the east and north side of the building. Overflow parking is on the grass on the south side of the main building. Parking in the no parking areas will result in offending vehicles being towed away at owner's expense.

Copying

Individuals requesting copies of materials may have them done for a fee. (Current fee: \$0.10)

Faxes

Individuals requesting to use the fax machine may have documents faxed for a fee.
(Current fee: \$1.00 – 1st page plus \$0.50 for every additional page)

Telephones

Use of office telephones is restricted to the Emergency Training Centre staff only. A pay phone is located outside room MM 173 (classroom C) for student use.

Showers

Showers are available for your use. However, you must supply your own towels and personal toiletries.

Student Lounge

A student lounge is equipped with a coffee/tea machine, soft drink and snack machine, a refrigerator and a microwave for your use. A book store is also situated in the student lounge. Text books, supplies and gifts are available at this kiosk. The hours are posted at the book store.

B. Emergency Medical Technician (EMT) Program Requirements

The EMT/Paramedic Handbook outlines the specific requirements of each program. Additionally, students should familiarize themselves with the standards of conduct and procedures of Lakeland College found in the college's calendar.

The Emergency Medical Technician (EMT) program is designed to provide students with the knowledge and skills to provide pre-hospital care to the sick and injured. On successful completion of the program students are eligible to write the Alberta College of Paramedics provincial certification exam and on passing, are able to seek employment as a registered EMT with an emergency medical services provider in Alberta.

During the initial six month didactic component, the students will be expected to attend four 4-day onsite technical skills weeks, and 6 other onsite days to practice their psychomotor skills: 22 site days in total. The remaining material will be instructed online. Following successful completion of this portion, students will qualify to attend hospital and ambulance practicums. The program is considered full-time; students should plan to balance work, personal life and school accordingly. While students have up to 18 months to complete all requirements, most students complete the entire program within 9 to 12 months. Most students complete the entire program within 9 to 12 months. The EMT program includes mandatory physical fitness participation.

The program includes the Alberta College of Paramedics examination preparation. Successful graduates qualify to write the Alberta College of Paramedics EMT exam.

Required Courses*		Credits
EM 100	EMT Anatomy and Physiology	3
EM 105	EMT Assessment and History	3
EM 110	EMT Emergencies	3
EM 115	EMT Medical Terminology	3
EM 120	EMT Pharmacology	3
EM 125	EMT Technical Skills 1	3
EM 130	EMT Technical Skills 2	3
EM 135	EMT Technical Skills 3	3
EM 140	EMT Technical Skills 4	4
EM 145	EMT Hospital Practicum	6
EM 150	EMT Ambulance Practicum	6
Total		40

*An Exposure Ambulance Practicum is required for those students who have low grades in didactic courses and/or who enter the program with minimal on-car experience.

The official end date of the program will not be extended to accommodate students who must repeat courses due to failed grades or complete additional requirements to meet terms of academic probation.

Meeting Admission Requirements

It is the expectation of program staff that applicants shall meet all admission requirements prior to program commencement.

Individuals holding a Graduated Driver's License (GDL) are eligible to begin the program providing they successfully obtain their unrestricted Class 5 license within 4 months of starting the program. All EMT students must hold a Class 4 license by Technical IV in order to pass course requirements.

During Technical I, student files will be monitored and students will be provided with a list of requirement deficiencies prior to the completion of Technical Week I, along with a deadline of 60 days to comply with all practicum readiness requirements. If the student misses the first deadline, he or she shall be placed on

Academic Probation and shall be given a deadline of 60 days to comply. Students failing to comply with the deadline a second time shall be suspended. No practicum placements shall be awarded until students have met all practicum requirements and been granted official acceptance into the program.

Electronic Devices

Students are to turn electronic devices OFF while in class. Students refusing to do so may be asked to leave the classroom and possibly the course.

Practicum Requirements

In addition to presenting a cumulative program grade point average of 2.00 and a “good standing” status, all requirements of the first six months of the program, including admission requirements, required courses, supplemental requirements (see below) and external certifications such as WHMIS, ITLS and Driver Safety, etc., must be completed before a student is eligible for clinical and ambulance practicums.

Out of province students must meet registration requirements in the province in which practicums are assigned. Out of province students will be required to complete Alberta registrations or temporary registrations for placements in Alberta. It is each student’s responsibility to ensure that he/she has met provincial requirements to be placed on a practicum; students must take the initiative to ensure all documentation is complete well in advance of a practicum. Questions on what is required should be directed to the school, and to the provincial regulating body where the practicum will occur.

Supplemental Requirements

Students must complete the following supplemental requirements to be eligible for practicums:

- Attend six site days throughout the first six months covering the Technical Weeks and didactic courses. Advance notice shall be provided regarding the dates for these mandatory site days. This requirement does not include Technical Week course days. Students who fail to meet this requirement will be required to make up deficient site days following the six months of didactic and technical courses, at additional expense to the student. Students shall not be eligible for practicums until site day requirements are met.
- Supply a physical fitness logbook as part of the EMT Emergencies coursework in compliance with the logbook guidelines provided by the instructor of the EMT Emergencies course. Students failing to comply with this requirement shall be required to complete six more months of a physical fitness logbook in compliance with logbook requirements, at additional expense, before qualifying for practicums.
- Complete all requirements as specified and within the timelines prescribed in “Section I – Practicums” in this Manual. EMT students should note that some practicum requirements must be met during Technical I at the beginning of the program.

The objective of the above requirements is to ensure that the student is able to integrate theory with practice and to satisfy school administrators that patient safety shall not be compromised on practicums.

Students who do not successfully complete the supplemental requirements after two attempts will be ineligible to continue in the program. Supplemental requirements are subject to change; students will be notified of such changes.

Uniforms

EMT students will be required to wear uniforms during in-class sessions, including all technical weeks and site days, as well as all practicums. These requirements shall be waived for physical fitness activities only as directed by the Chair. Information on the specific uniform requirements shall be provided to each Cohort at the time they receive their letter specifying program dates and start-up details.

EMR Registrations

Lakeland College students enrolled in the EMT program are required to maintain their EMR registration with the Alberta College of Paramedics or in their home province at all times while they are registered in the program. This includes during the didactic and practical portions. EMT students who fail to maintain their EMR registration may be subject to expulsion.

Driver's License Demerits

Students in the Lakeland College EMT program are required to drive College vehicles for their program of study. Lakeland College insurance policies dictate that students can have no more than 5 demerits on their current driver's abstract to qualify to drive Lakeland College vehicles. Therefore, EMT applicants are required to maintain a Driver's Abstract with no more than 5 demerits, and are required to maintain that status for the duration of their program. Students with 5 or fewer demerits who possess extremely poor driving records with a history of demerits may be denied access to driving Lakeland College vehicles for liability reasons. Such students will not be able to pass the requirements for Technical IV, and consequently will not be eligible for practicums. These students shall be advised accordingly.

A Class 4 license is required for all EMT students to complete the requirements of Technical IV. EMT applicants are urged to have a Class 4 Driver's License prior to beginning the program. However, EMT students holding a Graduated Driver's License (GDL) are eligible to begin the program providing they successfully obtain their unrestricted Class 5 license within 5 months of starting the EMT program, and can provide proof of holding a Class 4 Driver's License prior to attending Technical IV. EMT students who do not have a Class 4 Driver's License at Technical IV will not be eligible to take the course.

Part-Time Studies

The option to take the EMT program part-time is available, but not recommended. Students who find that the didactic portion of the program is too heavy may elect to complete didactic courses over two consecutive cohorts. Students who wish to do so will be counseled as follows:

They will be required to have the permission of the Programs Chair.

They are required to maintain at least one didactic course in the first cohort, and in most cases they will be counseled to take EM 100 EMT Anatomy and Physiology.

They are required to enroll in their remaining didactic courses in the next cohort. Any appeals that may be in progress are not to impede this timeline; program administrators will work to ensure that responses to any appeals will be expedited so that students join the next cohort.

All site day and technical week requirements are optional during enrollment in the first cohort and mandatory during the second cohort.

EMT students choosing to take the program part-time must be aware that the deadline of 18 months to complete the program will not change if they decide to be enrolled part-time. This means that if they should fail a course in the second cohort, they will not have the option to re-enroll in the course because their deadline will expire before they can complete all program requirements.

Therefore, EMT students who choose to study part-time are making an informed choice that they will be ineligible to continue in the program if they should fail a course in the second cohort.

All other academic policies, including but not restricted to course fails and repeats, remain in effect.

C. Paramedic Program Requirements

The EMT/Paramedic Handbook outlines the specific requirements of each program. Additionally, students should familiarize themselves with the standards of conduct and procedures of Lakeland College found in the college's calendar.

The Paramedic program is a competency based program designed to provide students the necessary knowledge and skills to provide pre-hospital care to the sick and injured at an advanced life support level.

The program combines on-site training with on-line learning and all required practicums. In addition to the co-requisite course, there are seven on-line courses covering the theory required of a registered paramedic. Five other on-site technical courses teach psychomotor skills over the two years, and a minimum of eight mandatory site days in the first year solidify psychomotor skills. Three practicums are also required. The program is considered full-time; students should plan to balance work, personal life and school accordingly. Students are required to accumulate a minimum of 400 hours plus a minimum of 40 calls on an acute care ambulance during the first year of the program, although substantially more experience is highly recommended. Hospital transfers and industrial first aid do not constitute eligible hours. Students complete a hospital practicum, an intermediate ambulance practicum and a final ambulance practicum, all under the supervision of qualified preceptors. While students have up to 36 months to complete all requirements, the duration of the program proper is 22 months. The Paramedic program includes mandatory physical fitness participation.

The program includes Alberta College of Paramedics examination preparation. Successful graduates qualify to write the Alberta College of Paramedics Paramedic exam.

Year I Required Courses	Credits
EM 200 EMT-P Cardiology	6
EM 205 EMT-P Paramedical Emergencies	6
EM 210 EMT-P Pulmonary Emergencies	6
EM 220 EMT-P Pharmacology	6
EM 225 EMT-P Technical Skills 1	3
EM 230 EMT-P Technical Skills 2	3
EM 250 EMT-P Ambulance Practicum–Intermediate	6
Total	36

Year II Required Courses	Credits
EM 300 EMT-P Obstetrics	3
EM 305 EMT-P Paramedic Research	3
EM 310 EMT-P Paramedic Seminars	3
EM 325 EMT-P Technical Skills 3	3
EM 330 EMT-P Technical Skills 4	3
EM 335 EMT-P Technical Skills 5	3
EM 350 EMT-P Hospital Practicum	6
EM 360 EMT-P Ambulance Practicum – Final	6
Total	30

Students must present a cumulative program grade point average of 2.00 for graduation.

The official end date of the program will not be extended to accommodate students who must repeat courses due to failed grades or complete additional requirements to meet terms of academic probation.

Meeting Admission Requirements

During Technical I, student files will be monitored and students will be provided with a list of requirement deficiencies prior to the completion of Technical Week I, along with a deadline of 60 days to comply with all practicum readiness requirements. If the student misses the first deadline, he or she shall be placed on Academic Probation and shall be given a deadline of 60 days to comply. Students failing to comply with

the deadline a second time shall be suspended. No practicum placements shall be awarded until students have met all practicum requirements and been granted official acceptance into the program.

Electronic Devices

Students are to turn electronic devices OFF while in class. Students refusing to do so may be asked to leave the classroom and possibly the course.

Practicum Requirements

In addition to presenting a cumulative program grade point average of 2.00 and a “good standing” status, all first year requirements in the Paramedic Program must be successfully completed before a student is eligible for Hospital and Final Ambulance practicum placements. The first year requirements include all required courses from Year 1, all supplemental requirements (see below) and all associated certifications (WHMIS, ITLS, H&S CPR, ACLS, PALS and NRP).

Out of province students must meet registration requirements in the province in which practicums are assigned. Out of province students will be required to complete Alberta registrations or temporary registrations for placements in Alberta. It is each student’s responsibility to ensure that he/she has met provincial requirements to be placed on a practicum; students must take the initiative to ensure all documentation is complete well in advance of a practicum. Questions on what is required should be directed to the school, and to the provincial regulating body where the practicum will occur.

Supplemental Requirements

The goals and objectives of supplemental requirements are to:

- Ensure minimum on-car ambulance experience is occurring during the first year of the program.
- Ensure that the student is able to integrate theory with practice.
- Develop a reservoir of paradigm cases upon which cognitive templates can be built.
- Demonstrate the importance of reflection in adult learning.
- Ensure participation in the provincial professional association as required by the NOC profile and CMA accreditation.

Students must complete the following supplemental requirements to be eligible for entry into the second year of the Paramedic program:

- Attend at least eight site days throughout the first year from the numerous optional site days provided by the Lakeland College Paramedic Program. This requirement does not include Technical One or Technical Two course days. The site days will be scheduled throughout the year so ample opportunity will be provided. Students who attend part-time in their first year are strongly encouraged to attend site days. Students in their second year of part-time studies must attend eight site days in that year of studies. Students attending full-time must attend eight site days in their first year of studies.
- Supply a work experience sheet which is signed by the students’ EMS supervisor and includes place of employment and hours of work. Each student must complete and log 400 hours and 40 ambulance calls in an acute care setting where the student is the attendant, within the twelve months prior to Technical Three to be eligible to attend Technical Three. Employment in a BLS service is acceptable, including volunteer services. Students in their first year of part-time studies are encouraged to maintain employment in the field. Students in their second year of part-time studies must complete the 400 hours and 40 ambulance calls within twelve months prior to beginning Technical Three. This requirement is not a practicum placement and is not placed or supervised by Lakeland College personnel.
- Each student must keep a call journal of all calls and one that includes reflection of paradigm cases (some calls). This may include copies of PCRs (with the personal info blacked out) that the

student has written, or short paragraphs on each call. The important thing is the student reflects on what is learned on a call. Industrial and inter-hospital transfers are not sufficient.

- Each student must attend the Alberta College of Paramedics Annual General Meeting in the first year of the program. Students who are excused from this requirement at the discretion of the Chair will be required to write a formal essay on the history of the Alberta College of Paramedics.
- Present a transcript indicating a passing grade in Anatomy & Physiology prior to qualifying to attend Technical Three. Approved courses currently include Athabasca University BIO235, and Thompson Rivers University HLSC1593 & 1693. Please inquire regarding other possible approved courses. Students are strongly urged to complete Anatomy & Physiology prior to attending first-year courses. The Anatomy and Physiology requirement must be completed and a transcript presented to the Registrar's Office no later than June 30 at the end of the first year in the Paramedic Program. This is a pre-requisite for Technical Three. (Amended Nov/10).
- Pass the on-line WHMIS Course prior to the end of September in the first year. Instructions for course access are provided during Technical One.
- Complete all requirements as specified and within the timelines prescribed in "Section I – Practicums" in this Manual. Paramedic students should note that some practicum requirements must be met during Technical I at the beginning of the program.

Students who do not successfully complete the supplemental requirements after two attempts will be ineligible to continue in the program. Supplemental requirements are subject to change; students will be notified of such changes.

Provincial Registrations

Lakeland College students enrolled in the Paramedic program are required to maintain their EMT registration with the Alberta College of Paramedics or in their home province at all times while they are registered in the program. This includes during the didactic and practical portions. Paramedic students who fail to maintain their EMT registration may be subject to expulsion.

Driver's License Demerits

Students in the Lakeland College Paramedic program may be asked to drive College vehicles for their program of study. Lakeland College insurance policies dictate that students can have no more than 5 demerits on their current driver's abstract to qualify to drive Lakeland College vehicles. Therefore, Paramedic students must not drive College vehicles if they present a Driver's Abstract with more than 5 demerits. It is each student's responsibility to disclose changes to their driver demerits, if that should happen.

Part-Time Studies

The option is available to enroll part-time in the first year requirements for the Paramedic program, but this is not recommended. Students who find that the didactic portion of the program is too heavy may elect to complete first-year didactic courses over two consecutive cohorts. Students who wish to do so will be counseled as follows:

- They will be required to have the permission of the Programs Chair.
- They are required to maintain at least one didactic course in the first cohort, and in most cases they will be counseled to take EM 220 EMT-P Pharmacology and to complete their Anatomy and Physiology co-requisite.
- They are required to enroll in all remaining first-year didactic courses and certifications in the next available cohort. Any appeals that may be in progress are not to impede this timeline; program administrators will work to ensure that responses to any appeals will be expedited so that students may join the next cohort.
- All first-year site day, technical week and supplemental requirements are optional during enrollment in the first cohort and mandatory during the second cohort.

- Paramedic students choosing to take the first year of the program part-time must be aware that the deadline of 36 months to complete the program will not change if they decide to be enrolled part-time. This means that if they should fail a course in the second cohort, they will not have the option to re-enroll in the course because their deadline will expire before they can complete all program requirements. Therefore, Paramedic students who choose to study part-time are making an informed choice that they will be ineligible to continue in the program if they should fail a course in the second cohort.
- No option to take second year Paramedic Program requirements part-time to deliberately extend them over two years is available due to the unpredictable nature of practicum placements.
- All other academic policies, including but not restricted to course fails and repeats, remain in effect.

D. Mandatory Fees, Withdrawal and Refund

All fees, withdrawal policies/procedures, refund and other registration issues for Lakeland College EMS students will adhere to the policies and procedures as outlined in the official Lakeland College Academic Calendar. Fees are due and payable on the first day of the program. In the event of withdrawal, the student must notify the Office of the Registrar immediately in writing (or by fax to 780 853 2955). Students may expect a full refund of mandatory fees less the tuition deposit within the first 10 working days of the program and a 50% refund of mandatory fees between the 10th and 20th working day of the program. No refunds thereafter.

See the Lakeland College Academic Calendar at www.lakelandcollege.ca for a complete copy of these policies and procedures.

E. EMS Programs – Compliance with Accreditation/Program Approval

The EMR, EMT and Paramedic Programs at Lakeland College must remain in compliance with Alberta College of Paramedic Program Approval standards, and the Canadian Medical Association accreditation standards apply to the EMT and Paramedic programs. It is the commitment of Lakeland College to seek and maintain all required program approvals and accreditation. Program personnel shall go to every possible length to ensure that any changes which may result from changes in program approvals or accreditations requirements will not disadvantage students. However, such factors are often out of the control of the program personnel.

If any changes in provincial or national approval or accreditation requirements shall require changes to the curriculum and/or delivery of the Lakeland College EMS programs, or where deficiencies are identified during a program review by a provincial or national body, every reasonable effort shall be made to implement the changes as quickly as possible to ensure that students are in programs which maintain compliance with the requirements. In most cases and whenever possible, revisions shall be made within two months of the program receiving notices of required changes. Factors which may influence this policy will be the timing of receipt of the notices, and the weight of the demands to the program in implementing the changes.

In cases where changes to national approval or accreditation requirements shall require significant monetary or administrative commitment, the changes shall be applied to the next cohort of the affected program.

F. Lakeland College Student Rights and Responsibilities

Students who register at Lakeland College agree to abide by the rules and regulations of the institution and are expected to conduct themselves in a forthright and honest manner.

Students have the right to:

1. A learning environment providing respect and fairness from faculty, staff and fellow students; freedom from harassment; and preservation of student dignity.
2. Individually/collectively make their point of view known to any consulting or decision making body of the college following College procedures.
3. Form clubs and committees through the Students' Association and to associate with other organizations to promote common interests.
4. A responsible student press independent of College structure and policies.
5. Reasonable access to statements of policies, procedures and guidelines of the College and student organizations.
6. Reasonable and legitimate access to the College buildings and facilities.
7. Have the privacy of their student records protected and personal access provided in accordance

- with Alberta's Freedom of Information and Protection of Privacy Act and College procedures.
8. Challenge the accuracy of an evaluation following the procedures outlined in the College's Student Appeal Procedure.
 9. A reasonable amount of student support systems.
 10. Be informed of the content and requirements of their courses and programs. This should include a course outline, a method of student evaluation, a description of major assignments and when they are due; and attendance requirements.
 11. Appropriate instruction/facilitation of learning in all courses.
 12. Confidentiality of evaluations.
 13. Have assignments, essays, exams (excluding final exams) returned in a reasonable amount of time. The instructor will consult with the students if a delay is to be expected.
 14. Expect, where reasonable and upon student request, that individual course performance will be discussed with the appropriate instructor one week prior to the last day to withdraw without academic penalty.
 15. Be advised of methods by which course/program deficiencies can be cleared.
 16. Expect reasonable access to faculty members for assistance with courses or academic problems.
 17. Reasonable notification of class cancellations.

Students Have the Responsibility To:

1. Maintain conduct which reflects a positive image on Lakeland College in official, co-curricular and extracurricular events.
2. Attempt to resolve academic and personal problems by communicating with the appropriate College personnel.
3. Observe nonsmoking regulations as posted in the College.
4. Keep the College informed of their current mailing address and any change of name.
5. Ensure the effective management of the Students' Association.
6. Ensure that any student press acts in a responsible manner.
7. Maintain responsible student representation on various College committees, such as Academic Council, and the Board of Governors.
8. Familiarize themselves with course and program requirements.
9. Observe all health and safety procedures outlined for classrooms, laboratories, field trips and practicums.
10. Maintain a satisfactory academic standing while in attendance at Lakeland College (see College Procedures 5.78 and 5.63).
11. Be punctual and regular in attendance as specified in the course outline of a particular course, the program handbook of a particular program, or the Student Attendance in Class Procedure (5.73).
12. Conduct themselves in a responsible manner. In the event that a student fails to maintain his/her responsibilities and is suspected of academic or non-academic misconduct as defined below, he/she may be subject to the Student Discipline Procedure (5.57). Misconduct will include, but is not limited to:
13. Not commit acts of Academic Misconduct, including:
 - Conduct disruptive to class.
 - Failure to follow program or course objectives as outlined in the student's program handbook or course outline.
 - Any student behaviour within the classroom, lab or field trip, which is described within the section titled "Non-Academic Misconduct."
 - Dishonesty in academic matters including cheating, aiding and abetting, etc. Examples of academic dishonesty include, but are not limited to:
 - Cheating on examinations by the use of crib notes, unauthorized use of an electronic device, copying from another paper either before or during the examination, or by any other means.
 - Theft of examinations.
 - Deliberately allowing another student to copy one's work.
 - Falsifying results of laboratory experiments.
 - Buying/obtaining a paper/project and turning it in as an original.

- Writing an examination for someone else or vice versa.
 - Unauthorized collaboration on the preparation of course work.
 - Plagiarism including the submission of the work of others, published or not, in whole or in part without acknowledgement or proper documentation. According to St. Martin's Handbook for Canadians (Lunsford, Connors, & Segal, 1989), the following materials require proper acknowledgement: direct quotations longer than two words; facts that are not common knowledge or are arguable; judgments, opinions, or ideas of others, even if paraphrased or summarized; statistics, charts, tables, and graphs from other sources; or information or help provided by friends, instructors, or others. Common knowledge, facts available from a wide variety of sources and a student's own findings from field research do NOT require credit. Plagiarism can be judged to have occurred if: the instructor has both the material presented by the student and the original source from which this material was taken; the student is incapable of explaining the terminology or ideas in the submitted material, and such terminology or ideas do not originate in the works contained in the accompanying bibliography or works cited page; for oral presentations, the student cannot produce the notes or texts used to prepare his/her material.
14. Not commit Non-Academic Misconduct, including
- a. Failure to obey College employees in the performance of duties.
 - b. Misuse of fire or safety equipment including signs and notices.
 - c. Threatening to subject or subjecting any student, staff member or College visitor to physical or mental harassment, indignity, injury or violence.
 - d. Directing abusive language, indecent or libelous statements, unfounded allegations or statements harmful to personal dignity towards students, staff members or College visitors.
 - e. Violating the harassment policy of the College.
 - f. Irresponsible behaviour on College premises, in a College vehicle or at a College/students' association-sanctioned function.
 - g. Use/possession of illegal drugs on College premises, in a College vehicle or at a College/student's association-sanctioned function.
 - h. Threatening to or damaging, destroying, or moving without permission, any College controlled property, property belonging to the Students' Association, or property belonging to a student, staff member or visitor to the College.
 - i. Unauthorized use of or entry into College property.
 - j. Use or possession of firearms or restricted weapons on College property.
 - k. Neglecting safety procedures or intentionally creating safety hazards.
 - l. Behaviour which is unlawful.
 - m. Any infraction of the College "Client Code of Ethics" regarding the use of computer facilities and resources.
 - n. Any infraction of the College's "Residence Code of Conduct."

Approved at Academic Council November 27, 2007

Further information on academic matters may be found in the official Academic Calendar online at www.lakelandcollege.ca

Student Participation in Social Networks

While you are a student enrolled in an EMS program at Lakeland College, your online presence in a social network can represent Lakeland College. Be aware that your actions captured via images, posts, or comments can represent that of our organization. Students are held to accountability for adhering to the Lakeland College Student Rights and Responsibilities in all media. With the ability to use social networking comes responsibility. If a profile or post can link a student to their place of study, the student is urged never to post anything that could potentially embarrass or otherwise reflect poorly on his or her school, which will in turn reflect poorly on the student. Remember that information, comments, photo sharing, and video sharing posted on a social network website or published on your blog should comply with Lakeland College, Alberta Health Services, and the Health Information Act confidentiality and non-disclosure policies. This also applies to comments posted as a reply on other blogs, forums, and social networking sites. Under no circumstances should you break confidentiality. Be respectful to your school, other

students and staff, allied health professionals, patients, and those to which you make a comment. Don't use ethnic slurs, personal insults, obscenity, or engage in any conduct that would not be acceptable in your school or your workplace. Show proper consideration for others' privacy and for topics that may be considered objectionable, inflammatory, or embarrassing to others.

Independent Work

Unless an assignment is specifically noted as being a group work project, all substantial work must be done independently. By definition, substantial refers to any submission of major ideas, concepts, outcomes and viewpoints. Students should assume that all assignments, papers, tests, and any other type of assessed or unassessed work is to be completed independently unless directed otherwise. Where students are unsure, they should check with the instructor. Students who assume that work can be completed in a group project where the instructor has not specified a group project, should expect to have the Academic Misconduct Policy applied.

G. Attendance Requirements

1. Attendance in online courses is defined as regular participation in online discussions and complying with other discussion and assignment requirements as specified by the course instructor. In general, students are expected to have logged into their online courses at least several times per week, and it is recommended that they do so on a daily basis.
2. Attendance at all EMT site day and Technical Weeks events is mandatory.
3. Attendance at Paramedic site days is optional, provided that first year students meet the 8-day minimum requirement.
4. Attendance at all Paramedic Technical Weeks events is mandatory.

H. Evaluation Procedures

Below is the grade conversion chart established for the Lakeland College EMT and Paramedic programs. This chart is used in all course outlines, and in all instances, this grade conversion chart shall be the definitive scale used for determining grades and academic disciplinary rulings for students in the Lakeland College EMT and Paramedic programs.

Emergency Medical Technician/Paramedic Grade Conversions

Grade	F	D	D+	C-	C	C+	B-	B	B+	A-	A	A+
% Range	0-64	65	66-67	68-69	70-72	73-75	76-78	79-81	82-84	85-89	90-94	95-100
Points	0.00	1.00	1.30	1.70	2.00	2.30	2.70	3.00	3.30	3.70	4.00	4.00

1. Final marks will be submitted to the Office of the Registrar by your Instructor in the form of a Letter Grade. This grade will be assigned according to your achievement in a course.
2. Every student's performance will be evaluated at least two times per term in full term courses.* These evaluations may take the form of tests, essays, and /or other assignments. The results of at least one evaluation in each course will be available to students no later than the eighth week of the term.
3. A student having an unexcused absence from a term test will be assigned a mark of zero on that test; however, in case of incapacitating illness or injury, or death of an immediate family member, a student may be permitted special consideration (e.g., a make-up test) as the instructor sees fit.
4. A student having an unexcused absence from a final examination shall be assigned a mark of zero on that examination. A student will be allowed to defer final examinations only for reasons of religious conviction or extreme adverse circumstances. Final examinations are not normally deferred beyond 15 working days after the conclusion of the examination period. Prior to the examination date, students must apply in writing to the department chair for a deferral of a final examination. Failure to sit for the examination on the date approved by the instructor and the department chair will result in a mark of zero on that examination.
5. Term work is to be concluded by the last day of classes. However, in the case of incapacitating illness or injury, or death of an immediate family member, a student may be permitted by the department chair to defer the submission of term work for a period which will normally not exceed 30 days. If the late submission of any student work to the instructor is going to delay the submission of a final grade beyond 72 hours after the last day of examination, then the student must submit to the Chair a request for a deferral. Failure to submit the work by the date approved by the department chair will result in a mark of zero on that work.
6. Supplemental Evaluations
Lakeland College EMS programs offer supplemental evaluations only to students who are determined by the EMS Programs Chair to be eligible under the terms of the Supplemental Evaluation Procedure. Copies of this Procedure are provided to students at the time that Supplemental Evaluations are offered. Students who are eligible for supplemental evaluations are charged a fee for these evaluations, as per the Procedure. In cases where a student does not have a high enough GPA to continue in the program

and is eligible for a remedial assignment to raise the GPA, an additional fee will be applied, payable in advance, to cover the additional workload associated with that assignment.

7. Re-writes on final examinations may be allowed in the EMS programs when a student has failed a course. The re-write must be applied for and approved by the Instructor and the department chair and written within 15 working days after the conclusion of the examination period. The highest grade possible in the course following a rewrite is the minimum grade required for a pass. There is a fee of \$150 for a rewrite, which must be paid in advance. This fee is effective for all EMS students starting their program of studies after December 31, 2010.
8. EMT students may re-write final examinations in a maximum of one course per program. This includes both graded and pass/fail courses. EMT students who have failed a second course in the program will be required to withdraw from the program.
9. Paramedic students may re-write final examinations in a maximum of one course each year. This includes both graded and pass/fail courses. Paramedic students who have failed a second course in the academic year will be required to withdraw from the program.
10. Midterm and Final Examinations Procedures:
 - a. A student is to write each of his/her examinations on the day and time scheduled.
 - b. A student should not make arrangements for travel, employment, or extracurricular activities during the examination period.
 - c. Unauthorized materials must be left outside the examination room.
 - d. A student may not enter the examination room more than 30 minutes late except with the permission of the student's instructor.
 - e. A student must remain seated until ready to turn in his/her examination papers.

* A term in the Paramedic program is defined as 4 months in the first term of the first year, 6 months in the second term of the first year, 4 months in the first term of the second year, and 6 months in the second term of the second year. A term is six months in the EMT program.

Letter Grade	Value	Description
A+	4.00	
A	4.00	Excellent
A-	3.70	
B+	3.30	
B	3.00	Good
B-	2.70	
C+	2.30	
C	2.00	Satisfactory
C-	1.70	
D+	1.30	
D	1.00	Minimal Pass
F	0.00	Fail

Please see the Lakeland College calendar for additional grading symbols.

Grade points earned for a subject are determined by multiplying the credit value of the subject by the grade earned in that subject.

$$\text{Grade Point Average (GPA)} = \frac{\text{Total Grade Point Earned}}{\text{Total Credit Value of Subjects Taken}}$$

Example

	Credit	Grade	Grade Point Earned	Total Grade Point Earned
BI 205 – Limnology	3	C	2.0	6.0
SO 210 – Introductory Soil Science	3	B	3.0	9.0
ZO 214 – Ornithology	3	A-	3.7	11.1

$$\text{GPA} = \frac{\text{Total Grade Points Earned}}{\text{Total Credit Values}} = \frac{6.0 + 9.0 + 11.1}{3 + 3 + 3} = \frac{26.1}{9} = 2.9$$

11. Exams written off-site

Students enrolled in the EMT and Paramedic programs who live more than five hours' drive from Camrose may apply to have midterm and/or final exams proctored in their home community under the following conditions:

- a. Students will not miss any other mandatory activities in Camrose, other than examination sittings;
 - b. Proctors are pre-approved by the Program Chair.
 - c. Proctors should not be co-workers, work supervisors, relatives, or friends. Recommended proctor sites include public libraries, post-secondary learning centres; public schools.
 - d. Once approved, proctors must be scheduled by the student in accordance with the terms of the examination. Time and date of proctored examinations are set by the Program Chair.
 - e. Any additional fees charged to the student for exam proctoring off-site shall be the responsibility of the student.
12. A \$20 fee will be charged to the student for each exam sitting to cover shipping. Appeal Processes
The EMS programs at Lakeland College apply the College's academic policies for procedures for appeals. Information on appeals may be found in the Lakeland College Academic Calendar on the website.
13. Advanced Standing. Effective September 1, 2011, an evaluation fee of \$200 per course for an Advanced Standing assessment shall be in effect for all students in EMS programs, regardless of when they enrolled in the program. This fee is payable prior to initiation of an Advanced Standing assessment, and is non-refundable, regardless of whether or not the Advanced Standing is awarded. No Advanced Standing assessments shall be made for students who have not applied to the program and paid their application fee. Advanced Standing shall be assessed after an Advanced Standing application is made, the Advanced Standing fee is paid, and documentation substantiating the work being assessed is supplied. This fee also applies where students request assessment of Anatomy & Physiology courses outside of the pre-approved courses, as listed on the website. *Policy in effect September 1, 2011.*
14. Proctored Exams
Students from out of province may request to have examinations proctored in their home locations, but only when the examination schedule does not include any other face-to-face instruction or in-class activities. In these cases, students must request an out-of-province sitting by sending an email to the Program Chair, and receiving approval prior to making arrangements. Students must provide contact information for an exam proctor consisting of name and title of the proctor, name of the company, phone, email and mailing address. The proctor must assure the school that the exam will be kept in locked storage to which the student does not have access. Approved sites include public schools or libraries, learning centres, and education offices within health regions. Proctors must not be relatives, peers, co-workers or associates of the student. It is requested that students do not write proctored exams in their places of work.

EMT Program –Formative and Summative Evaluation Procedures

1. Didactic courses

A passing grade on all graded assignments, quizzes, exams, and course grades is a "D" grade (65%).

2. Technical Courses

- a) All evaluated work during technical weeks is evaluated on a pass/fail basis.
- b) All skills covered during the technical week are assessed pass/fail.
- c) All exams written during the technical weeks are set at a 65% passing grade, with the exception of applicable certifications (eg. ITLS, WHMIS, H&S CPR, and Driver Safety) with external criteria.

3. Practicums

All practicums are pass/fail and are assessed according to the criteria identified on the Instructor's Grading Sheet (available on the website) and the successful completion of the accompanying practicum in the electronic logbook. All competencies must be assessed as successful.

4. Fail in Technical One

All requirements in Technical I must be successfully passed for a student to continue in the program, including meeting passing requirements for all written exams and skills, and participating in all components of the course. A student who fails Technical One is eligible to re-apply to attend a later cohort, and will need to meet all admission requirements for that cohort.

5. Repeat of a Course

If an EMT student is required to repeat a course due to a failed grade, the student shall be required to repeat all site days and technical week days in the term in which the repeated courses are held. The exception to this shall be when the site days or technical week days are comprised entirely of activities or assessments from which the student would not derive any benefit (such as the first day of Technical Week One which is largely orientation, or days on which exams are scheduled for courses in which the student is not enrolled.). The waiving of required days shall be at the discretion of the Program Chair. These students will also be required to demonstrate ongoing physical fitness as per the physical fitness requirements in the Technical Week courses. Students repeating courses shall not be required to repeat non-expired credentials such as Driver Safety, CPR, WHMIS or ITLS, but it is each student's responsibility to ensure that these credentials are valid at the time the student is placed on practicum. There shall be no additional tuition assessed for attendance at these repeated technical weeks or site days.

Students may be allowed the opportunity to repeat minimal pass courses or a failed course. EMT students are allowed one repeat or one special project per program.

6. EMT Graduation Requirements

Students considered for graduation eligibility are assessed as per the Graduation Checklist. EMT students must have successfully passed all required courses specific to their cohort, and achieved a minimum cumulative GPA of 2.00 to graduate.

Paramedic Program – Formative and Summative Evaluation Procedures

1. Didactic courses

A passing grade on all graded assignments, quizzes, exams, and course grades is a “D” grade (65%). However, students must present a cumulative grade point average of 2.00 at all times during the program.

2. Technical Courses

- a) All evaluated work during technical weeks is evaluated on a pass/fail basis.
- b) All skills covered during the technical week are assessed pass/fail.
- c) All exams written during the technical weeks are set at a 65% passing grade, with the exception of external certifications. (e.g. ACLS, ITLS, PALS, WHMIS, NRP) where the criteria is set by the certifying body.

3. Practicums

All practicums are pass/fail and are assessed according to the criteria identified on the Instructor's Grading Sheet (available on the website), and the successful completion of the accompanying practicum in the online logbook. All competencies must be assessed as successful.

4. Fail in Technical One

All requirements in Technical I must be successfully passed for a student to continue in the program, including meeting passing requirements for all written exams and skills, and participating in all components of the course. A student who fails Technical One is eligible to re-apply to attend a later cohort, and will need to meet all admission requirements for that cohort.

5. Repeat of a Course

If a Paramedic student is required to repeat a course due to a failed grade, the student shall be required to attend a minimum of eight site days in each of the first two years, and all technical week days in the term in which the repeated courses are held. The exception to this shall be when the site days or technical week days are comprised entirely of activities or assessments from which the student would not derive any benefit (such as the first day of Technical Week One which is largely orientation, or days on which exams are scheduled for courses in which the student is not enrolled). The waiving of required days shall be at the discretion of the Chair.

Students may be allowed the opportunity to repeat minimal pass courses or a failed course. Paramedic students are allowed one repeat or one special project per year.

See Part-Time Studies under Part B of this Manual for site day and technical week requirements for those who deliberately choose to take first-year requirements part-time over two years.

6. Final Evaluation

A final evaluation for the Paramedic Diploma will take place in Technical V. The summative evaluation is a requirement to graduate from the program. If a student should fail on the first attempt, the student shall be granted a second attempt during the Technical V week, at no additional charge. Should the student fail a second attempt, a fee of \$50 shall be charged for rewriting this exam a third time. A third attempt must be completed within 60 days of the second unsuccessful attempt. If a student should fail this evaluation three times, the student will be required to successfully complete the next available Paramedic Refresher Course. The student shall be charged the regular tuition assessed for that course. Because the Comprehensive Final is a mandatory requirement of Technical V, a passing grade shall be granted for Technical V after all other components of the Week have been passed, and the Comprehensive Final has been passed.

7. Paramedic Graduation Requirements

Students considered for graduation eligibility are assessed as per the Graduation Checklist. Paramedic students must have successfully passed all required courses specific to their cohort,

and achieved a minimum cumulative GPA of 2.00 each year of the program to graduate.

I. Academic Progress

1. Fail in Technical One

All requirements in Technical I must be successfully passed for a student to continue in the program, including meeting passing requirements for all written exams and skills, and participating in all components of the course. A student who fails Technical One is eligible to re-apply to attend a later cohort, and will need to meet all admission requirements for that cohort.

2. Required to Withdraw/Suspension from College

Students may be required to withdraw from a course or the program for failure to meet academic or non-academic standards as set out by Lakeland College (see the Lakeland College calendar). In addition:

- a) Students enrolled in the EMT or the Paramedic program will be suspended from the program upon failing any course twice.
- b) EMT students with a grade point average of less than 1.00 will be suspended.
- c) Paramedic students who do not maintain a cumulative program grade point average of 2.00 will be suspended.
- d) Students who fail to meet probationary contract requirements may be suspended.

Students who are required to withdraw from an Emergency Medical Services program will be suspended for one academic year. Re-admission to the program will be subject to the approval of the program dean based upon supporting evidence which may include changes in personal or work life, letters of reference, and medical certificates.

3. Academic Probation

Lakeland College students must satisfy minimum standards of academic performance and adhere to standards for behaviour and attendance. Probation is a method of alerting students that they are not meeting these standards and that improvement is necessary for successful program completion. Students who are placed on academic probation are not considered to be "in good standing." Good standing is necessary to be eligible for awards or bursaries or to participate in college athletics programs. Students enrolled in emergency medical services programs may be placed on academic probation for one or more of the following reasons:

- Failure of an academic course.
- Failure to maintain a minimum GPA of 2.0 each term
- Poor performance of psycho-motor skills
- Demonstration of inadequate skills, knowledge and general practice which may jeopardize patient safety
- Behaviour which does not meet college or professional standards.
- Poor attendance in classes, online, or at practicum.
- Unethical or illegal acts.
- Unsafe practice.
- Extreme poor health or personal circumstances causing the student to be unable to fulfill the requirements of a practicum placement.

A student placed on academic probation will be required to meet with the department chair and a probationary contract will be drawn with terms to be determined by the situation. Failure to meet the conditions of the probationary contract may result in suspension or expulsion from the college.

J. Practicums

1. Eligibility for Practicum

A student may not proceed to any practicum without meeting the pre-requisites for that practicum as per the official course outline.

To ensure that Lakeland College meets all of its contractual obligations with practicum sites, students are required to meet all pre-requisites for each practicum placement prior to beginning that placement. Students must receive clearance, in the form of an email or phone call, from the Practicum Coordinator, prior to attending any practicum placement. It is each student's responsibility to ensure that he or she has met all pre-requisites for the practicum placements, as specified in the practicum course outline.

Additionally, all EMS practicum students must file with Program Staff, and have in their possession while attending all practicums the following:

- A Criminal Record Check* completed within two months prior to beginning the cohort (for EMT's) or the year (for Paramedics). **Due during Technical 1 for all students, and again during Technical 3 for Paramedic students.**
- All immunizations up-to-date and cleared as "Complete" by program staff. **Due during Technical 1 followed by one 60-day timeframe to meet any deficiencies.**
- A copy of their Fit Mask Test in hand to take to the practicum site. **Completed onsite during Technical Weeks.**
- For EMT students, a driver's abstract showing a current driver's license with no more than 5 demerits is due as an Admission Requirement. **Due during Technical 1.**
- Each EMT student must hold a Class IV Driver's License by the time they attend Technical IV Week. Students who enter the program with a GDL or a Class V must have enough time to complete all requirements to pass the Class IV requirement prior to Technical IV Week.

*Students with criminal records should be prepared for practicum sites to request further information. Students with criminal records should be prepared to discuss their situations with program staff.

It is the expectation of program staff that applicants shall make every reasonable effort to comply with all practicum readiness requirements prior to program commencement. However, it is possible that practicum readiness requirements for the EMT and Paramedic Programs may not be completed prior to the commencement of studies, particularly due to wait times to complete immunization and criminal record check requirements. This is especially true for applicants who apply close to program commencement.

During Technical I, student files will be monitored and students will be provided with a list of practicum readiness requirement deficiencies prior to the completion of Technical Week I, along with a deadline of 60 days to comply with these requirements. If the student misses the first deadline, he or she shall be placed on Academic Probation and shall be given a deadline of 60 days to comply. Students failing to comply with the deadline a second time shall be suspended.

No practicum clearance shall be granted for students in this situation, and they shall be placed at the end of the queue to receive a practicum placement.

To ensure that students are understanding their responsibilities and procedures for practicum, an assessment is administered following the practicum orientation. Students must pass this assessment with a minimum grade of 65%, but if they are unsuccessful, they may continue to re-write the assessment until they pass. They may not proceed to a practicum placement until this assessment is passed. The assessment is considered part of the mandatory requirements for the relevant Technical week (Technical II for ACP students, Technical IV for PCP students).

2. Practicum Agreements

Students must sign a practicum agreement verifying their scheduled shifts and any other specific terms for placement. Students are also required to log this information in the online logbook. This constitutes their agreement to attend shifts as scheduled.

3. Summer Practicums

It is desirable for minimal numbers of students to be attending practicums during the summer months when EMS service and program staffing levels are at their lowest.

No repeat practicums (practicums required when a first attempt has been failed) will be assigned to start after mid-June through to the first day of the next Tech Week after September 1.

Persons who have not yet had a first practicum who are eligible to start a practicum in late spring may or may not be placed on practicum over the summer months.

4. Practicum Sites

Practicum placements are subject to availability of placements and preceptors. Students are urged to exercise patience and discretion while waiting for practicum placements.

No guarantees are made regarding practicum sites.

5. Practicum Expectations

The student shall notify the Preceptor, Staff Advisor and the program office if a scheduled practicum shift must be missed or re-scheduled for any reason. Failure to do this may result in termination of the student practicum.

If a student should fail any practicum for failing to comply with practicum requirements, and if the student is eligible for a second attempt to pass the practicum, the student shall be charged a full practicum tuition fee for repeating the course. The fee shall be in accordance with the official fee schedule as published.

Students failing practicums for other reasons who are eligible for a second attempt to pass the practicum shall have tuition fees assessed on an individual basis. The underlying principle shall be that if a practicum is failed due to student negligence or failure to comply with institutional or practicum site requirements, the student shall be charged a full practicum tuition fee for repeating the course.

6. Practicum Intervention Policy

Practicum Interventions are a means by which, because of public interest, public safety or public health considerations, a student can be denied placement in a Practicum; be withdrawn from participation in a Practicum; or have participation in a Practicum suspended or varied through the imposition of conditions which must be met prior to or as part of the student taking up, continuing, or returning to a Practicum.

Lakeland College has an obligation to protect the public interest, public safety, and public health by ensuring that students in Practicums conform to accepted standards of professional, competent and safe practice in their work with patients, clients, and co-workers.

The department chair and dean, in consultation with the Registrar will be involved in all decisions to deny a practicum or remove a student from a practicum.

7. **Practicum Length**

EMS program practicums at Lakeland College are competency-based. Students shall remain in practicum placements until the competencies are completed, or they have been assigned a passing or failing grade. Practicums have also been assigned minimum required hours, which are specified in the practicum logbooks.

EMT Program

EMT students are assigned to practicums in the following order:

- Hospital Practicum – minimum 96 hours and completion of required competencies. This practicum follows Technical IV.
- Ambulance Exposure Practicum – hours will vary (see below). This practicum, if required by the Program Chair, follows Hospital Practicum.
- Ambulance Practicum – 240 hours, attending a minimum of 25 patients, and completion of required competencies. This practicum follows Hospital Practicum or Ambulance Exposure Practicum, if required.

Students may not count interhospital transfers towards meeting the requirement for attending a minimum of 25 patients. Students provided opportunities for interhospital transfers should accept these opportunities as excellent learning situations.

Should a student fail any of the practicums, he/she shall be counselled by program staff regarding continuation in the program.

Paramedic Program

Paramedic students are assigned to practicums in the following order:

- Ambulance Practicum – Intermediate, 432* hours and completion of required competencies. This practicum follows Technical II.
(*Hours corrected to 432 from 400 hours - February 2010)
- Hospital Practicum, 208 hours and completion of required competencies. This practicum follows Technical III.
- Ambulance Practicum – Final, 480 hours and completion of required competencies. This practicum follows Technical IV or Hospital Practicum.

Should a student fail any of the practicums, he/she shall be counselled by program staff regarding continuation in the program.

8. **EMT Ambulance Exposure Practicum Policy**

The EMT Ambulance Exposure Practicum is required for EMT students who have minimal experience in an EMS service, and who would benefit from a mentored relationship without the pressure of having to complete the requirements for a final practicum. The Ambulance Exposure Practicum is also required for students who have exhibited academic and/or psychomotor skills which are barely above the passing grade, or which indicate the students have the potential to place patients at risk. Examples would be, but are not limited to, students who have several core course final grades in the mid to high 60s percentile; or students who do not consistently demonstrate basic skills such as appropriate patient assessments; or students who consistently prescribe potentially patient-endangering procedures or treatments while practicing in scenario settings. Recommendations for EMT Ambulance Exposure Practicums may be made by any program staff, but the final decision to place a student on an EMT Ambulance Exposure Practicum rests with the Program Chair.

Minimal requirements are made of students placed in Ambulance Exposure Practicums, but an evaluation assessment is completed at the end of the placement. The number of hours for this placement will vary with student ability. No competencies from the EMT Ambulance Practicum competency profile shall be assessed during an exposure practicum.

9. **Practicum Placement Guidelines**

The Program Staff of Lakeland College's EMT and Paramedic Programs are cognizant that the unique nature of the online delivery program causes certain conflicts for students eligible for practicum placements. We recognize that many students do work full- or part-time while they complete their program of studies. However, from the perspective of the educators in the program, the priority must be the program and its requirements. Therefore, students are expected to make whatever personal and financial arrangements are necessary to complete their practicum requirements. Due to the highly competitive nature of acquiring practicum spots, practicum schedules are generally not flexible, and preceptors are in high demand. As a result, students may be required to forfeit some employment shifts to complete practicum requirements in the time allotted them. (See #d below for further clarification).

- a) All practicum arrangements are the responsibility of the Practicum Coordinator. All communications regarding practicum placements, contracts, preceptors, on-site visits, logbooks, etc. must be made through the Practicum Coordinator. The Practicum Coordinator may designate certain tasks to other program staff, such as on-site visits.
- b) Due to the highly competitive nature of acquiring practicum spots, location of practicum sites, and dates of placement, cannot be guaranteed. Program staff make every possible effort to match student preferences to practicum sites.
- c) All students assigned a practicum placement must sign a Practicum Contract specifying dates and times of attendance at the practicum (as pre-agreed by the student and the preceptor). Should a student be unable to attend on a particular day because of illness, the student is expected to contact both the preceptor and the school immediately to document the absence. The student is expected to make up any missed shifts in order to log the required number of practicum hours. Failure to follow this schedule may result in dismissal from the program.
- d) **Refusal of a Practicum Placement**
Students preparing for practicums need to realize that placing students in practicum settings is difficult given the factors which must be balanced. As a result, freeing up time and finances to attend practicums must be a priority for students when they know they will soon be eligible for placement. Because the school is not always given significant advance notice, students should be prepared, and should prepare their employers, for placements with short notice. Students should also make the necessary financial arrangements well in advance of practicum placements to be free to attend practicums at the time the placement is assigned. Issues such as short notice time and extreme circumstances will be taken into consideration, but if the Practicum Placement Coordinator(s) finds that a student has refused a practicum placement because of other priorities, then the policy will be activated.
- e) A student may refuse a practicum spot if he/she can supply, in writing, proof of extenuating circumstances as to why the placement is being refused. Consideration will be made for such circumstances as incapacitating illness or injury, or death of an immediate family member. Consideration will not be given for employment or financial reasons, because it is each student's responsibility to arrange availability for practicum with the employer prior to eligibility for practicum.

A student refusing a practicum spot for approved circumstances will be moved to the end of the list of students waiting for practicum placements. The completion date for the program will be extended only if the student must wait an undue amount of time for an alternate location.

A student refusing a practicum spot for unapproved circumstances will be deemed to have withdrawn from the practicum course, and will be assigned a grade of W/D for that practicum. No refund for incompleteness of the course will be issued in this circumstance. The student will then have to re-register for the practicum course, and will be invoiced for the tuition as per published rates a second time.

Additionally, a student who has been withdrawn from a practicum for refusing a practicum in unapproved circumstances will be moved to the end of the list of students waiting for practicum placements. The completion date for the program will not be extended while the student waits for an alternate location.

- f) Students may not arrange their own practicum placements. The school reserves the right to refuse any practicum pre-arrangements made between a student and an acquaintance. If a student has contacts which may be helpful in the acquisition of practicum spots, the student is encouraged to forward that information to the Practicum Coordinator, or have the appropriate preceptor or manager contact the Practicum Coordinator directly.
- g) No practicum activity shall begin until a practicum Letter of Agreement is in place between the school and the Health Authority, Alberta Health Services or EMS service. It is the responsibility of the school to establish these Letters of Agreement. The student shall not begin any activities until so authorized by the Practicum Coordinator.
- h) Any student found to be performing out-of-scope practices while on practicum, or while enrolled in any component of the Lakeland College EMT or Paramedic Programs, will be subject to immediate disciplinary action, and potential dismissal from the program. The student may also be reported to the Alberta College of Paramedics for further disciplinary action.
- i) In conjunction with (h) above, in general, the institution cannot make students perform procedures on patients in a practicum setting. The institution is not in control of the emergencies which will be faced or the treatments required for those emergencies. The student practicum will be evaluated in a holistic fashion, examining the sum of the collective experience in order to determine if the student is qualified to continue in the field. Students should remember that ensuring patient safety is the school's first priority in practicum settings, followed by ensuring student success.
- j) A student on a Probationary Contract* in the program may be denied a practicum placement until such time as the student honours the terms of the contract. If the student abides by the terms outlined in the contract, the student will be returned to practicum as scheduled. See the Evaluation Policy for more detailed information on Probationary Contracts.
- k) A student must complete all required prerequisites for each practicum placement before being eligible for placement.
- l) In ordinary circumstances, minimal numbers of practicum placements will be made in the months of July and August.
- m) As per the Lakeland College Health Safety requirements, students must have all immunizations up to date, including Hepatitis B and annual Mantoux tests. Immunization records in the required format must be filed with the school to be eligible for a practicum placement.
- n) All competencies must be completed the required number of times in the appropriate setting, and the minimum number of hours must be logged, for a student to earn a passing grade on a practicum.
- o) The EMS Preceptor will not delegate procedures to the Lakeland College EMS student which are out of scope of practice for the student's program of studies. Students are required to refuse requests to practice out of scope, and to immediately report such requests to their practicum coordinator.

10. Practicum Placement Procedures

- a) The Practicum Coordinator shall distribute a practicum placement information email request to all students eligible for practicum placements. Students will identify name, place of residence, place of employment, and any potential sites of which they are aware. If a student's employer has indicated an interest in hosting the student, the student will note this.
- b) Students shall indicate if they have a preference, or specify any city or town where relatives or friends live so that they might have a comfortable experience while away from home.
- c) The Hospital Practicum Coordinator will contact Health Authorities to contact hospitals for placements. The Ambulance Practicum Coordinator shall contact ambulance services directly for placements.
- d) In most instances, Letters of Agreement are already established with most providers of practicum placements in Alberta. In situations where a new placement is possible, the school will negotiate Letters of Agreement with the practicum sites, and shall not assign any students to facilities or services until signed agreements are in place. Students must note that Letters of Agreement negotiations with new locations may take up to several months to complete.
- e) Once all available practicums opportunities are established, the Practicum Coordinator shall compile a list of potential practicum sites.
- f) The Practicum Coordinator, in consultation with the Chair and other program staff, shall match students with sites according to region, gender*, ability** and work ethic.

*Some placement sites require a certain gender because of sleeping arrangements.

**Some placement sites specify that they have time to spend with a student who requires more assistance in mastering concepts, while others do not have the extra time. That aspect is addressed before a student is assigned to a specific place.

- g) Because they are usually the first contact directly with preceptors, it is each student's responsibility to orient preceptors to the use of the online Practicum Logbook, and familiarize preceptors with all online resources, forms, general program questions, email contact addresses, and the 1-800 contact number. Where preceptors report to school authorities a lack of knowledge about preceptor requirements, their students shall be asked to produce evidence of preceptor training activities.
- h) The Practicum Coordinator contacts students via e-mail or phone to relay where the students are placed. At the time they are assigned to their placements, students are given preceptors' names and told to contact the preceptors immediately. Prior to placements, students are oriented to the online Practicum Logbook, as well as all necessary student and preceptor resources. Students are expected to manage their own paperwork and submission of final evaluations.
- i) At the time the students first meet with their preceptors, they should fill out the Practicum Contract, sign it, and return a copy to the school Practicum Coordinator. This is required for each practicum placement location.
- j) Students may contact any program staff member at any time during practicum. Staff should be contacted on a regular basis for general updates, and when difficulties or questions present themselves.

11. Preceptor Qualifications Guidelines

EMT

- a. The ambulance preceptor must be, at minimum a registered EMT (Primary Care Paramedic) or equivalent with 3 years or more experience. Ideally, the ambulance preceptor will be a registered Paramedic (Advanced Care Paramedic) preferably with 3 years or more experience.
- b. Hospital preceptors will usually be RN's but may at times be physicians, respiratory technicians, laboratory technicians, licensed practical nurses, or x-ray technicians.

PARAMEDIC

- a. The ambulance preceptor must be a registered Paramedic (Advanced Care Paramedic) or equivalent preferably with 3 years or more experience.
- b. Hospital preceptors will usually be RN's but may at times be physicians, respiratory technicians, laboratory technicians, licensed practical nurses, or x-ray technicians.
(April 2009)

12. Student Driving While on Practicum

Students are not permitted to drive the ambulance while on practicum without advance written permission from the school. Students should discuss this policy with their practicum sites prior to beginning the practicum.
(February 2010)

K. Program Length

It is the commitment of the faculty and staff of the Lakeland College Paramedic Program to serve our students well. Students who consciously schedule their workloads, including personal commitments and employment, and who manage their time well, generally are successful at distance learning. The reverse is also true; those who are not able to manage their schedules to address school commitments, whether for personal, academic or professional reasons, usually are not successful.

1. EMR Program Length

In most instances, the EMR program shall be 12 face-to-face days onsite in a classroom. Class size may cause this number to vary slightly.

2. EMT Program Length

EMT students are required to complete the didactic and technical components of the EMT program within 6 months of the commencement date of their cohort. Students who have failed courses in their first attempt who choose to repeat, and who are eligible to repeat those failed courses, must complete all remaining didactic and technical components of the EMT program within 6 months of the commencement date of the second attempt. Students are eligible for hospital and ambulance practicums only after they have successfully completed all didactic and technical components of the EMT program.

Any course in the program may be failed once. A student who fails any course twice shall be withdrawn from the program, and shall be ineligible to re-enroll in the program.

Students in the EMT program have a maximum of 18 months from the first day of the first course in the EMT program to complete all requirements of the program. Students who do not complete all requirements within the 18 months are not eligible to continue in the program, to repeat courses, or to register and begin the program again.

Students who do not complete the requirements of this program within the 18 month time frame are advised to attend a face-to-face program or to discontinue EMT studies.

3. Paramedic Program Length

Paramedic students who have failed courses in their first attempt who choose to repeat, and who are eligible to repeat those failed courses, must complete all remaining didactic and technical components of the Program with the next available cohort. Students are eligible for practicums only after they have met the didactic and technical requirements to attend those practicums as specified in course outlines.

Paramedic students may be allowed the opportunity to repeat minimal pass courses or a failed course. Paramedic students are allowed one repeat or one special project per year. A Paramedic student who fails any course twice shall be withdrawn from the program, and shall be ineligible to re-enroll in the program.

Students in the Paramedic program have a maximum of 36 months from the first day of the first course in the first year to complete all requirements of the program. Students who do not complete all requirements within the 36 months are not eligible to continue in the program, to repeat courses, or to register and begin the program again. The start date for the Anatomy & Physiology co-requisite is not calculated as part of the 36 month time frame, but the A&P co-requisite must be completed before the student is eligible for Technical III, and failure to complete A&P within the timeframe will result in the student's ineligibility to continue in the program.

Students who do not complete the requirements of this program within the 36 month time frame are advised to attend a face-to-face program or to discontinue Paramedic studies.

L. Leave of Absence Procedure

EMR and EMT PROGRAMS

Due to the brevity of the programs and the hands-on nature of the training, no leave of absence option shall be available for the EMR and EMT Programs.

PARAMEDIC PROGRAM

Students requiring a leave of absence from the Paramedic Program shall be required to submit substantiating documentation, usually in the form of a doctor's certificate, as well as a written application from the student outlining the reason for the Leave of Absence Request.

Leave of Absence shall be granted for reasons of incapacitating illness or injury, or death of an immediate family member. There must be sufficient indication of hope for timely return to good health or normal routines for the request to be considered. Leave of Absence requests shall not be considered for reasons of poor financial management or planning, vacations, employment, a desire to minimize the workload or other similar reasons. Each request shall be considered individually and on its own merit, and the student's work ethic and desire to succeed shall be considered when weighing the request.

Typically, a Leave of Absence shall be granted from the date of the Leave to the next applicable program cohort begins. No unique course delivery or modified programming shall be considered as part of a Leave of Absence. Student timelines to complete their program of study shall be suspended for the duration of the Leave of Absence, and shall resume at the time the student returns to classes. A letter specifying the Leave of Absence timelines and the student's timeline to complete the program shall be sent to the student at the time the Leave of Absence is granted. Students who are denied a Leave of Absence request shall be required to resume their studies immediately, or withdraw from the program, or drop to part-time studies (if timelines to complete the program will accommodate part-time).

The maximum time awarded for a leave of absence would be one year. Depending on the circumstances and in consultation with the Dean's Office, it is possible that a student will be required to receive clearance from a physician designated by the Lakeland College EMS program staff prior to returning to the program.

M. Online Course Access

When an EMS student has completed an online course in the EMT or Paramedic Program and earned a grade, the student's access to the completed course is removed. We often allow a grace period of a few weeks after the course for students to save any material they desire. Students will not have access to courses in which they have already earned a grade. Students are urged to take the time to save any course material they feel they may need. Each student will continue to have access to the Grad Forum until the student has graduated. The Grad Forum is primarily used as a communication tool for the student and the school.



Lakeland College

EMS Programs Health and Safety Procedures

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Preamble

Lakeland College faculty in EMS Programs are committed to providing a healthy and safe environment for its faculty, staff, students, volunteers, contractors and visitors. The information contained in this manual is collected specifically for Lakeland College EMS students. Where Lakeland College Health & Safety policies and procedures may differ from the contents herein, deference shall be made to the College's policies and procedures.

All persons involved in conducting the daily affairs will integrate health and safety into their work according to all pertinent Acts, Codes, Guidelines, Regulations and all Lakeland College Policies and Procedures. Lakeland College EMS students shall comply with these; most specifically Part 18, *Personal Protective Equipment*, and Part 35, *Health Care and Industries with Biological Hazards*. View the Occupational Health and Safety Code online at <http://www.employment.alberta.ca/SFW/307.html>

As far as it is reasonably practicable, all faculty, staff and students are expected to meet these minimum standards and to eliminate or control all workplace hazards.

As far as it is reasonably practicable, administrative heads and supervisors are responsible and accountable for making their work areas safe, and for ensuring that staff and students are aware of the health and safety requirements of their work activities.

All faculty, staff, students and contractors are responsible and accountable for working in a manner which will not put themselves, their co-workers, fellow students, clients, visitors or the general public at risk of injury.

Lakeland College EMS students engaged in clinical placement activities may potentially be exposed to various hazards. The following recommendations strive to minimize or prevent exposure to these hazards.

100 INFECTION CONTROL

HAND HYGIENE

- Hand hygiene is the single most important procedure for preventing infections
- Hands must be washed:
 - After any direct contact with a patient and before contact with the next patient
 - Before any contact with immunocompromised patients
 - Before performing invasive procedures
 - After contact with blood, body fluids, secretions, excretions and exudates from wounds
 - After contact with items known or considered likely to be contaminated with blood and/or body fluids
 - Immediately after removing gloves
 - Between procedures on the same patient, where soiling of hands is likely, to avoid cross contamination of body sites
 - Before preparing, handling, serving or eating food
 - When hands are visibly soiled
 - After use of toilet, wiping nose, smoking
 - Don't put items such as pens/pencils in mouth
 - Keep nails natural and at approximately 1/8 inch over fingertip
 - No artificial nails or extenders
- Wash hands with non-antimicrobial soap and water when not contaminated. Use antimicrobial soap when contaminated.
- Note that antimicrobial soap is not the same as antibacterial soap.
- Antibacterial soaps are not recommended for routine hand washing as they kill off the resident bacteria that are on the skin (to protect you from pathogens) and potentially encourage "super bugs."

101 PERSONAL PROTECTIVE EQUIPMENT

GLOVES

To reduce the risk of infectious diseases, **ALL** Lakeland College EMS students will wear some type of barrier gloves whenever dealing with **any patient** while on practicum.

- Gloves should be used as an additional measure; not as a substitute for hand washing.
- Use gloves when contact with moist body substances, mucous membranes or non-intact skin is anticipated.
- When removing, do not touch "contaminated" glove surfaces with "uncontaminated" hands.
- Gloves shall be latex or non-latex, such as nitrile, fit to size and not one-size-fits-all.
- **ALWAYS** wash hands after glove removal or use an alcohol hand gel/rinse.
- Avoid touching hands-gloved or ungloved-to eyes, nose, mouth.

EYE AND FACE PROTECTION

- Goggles/face shields should be worn if activities involve potential of generating splashes or sprays of blood or body fluids
- Goggles/face shields decrease the chance of a person touching eyes/nose/mouth with hands

MASKS AND RESPIRATORS

- Worn if activities involve potential of generating splashes or sprays of blood or body fluids
- Will protect from acquiring infections transmitted by airborne large droplets
- Everyone wearing N95 respirators should be fit-tested
- Masks should be worn when within 1 metre of a coughing adult or pediatric patient
- For care of an adult patient, place a surgical mask on the patient, if tolerated
- Your respirator should be fit checked before each use
- Do not dangle mask/respirator around your neck
- Masks should be changed according to manufacturer's recommendations
- Remove gloves and wash hands prior to removing the mask/respirator
- Dispose of a mask/respirator that is crushed, wet or has become contaminated into the regular garbage at the point of use
- Masks/respirators should be changed if they become moist, hard to breathe in, physically damaged or visibly soiled
- Hand hygiene should be completed again after removal of mask/respirator
- Do not touch hands to face at any time - gloved or ungloved

CLOTHING

All Lakeland College EMT students will wear a uniform while in class as specified by the Program Chair for their specific cohort. All Lakeland College EMS students will wear blue pants and a blue uniform shirt when on practicum unless specific alternate attire is required by the practicum site, such as scrubs in clinical sites. Jump suits may be worn at night on the discretion of the practicum preceptor. In addition, a Lakeland College student flash must be visible on each arm at all times while on practicum.

FOOT PROTECTION

Lakeland College students will wear appropriate footwear as followed by the ambulance and/or hospital industry standard (i.e. black boots-steel toed). The only exception would be when winter temperatures present a safety hazard to frost bite and heavy winter lined boots are worn.

102 SHARPS

View Part 35, *Health Care and Industries with Biological Hazards* online at <http://www.employment.alberta.ca/SFW/307.html>

Any and all sharp objects, i.e. needles, will be disposed of immediately in a sharps container provided in each classroom, ambulance or hospital. At no time will sharps be left loose so as to minimize the risk to all individuals.

Any and all sharps' incidents e.g needle sticks shall be reported to his/her preceptor immediately and the student will proceed to follow the guidelines of that preceptor site. In addition to this, the Lakeland College EMS Student will contact the school representative as soon as possible and fill out the Lakeland College Incident Report Form (see Appendix D). The student shall also contact Health Services immediately to report the incident (see the Procedure below).

GENERAL STATEMENT:

Employees and Students of Lakeland College have the potential to be exposed to hypodermic needles, and lancets. The blood borne diseases most likely to be contracted by a needle stick injury are Hepatitis B, Hepatitis C and Human Immunodeficiency Virus (HIV).

PROCEDURE:

In the event of a used/unknown needle stick injury the following procedure will be carried out.

- Encourage bleeding of the wound
- Wash the wound with soap and water immediately

Report this injury immediately to your supervisor and Health Services. They will assist you in completing the required incident reports. All students and employees of Lakeland, and students who are doing credited clinical rotations, whether in Alberta or elsewhere in Canada, are covered for injuries sustained while at work or study by the Alberta Worker's Compensation Board. Therefore, all accidents, including accidental needle stick injury, must be reported to the College (see Appendix E: Worker's Compensation).

For each accident the student must fill an incident report.

If injury occurs outside working hours or off-campus:

The injured party should report directly to the Hospital Emergency Department. Contact the Health Services Department **as soon as possible**.

If injury occurs during working hours:

The Injured Party should report directly to the Hospital Emergency Department and contact the Health Services Department **within 2 hours of exposure**.

Health Services Department will arrange a baseline blood test within 24 hours.

If the source of the used needle is known, they will be interviewed for “risk-factors” and will be tested with their permission for HIV, HBV, HCV as required. Note: the blood will be ordered “stat”, meaning that results should be available within 48 hours.

If exposed to the blood of a person who is known to be HIV positive, you will be referred to the Emergency Room for initiation of anti-retroviral prophylaxis. In this situation, the drugs are more effective if taken within 2 hours of the exposure.

A follow up testing program will be initiated by and will follow the process set out, which is:

- Test to determine any previous exposure to HBV, HCV and HIV
- Offer counseling to the injured employee or student
- Carry out blood test at six (6) weeks
- Carry out blood test at three (3) months
- Carry out blood test at six (6) months
- Monitor the testing process and continue to offer the employee all appropriate assistance

The Health Services will contact you in the event that further action is required, based on the results of the blood tests. As stated above, this is usually done within 48 hours of the exposure. Due to confidentiality laws, the source patient’s actual results cannot be divulged to anyone except the ordering physician.

To report an incident and initiate paperwork, fill out the Incident Report Form in Appendix D of this Manual, then

contact the Health Services office at

Telephone: 1 800 661 6490 (ext 8432) or 780 853 8432

Fax: 780 853 8706

karen.jefferies@lakelandcollege.ca

Incidents must be reported as soon as possible, and no later than 24 hours from the incident. Further information in Investigations of Incidents may be found in Appendix A of this Manual.

103 TRANSPORTATION AND CARE

Should an instance occur where a student is requested to assist in the care or transport of a patient with a known highly infectious condition e.g. SARS, the Lakeland College EMS student shall have the right to refuse to participate in the care or transport of the patient.

104 VACCINATION

Lakeland College EMS students will receive all required vaccinations and tests before entry into the program. The student may do so by contacting their local health unit. Documentation of required vaccinations and tests shall be provided to the Health Services Office. Students with incomplete vaccination records shall not be cleared to attend practicum.

The student is responsible for the upkeep of all other regular vaccinations. A list of required vaccinations and tests is found on the website for each program, found at http://www.lakelandcollege.ca/programs/fire_emergency/

105 RESPIRATOR FIT TESTING

PURPOSE:

The Alberta Occupational Health and Safety Code 2006 requires any individual who may be exposed to airborne contaminants or is working in an atmosphere of less than 19.5% to wear respiratory protective equipment. (Section 244(1))

Where respiratory equipment is used at a worksite, a code of practice governing the selection, maintenance, and use of equipment must be prepared. (Section 245)

An employer must ensure that respiratory protective equipment that depends on an effective facial seal for its safe use is correctly fit tested and tested in accordance with CSA Standard Z94.4-02-selection, use and care of respirators or a method approved by the Director of Occupational Hygiene. (Section 250(1)).

Therefore, fire etc will implement Qualitative Respirator Fit Testing (QLFT) to meet the requirements of the Occupational Health and Safety Code 2006.

fire etc. will implement a code of practice to meet the requirements of the Occupational Health and Safety Code 2006 Section 245.

Fit test shall be carried out

- Prior to initial use
- At least every two years
- Whenever there is a change in respirator face piece (brand, model)
- Whenever there is a change in wearers physical condition that could affect the fit.

200 REPORTING AN INCIDENT/INJURY

Human blood/body fluid exposure incidents must follow the protocols of Section 102 of this Health and Safety Manual.

The incident/injury shall be reported to the Health Services Office within 24 hours of the incident.

EXPOSURE TO HUMAN BLOOD/BODY FLUIDS

General Statement

Blood and certain other body fluids should be considered a hazard for the potential of blood borne pathogen infection in directly exposed workers. “Blood borne Pathogen Precautions” is the standard practice for preventing exposure to blood/body fluid.

There are a number of blood borne pathogens of which Hepatitis B and C and HIV (AIDS) are the most important. Transmission occurs by direct contact with infected blood or certain other body fluids (e.g. semen, vaginal secretions, blood tinged body cavity fluids, etc.). Exposure to feces, urine, vomit, sputum, tears, nasal secretions are not considered risky unless visibly blood tinged. For workplaces where workers are exposed to sharp objects (e.g. knives, saws, scissors, needles), procedures for safe handling and first aid are required.

Significant exposure to blood or body fluids where there is risk of infection happens only in certain ways:

1. puncturing the skin with a sharp object coated with blood/body fluid e.g. needle stick, razor, broken glass, scissors, knife, etc.;
2. splashing blood onto mucous membrane (eyes, nose, mouth);
3. splashing blood onto non-intact skin (e.g. abrasion, eczema, other damaged skin).

Procedure

What to do when an exposure incident occurs.

1. Get first aid immediately - flush thoroughly.
2. Report the incident to appropriate supervisors – they will fill out an incident report.
3. Seek medical attention immediately if exposure occurs - preferably within 2 hours. Timely assessment is necessary for the initiation of preventative medication and/or vaccination.
4. Report the incident to Health Services within 24 hours. They will assist you in completing the required reports. All students and employees of Lakeland, and students who are doing credited clinical rotations, whether in Alberta or elsewhere, are covered for injuries sustained while at work or study by the Alberta Worker’s Compensation Board (see Appendix E). Therefore, all accidents, including accidental exposure to human blood/body fluids, must be reported to the College.

To report an incident and initiate paperwork, fill out the Incident Report Form in Appendix D of this Manual, then

contact the Health Services office at

Telephone: 1 800 661 6490 (ext 8432) or 780 853 8432

Fax: 780 853 8706

karen.jefferies@lakelandcollege.ca

Incidents must be reported as soon as possible, and no later than 24 hours from the incident. Further information in Investigations of Incidents may be found in Appendix A of this Manual.

NOTE:

- blood/ body fluid contact with intact skin is not considered to be a risk for the spread of Blood borne pathogens.
- Vaccination against Hepatitis B is highly recommended for workers at risk of exposure to blood/ body fluid in their usual duties.

300 HAZARD ASSESSMENT AND COMMUNICATION
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301 APPROACHING A SCENE

All Lakeland College students will only enter the scene of an incident if it is safe to do so. If the scene is not safe, and there is a potential risk to the Lakeland College Student, they will not approach or enter the scene, until it is secured or until proper authorities deem the area safe.

302 COMMUNICATIONS

All Lakeland College EMS students will have constant communication with their preceptors while on Ambulance and/or Hospital Practicum.

The Lakeland College EMS student will not perform treatment procedures without the supervision or knowledge of the Preceptor.

The EMS Preceptor will not delegate procedures to the Lakeland College EMS student which are *out of scope of practice* for the student's program of studies. Students are required to refuse requests to practice out of scope, and to immediately report such requests to their practicum coordinator.

400 HIGHWAY INCIDENTS

401 CLOTHING

All personnel shall wear reflective vests when dealing with any road type incident.

402 EXTRICATION

All vehicle extrication is done in the manner of policy of each Ambulance Practicum site. (i.e. Fire Departments or Ambulance Service)

When dealing with extrication, where the Lakeland College student(s) are with the patient in the vehicle being extricated, the student(s) will wear eye protection, fluid resistant masks(to protect from blood sprays), leather gloves and protective clothing as protection

at all times.

403 AMBULANCE OPERATIONS

Ambulances, while on scene of a highway incident, will have all emergency lights operating. The Ambulance will be parked in a position where it will protect and benefit the Lakeland College student (s) and other ambulance personnel, as well as be visible to on-coming traffic.

404 Dangerous Goods Incidents

When responding to a dangerous goods incident on the highway, the Lakeland College student(s) will stay clear from the site, until:

1. The Practicum Preceptor or Fire Personnel okay the scene
2. The plaque card can be identified and cleared by a canutec manual.
3. Other higher trained personnel deem the area safe.

If the Lakeland College student(s) and Ambulance Personnel decide that all precautions have not been taken, the Lakeland College student(s) will not enter the area.

500 EQUIPMENT RESPONSE

501 DRIVING PRACTICES

For the practical portion of the Lakeland College EMS program, students shall not drive an ambulance.

If a student must respond to an ambulance call from a location other than where the ambulance is located, the student responding to the call shall at all times report to the Ambulance Station in a safe and efficient manner and in accordance with the Alberta Traffic Safety Act. In addition to this, the students should drive in accordance with road and weather conditions. **RESPONSES WILL NOT JEOPARDIZE THE SAFETY OF OTHERS.**

Reports of excessive speed or unsafe driving while going to an emergency will not be tolerated by the faculty of any Lakeland College EMS Program.

600 REST AND EXERCISE

601 REST

The Lakeland College EMS student(s) may be required to work 10, 12, 14, or 24 hour shifts. With this in mind, the Lakeland College EMS student(s) must maintain adequate amounts of sleep between shifts. If the Ambulance or Hospital Preceptor feels that rest periods are not being maintained, the preceptor may send the student home or cancel the practicum.

If an incident should occur where the Lakeland College EMS student cannot get sleep due to the nature of the industry, and feels that he/she can no longer function safely, it is the student's responsibility to inform the preceptor immediately.

If a Lakeland College student(s) shows signs of fatigue at any time or states that he/she is fatigued, the preceptor will follow the above protocol.

602 EXERCISE

It is required that EMS students should maintain good physical ability in order to perform the activities of the profession. Lakeland College EMS Programs recognize the need for activity to increase capabilities and reduce injury. All Lakeland College students are strongly encouraged to exercise while enrolled in an EMS Program.

The responsibility of fitness is ultimately that of the student, but the student should also be aware that he or she is responsible for the personal ability to perform the day to day activities of the practicum requirements.

700 SITE OPERATIONS

All activities or duties in the Hospital or Ambulance Practicum Sites will be performed in a safe manner.

Appropriate tools will be used for each task.

No vehicles shall be running in the garage area unless doors are open.

No student shall attempt a task at which he/she is unfamiliar or untrained.

The student should assist in keeping the Ambulance Garage clean according to the Practicum Site requirements.

If ambulances or medical equipment are noted to be improperly maintained, broken, or unsafe, the Student must report it to his/her preceptor.

800 CRITICAL INCIDENT STRESS DEBRIEFING

In the event of an accident scene, or ambulance call, or any other event that should necessitate a student's need for counselling, the student may initiate the avenue of Critical Incident Stress Debriefing (CISD). If this service needs to be utilized, the student will:

Notify the preceptor of the need for debriefing.

Notify the student's practicum coordinator.

If the preceptor recognizes the student's need for debriefing, the preceptor will notify the student as well as Lakeland College.

The student may attend CISD offered at the practicum sites (if available) or Lakeland College may arrange a CISD session for the student at the Lakeland College EMS site or some other reasonable location. Student counselling services are also available on the Lakeland campuses.

900 PRACTICUM INTERVENTION POLICY

Practicum Interventions are a means by which, because of public interest, public safety or public health considerations, a Student can be denied placement in a Practicum; be withdrawn from participation in a Practicum; or have participation in a Practicum suspended or varied through the imposition of conditions which must be met prior to or as part of the student taking up, continuing, or returning to a Practicum.

Lakeland College has an obligation to protect the public interest, public safety, and public health by ensuring that Students in Practicums conform to accepted standards of professional, competent and safe practice in their work with patients, clients, and co-workers.

The department chair and dean, in consultation with the Registrar will be involved in all decisions to deny a practicum or remove a student from a practicum.

APPENDIX A

Investigation of Incidents

9.0 Incident Investigations

9.1 Investigations – Guidelines

Any incident that has the potential for or that may result in property damage, injury/death, or loss to the environment, must be reported immediately to any member of the OH & S committee or the immediate supervisor.

9.2 Definitions

The following definitions are given to provide clarification to three items found on the incident report (form # H&S 001/07) which are used for statistical purposes. See Appendix D of this Handbook for the Incident Report Form.

Incident Cause

1. Unsafe Practice - where the practice engaged in by the claimant is deemed unsafe (i.e. the claimant was not wearing P.P.E.)
2. Unsafe Condition – where the conditions the claimant is involved in is deemed unsafe (i.e. the claimant was working with unsafe equipment)
3. Contributing Factors - where the practice and conditions are so intertwined that they are deemed contributing to the outcome (i.e. the claimant was ill while working in an unsafe condition)

Loss Severity Potential

1. Major - Permanent disability; loss of life or body part; extensive loss of structure, equipment, material; quality; production, or environmental or other losses exceeding \$5000
2. Serious - A lost time injury or illness without permanent disability; disruptive property damage; quality, production or environmental or other loss of more than \$1000 but not exceeding \$5000
3. Minor- Injury or illness without lost time; non-disruptive property damage; quality, production or environmental or other losses of \$100 to \$1000.

Probability of Reoccurrence

Probability of reoccurrence after the corrective measures have been implemented can fall into three categories.

1. Probable – greater than 50% chance
2. Possible – less than 50% chance
3. Unlikely – very remote that a reoccurrence could take place.

9.3 Reporting

1. Once a member of the OH & S committee or a supervisor has received the report of an incident the information will be reported to the Manager, Technical Services (Primary Investigator) or the assigned designate immediately.
2. Contractors working on site at **fire etc.** must convey any reportable occurrence to the Manager, Technical Services or his/her designate immediately. Upon notification it is the responsibility of the Manager, Technical Services or the assigned designate to ensure the guidelines of this policy are followed.
3. All reportable occurrences are recorded in conformance with the documentation portion of this policy and, once completed, submitted to Department of Employee Health and Safety within 24 hours..
4. All completed investigation reports are submitted to **fire etc.**'s Health and Safety Committee for review and further recommendations.
5. All further recommendations are communicated to
 - a) The workers through the use of Safety Alerts or direct correspondence
 - b) Department of Employee Health and Safety.

9.4 Manager, Technical Services and Technical Services

1. The Manager, Technical Services (Primary Investigator) or the assigned designate will determine what category the incident is and the type of investigative response/action required.
 - a. **Level 3 Incidents** – those incidents with the loss severity potential is “major”. The investigation of these incidents will be assigned by the Manager of Technical Services to the Lakeland College – Department of Employee Health and Safety or to staff investigator(s) who will complete a WCB report, take a statement(s) from the individual(s) involved, take photographs and compile a written report (following **fire etc.**'s Investigation Procedures curriculum).
 - b. **Level 2 Incidents** – those incidents with the loss severity potential is “serious”. The investigation of these incidents will be assigned by the Manager of Technical Services to a staff investigator(s) (of whom one will be a member of the **fire etc.** OH & S committee) who will complete a WCB report (if required), take a statement(s)

from the individual(s) involved, take photographs and compile a written report (following **fire etc.'s** Investigation Procedures curriculum).

- c. **Level 1 Incidents** – those incidents with the loss severity potential is “minor”. The members of Technical Services, the team leader or his/her designate within the assigned work group will report the investigation of these incidents on the approved form. (H&S 001/07) Photographs and witness statements are not required for this level of investigation.
2. The Manager, Technical Services will report all losses covered by the general insurance policy to the carrier of insurance.

9.5 Investigator

1. To reduce the occurrence of any conflict of interest a team leader for a course involved in a Level 1 or 2 incident will not investigate an incident that took place in that course.
2. The assigned investigator(s) will be provided an investigation kit, which will contain:
 - i. Digital camera and additional discus
 - ii. 35 mm camera and additional film
 - iii. Graph and notepaper
 - iv. Measuring tape (10 m and 30 m)
 - v. Boundary tape (1 role)
 - vi. **fire etc.** investigation forms (see attachments)
 - vii. WCB forms
 - viii. Various sized envelopes
 - ix. Tags
 - x. NFPA 906 forms
3. The investigators will wear appropriate levels of PPE.
4. All investigation reports/files will be marked as a draft and submitted to the Manager, Technical Services. The submission of recommendations is not required for the draft report. Upon receipt, the Manager, Technical Services will review the report and return it to the OH & S investigation team for final draft development. The OH & S team and the Manager, Technical Services will confer to make recommendations, if the cause of the incident is related to human error, or failure of a policy or process in place.

5. Upon completion of the entire investigation, the final report shall be submitted to the Manager, Technical Services within 30 days after the occurrence.

9.6 Lakeland College – Department of Employee Health & Safety

1. WCB forms must be submitted by the Manager, Technical Services to Lakeland College's Department of Employee Health and Safety within 72 hours after incident notification has been received for:
 - a. Work related injuries requiring medical treatment
 - b. Work related injuries resulting in time off work beyond the day of injury
 - c. Injuries where workers require modified work beyond the day of injury
 - d. Injuries requiring ongoing medical treatment. (physiotherapy, medications)
 - e. Injuries that may result in a permanent disability (amputation, hearing loss)

2. The Manager, Technical Services will notify Lakeland College's Department of Employee Health and Safety to comply with Section 13 of the Occupational Health and Safety Act, the Occupational Health and Safety Division, must be informed of any injury or accident that:
 - a. Results in death
 - b. Results in the worker being admitted to the hospital for more than 2 days
 - c. Is an unplanned, uncontrolled explosion, fire or flood that causes a serious injury or has the potential to cause a serious injury
 - d. Involves the collapse of a crane, derrick or hoist
 - e. Involves the collapse or failure of any component of a building or structure necessary for the structural integrity of the building or structure

9.7 Training

Investigators assigned by the Manager of Training Services or his designate shall have taken **fire etc.'s** Investigation Procedures course or equivalent.

9.8 Documentation

1. The secretary to the OH&S committee will manage the file system and:
 - a. Copy the incident report and send it to Lakeland College Health and Safety secretary

- b. Obtain a file number from the Lakeland College Health and Safety Secretary
 - c. Ensure all papers located in the file will be attached with a positive fastener (ACCO clip) and all sheets in the file will be “clean” (no rips, stains, or sticky notes)
 - d. Ensure all files will be stored by date in a limited access area and will be used for statistical purposes for each calendar year.
 - f. Ensure all files have all the documentation verifying the follow-up measures have been completed
 - g. Ensure the file has been reviewed by the appropriate supervisor, team leader, manager or OH&S committee member.
 - h. Ensure the file has had “final signoff” by the Dean
2. All investigation files shall be kept for a period of seven years.
3. The release of any report must be in compliance with the current requirements under the Freedom of Information and Protection of Privacy (FIOPP) Act.
- a. Request from a third party must be received in writing and directed to the Dean.
 - b. A client’s employer or their agent may be provided a summary of internal reports.
 - i. Upon the approval of the Dean
 - ii. Upon request, and
 - iii. Upon the production of a signed release form from the employee(s) involved.

Revision Date

Responsibility

Approval Date

OH & S Committee

July 22, 2003

Implementation:

All departments shall ensure compliance with this handbook.

APPENDIX B

Procedure 5.57 Student Discipline

Procedure 5.57 Student Discipline

GENERAL STATEMENT:

Registered students who do not comply with College policies, regulations and procedures may be subject to disciplinary action as stated in the guidelines of this policy.

PREAMBLE

All students should conduct themselves in accordance with College policies, regulations and procedures. Apprenticeship students are also subject to the rules and regulations as set out by Alberta's Apprenticeship and Industry Training department. In cases where student misconduct occurs, discipline will be applied in a manner consistent with the Student Discipline Policy. Consistent application of this policy ensures that students are aware of the range of disciplinary actions that may be applied by the College.

GUIDELINES:

1. Any employee has the authority to verbally warn a student.
2. An instructor has the authority to suspend a student on a temporary basis from a class, lab, field trip or other learning activity if the student's behaviour warrants such action.
3. An employee who imposes a disciplinary action upon a student should forward a completed Disciplinary Action Report (Appendix #1) to the Registrar.
4. The Registrar, or designate shall, in consultation with the appropriate administrator(s), chair, or dean, have the authority to:
 - place a student on disciplinary probation,
 - require the student to withdraw from a course,
 - suspend a student from college, or
 - expel a student from college.
5. Failure to meet conditions specified in the disciplinary letter shall result in review of the case by the authority that imposed the disciplinary probation or suspension and may result in action up to and including expulsion from the College.
6. College employees will be copied on written communications relative to disciplinary action as appropriate to the specific misconduct.
7. The Registrar will maintain the official file containing all written communications relative to disciplinary action.
8. A student who believes that they have been inappropriately reprimanded, placed on disciplinary probation, suspended or expelled may initiate an appeal in accordance with the Student Appeal Policy.

DISCIPLINARY ACTIONS

One or more of the following disciplinary actions may be imposed at the discretion of the College. No particular order need be followed.

Disciplinary Probation - The student receives written notification of the misconduct which will include specific written conditions and a time frame for the probation which must be met by the student if they wish to continue in the College. Students who meet the specific conditions within the specified time frame shall have the probation lifted. Failure to meet the conditions shall result in a review of the case and may result in suspension from the College.

Exclusion - The student is excluded from a specific area of the campus for a specified period of time.

Expulsion - The student is expelled from the College indefinitely and shall be withdrawn from all learning activities and may be barred from the College grounds and buildings

Fines - The student pays a sum to the college.

Mark Reduction - The student is subject to a mark reduction on an assignment or examination, or final grade.

Required to Withdraw (RW) Grade - The student is required to withdraw from a course and is assigned an "RW" grade which is calculated as a failing grade in the student's GPA.

Restitution - The student pays for damages incurred.

Suspension - The student is suspended from a class, a program or the College for a specified period of time. Students may also be suspended pending investigation of an alleged misconduct if it is deemed by the suspending authority that the presence of the student constitutes an impediment to the learning process and/or health and safety of members of the College community.

Verbal Warning - The student receives verbal notification of the misconduct and the implications of further misconduct. The student shall be permitted to continue in learning activities at the College.

Written Reprimand - The student receives written notification of the misconduct and the implications of further misconduct. The student shall be permitted to continue in learning activities at the College.

Approved on May 2002.
Current Revision March 5, 2007

Disciplinary Action Report

Staff Name

Phone Number

Student Name

Location

Details

Intervention/Action Taken

Staff Signature

Date

APPENDIX C

Procedure 5.67 Academic Probation

PROCEDURE 5.67 ACADEMIC PROBATION

GENERAL STATEMENT:

Lakeland College students must satisfy minimum standards of academic performance and adhere to standards for behaviour and attendance. Probation is a method of alerting students that they are not meeting these standards and that improvement is necessary for successful program completion. Students who are placed on academic probation are not considered to be “in good standing.” Good standing is necessary to be eligible for awards or bursaries or to participate in college athletics programs.

ACADEMIC PROBATION:

1. At the end of each module or term (depending on the program delivery format), the grade point average (GPA) is calculated. Students who fail to meet the minimum requirement of a grade point average of 1.50 or above will be placed on Academic Probation by the Registrar.
2. At any time during the term, Department Chairs may recommend that students be placed on Academic Probation by the Registrar if one or more of the following are found to be unsatisfactory:
 - academic performance (ie. mid-term evaluation, academic progress, etc.)
 - behaviour (see Student Discipline Procedure 5.57)
 - attendance (see Student Attendance in Class Procedure 5.83)
3. At any time during the term, Department Chairs may issue “Academic Warning” to notify students of expectations, program requirements, and options for improving academic success when students experience academic difficulties or course failures, which do not bring the term GPA below 1.50.
4. Students who have been placed on academic suspension and have sat out the required time period may be re-admitted to the program on Academic Probation. (See Academic Suspension Procedure 5.78).

GUIDELINES:

A. PLACING STUDENTS ON ACADEMIC PROBATION:

1. The Registrar will notify students in writing of their probationary status and the date when this status will be reviewed. Students will be advised of the various services available to them, as well as the risk of suspension from college following failure to improve. Attention will also be drawn to program graduation standards.
2. Letters notifying students of probationary status will be delivered to the academic department for distribution during the academic year. At the end of the academic year, these letters will be mailed to the student’s permanent address by the Registrar’s Office.

3. The length of probation will normally be one regularly scheduled academic term of the program in which the student is enrolled.

4. The performance of students on probation will be monitored by Department Chairs. The student's commitment to attending counselling sessions and/or remediation work will be considered in the monitoring process.

B. RELEASING STUDENTS FROM ACADEMIC PROBATION:

1. After review of the student's performance at the end of the probationary period, the Department Chair may recommend that the student be released from probation, continued on probation, or suspended from college (See Student Procedure 5.78 Suspension). Depending upon the terms of probation, a student is assumed to be released from probation at the end of the probation period unless otherwise notified.

2. The Department Chair may recommend that the student be released from probation before the end of the stated period.

3. A student changing programs while on probation will require the approval of the receiving Department Chair. The receiving Department Chair will assume responsibility for monitoring the progress of the student.

RELATED PROCEDURES:

Student Discipline (Students 5.57) – See Appendix B

Academic Suspension (Students 5.78) - Available upon request

Student Attendance in Class (Students 5.83) – Available upon request

Accepted by Chairs Committee: April 5, 2005

Approved by Academic Council: December 2005

Updated: June 7, 2007

APPENDIX D

Incident Report Form

INCIDENT REPORT



LAKELAND COLLEGE

Our **MISSION** To inspire our learners to realize their individual potential.
 Our **VISION** To achieve educational excellence in a people-centred environment.
 Our **VALUES** are Respect, Safety, Trust, Pride, Ethics, Quality and Accountability.

- If Emergency Services (Ambulance, Police) are required, advise College Health Services Nurse @ (780) 853-8432 or Lakeland College Coordinator Safety and Environment @ (780) 853-8512 (As Soon As Possible).
- **For all employees, students and visitors who are injured must complete an incident report and forward it to Lakeland College Health Services within 24 hours.** E-Mail (karen.jefferies@lakelandcollege.ca) or fax @ (780) 853-8706. All other incidents, that do not involve injury, should be forwarded to the Safety Coordinator within 24 hours. E-Mail (mac.maclean@lakelandcollege.ca) or fax (780) 853-8724

(All Sections must be completed, and/or Reviewed and Approved by immediate Supervisor)
 Report #

Date/Time of Incident:	Date/Time Reported:		
Campus:			Did an Injury Occur:
			Yes <input type="checkbox"/>
Campus Location:			No <input type="checkbox"/>

Person(s) Injured/Involved:	Work/Home Phone #:		Check One:	
			Student <input type="checkbox"/>	
			Staff <input type="checkbox"/>	
			Contractor <input type="checkbox"/>	
			Other <input type="checkbox"/>	

Witness(s)	Work/Home Phone #:		First Aid Provided:	
			Yes <input type="checkbox"/>	
			No <input type="checkbox"/>	
			By Whom:	

Ensure that a “**Witness Statement Form**” is completed if the incident is of significant severity (Serious Medical Emergency, Fatality, Property Damage, Violence)
Microsoft Outlook/All Public/Forms/Health and Safety/Incident Witness Statement

Incident Type: <i>(Check all Applicable)</i>				Person(s) Involved: <i>(Check all Applicable)</i>	
Near Miss	<input type="checkbox"/>	Environmental	<input type="checkbox"/>	Student	<input type="checkbox"/>
First Aid	<input type="checkbox"/>	Motor Vehicle Collision	<input type="checkbox"/>	Staff	<input type="checkbox"/>
Medical Aid	<input type="checkbox"/>	Fire	<input type="checkbox"/>	Contractor	<input type="checkbox"/>
Lost Time Injury	<input type="checkbox"/>	Other	<input type="checkbox"/>	Public	<input type="checkbox"/>
Property Damage	<input type="checkbox"/>	Describe:		Other	

Injury Type: <i>(Check all Applicable)</i>				Body Part Affected: <i>(Check all Applicable)</i>			
Bruise/Contusion	<input type="checkbox"/>	Burn	<input type="checkbox"/>	Head	<input type="checkbox"/>	Chest	<input type="checkbox"/>
Scrape/Abrasion	<input type="checkbox"/>	Puncture	<input type="checkbox"/>	Face	<input type="checkbox"/>	Back	<input type="checkbox"/>
Cut/Laceration	<input type="checkbox"/>	Fracture/Break	<input type="checkbox"/>	Eyes	<input type="checkbox"/>	Leg	<input type="checkbox"/>
Ingestion/Inhalation	<input type="checkbox"/>	Contact/Exposure	<input type="checkbox"/>	Arm	<input type="checkbox"/>	Other	<input type="checkbox"/>
Sprain/Strain	<input type="checkbox"/>	None	<input type="checkbox"/>	Hand	<input type="checkbox"/>	None	<input type="checkbox"/>

Incident Cause		Incident Severity (Potential)		Probability of Recurrence (If not Corrected)	
Unsafe Practice	<input type="checkbox"/>	Major	<input type="checkbox"/>	Probable	<input type="checkbox"/>
Unsafe Condition	<input type="checkbox"/>	Serious	<input type="checkbox"/>	Possible	<input type="checkbox"/>
Contributing Factors	<input type="checkbox"/>	Minor	<input type="checkbox"/>	Unlikely	<input type="checkbox"/>

Incident Details: (Attach separate sheet if necessary)

Immediate Action Taken:

--

Supervisor Action to Prevent Further Incident:
Completed By: (Print)

Completion Date:

1. Has Lakeland College HSE been notified?	<input type="checkbox"/>
2. Has Lakeland College Health Nurse been notified?	<input type="checkbox"/>

Investigation Report completed by: (Print) _____ Date _____

Supervisor Signature:

Date:

Lakeland Safety Signature:

Date:

Personal information on this form is being collected under Section 32(c) of the *Freedom of Information and Protection of Privacy Act*. The information collected on this form will be used for incident/accident reporting, to ensure a safe educational environment and may be disclosed to a law enforcement agency or insurance agent.

APPENDIX E

Worker's Compensation



Health Services Procedure Manual

Worker's Compensation All Students

4.8

Guidelines:

All regular students are covered by the WCB through the Department of Alberta Learning account for deemed workers/students. Regulations governing this are found in Section 84 of the Workers Compensations Act, Alberta Regulation.

Students on a paid/unpaid practicum are covered as long as they need the practicum to graduate from their course.

Procedure:

Injured student will fill out the Employee's Report; Health Services will fill out the Employer's Report. This must be done within 3 days of the injury.

316150 is the WCB account through number to put on the form.

If the student sees a doctor, make sure the doctor knows that this is a work-related accident and fills out a WCB medical form and sends it in to WCB.

Contact:

Alberta Learning Information Line 780 427-7219.

Copies are kept in Health Services in the WCB File.

Health Services will keep a copy of each form for 3 years. WCB keeps claim forms for 3 months, then if no claim for money or lost time is filed, they will discard claim. Thus, we must keep the file longer.