Southwestern
Oregon
Community
College

Emergency Medical Technician Program
Self-Study Report
2004

PREPARED BY:

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PUBLIC SAFETY TRAINING AND EDUCATION DEPARTMENT

SITE VISIT - MARCH 29-31, 2004

Robbie

Southwestern Oregon Community College
EMT Program

A. Program Data

Name of Institution: Southwestern Oregon Community College
1988 Newmark
Coos Bay, Oregon 97420

The College - Mission

The mission of Southwestern Oregon Community College is to provide quality education that helps students achieve their goals. Our programs prepare people to be employable, value life-long learning, and function as good citizens in a rapidly changing world. To accomplish this mission, the College will:

- *Maintain high standards of excellence in instructional programs and student services*
- *Deliver real-world education and training essential for a highly skilled workforce*
- *Encourage diversity, collegiality and professionalism*
- *Collaborate with businesses, agencies, schools, and universities to create mutually beneficial partnerships for economic, social, and educational development*
- *Promote technological competence to compete in a global community*
- *Provide multiple avenues of access to educational opportunities for all students*
- *Enhance the cultural awareness of students and the community at large (2000)*

The Board Vision

The College district provides comprehensive quality education programs and services that are accessible and responsive to diverse student and community populations. Because of Southwestern, South Coast citizens will:

- *Be involved in society's work*
- *Value lifelong learning*
- *Be linked with regional, national, and global information systems*
- *Be engaged in cultural enrichment*
- *Have an employable adult population supported by a thriving economic and social environment*

The Board Philosophy

The Southwestern Board of Education will govern Southwestern Oregon Community College with a strategic perspective, while leading and improving its ability to define institutional values and vision.

Report Prepared by: Paul Reynolds, Coordinator
Robbie Kirch, Secretary
Public Safety Training and Education Department
Southwestern Oregon Community College
541-888-7432

Accreditation: Northwest Association of Schools and Colleges

Program Title: Emergency Medical Technician Certificate Program

EMT Level: EMT-Basic and EMT-Intermediate

Type of Certificate: Program completers receive a certificate

Related Programs: Southwestern Oregon Community College offers the following allied health programs:
Nursing, Basic Nursing Assistant, Pharmacy Technician, Surgical Technology, Rural Health Aid

Program Affiliates:

	Main Campus	Extended Learning	Curry Campus (North)	Curry Campus (South)
Medical Director	Barbara Gabert, M.D. Emergency Room Physician Bay Area Hospital 1755 Thompson Road Coos Bay 97420 541-269-8111	John Crocker, M.D. Dunes Family Health Care 620 Ranch Road Reedsport 97467 541-271-2163 James Sinnott, M.D Coquille Valley Hospital 790 East 5th Coquille OR 97423 541-396-3111	Mark Pastemak, M.D. Coquille Valley Hospital 940 East 5th Coquille OR 97423 541-396-3101	Maciej Druzdzel M.D. 94180 Second Street Gold Beach 97444 541-247-2171
Clinical Affiliate	Bay Area Hospital 1775 Thompson Road Coos Bay 97420 541-269-8111 Diana Wall	Lower Umpqua Hospital 600 Ranch Road Reedsport 97467 541-271-2171 Kevin Van Syk	Southern Coos Hospital 900 11th St SE Bandon 97411 541-347-2426 ~~Lauren Paquette~~ or Karen Luedecke Curry General 94220 4th St Gold Beach 97444 541-247-6621 Ginny Hocheberg	Sutter Coast 800 E Washington Crescent City CA 95531 707-464-8511 Carol Peete
Ambulance Affiliate	Bay Cities Ambulance 3505 SE Ocean Blvd Coos Bay 97420 541-269-1155 Tim Novotny Coquille Fire & Rescue 3rd & Alder Coquille OR 97423 541-396-2232 Shawn March	Lower Umpqua Ambulance 600 Ranch Road Reedsport 97467 541-271-2171 Kevin Van Syk Myrtle Point Ambulance 424 5th Myrtle Point OR 97458 Cheryl Houston	Port Orford Ambulance 552 Nineteenth St Port Orford 97465 541-332-0384 Gayle Wilcox	Cal-Ore Life Flight Willow & Spruce Brookings 97415 542-469-7911 Ken Wood

Table 1

Number of students enrolled in the program:

	EMT Basic	State Certification	EMT Intermediate	State Certification	Courses Offered Basic	Courses Offered Intermediate	Certificate Awarded
1999-00	43	36	24	23	4	2	6
2000-01	29	27	10	10	2	1	2
2001-02	53	48	7	7	4	1	4
2002-03	36	17	8	8	2	1	0
2003-04	TBA	TBA	24	TBA	3	3	TBA

Table 2

Program Articulation:

There are currently no articulation agreements with regional high schools specific to the EMT Program.

Program Overview:

The Emergency Medical Technician (EMT) Program at the college is limited to courses at the EMT-Basic and EMT-Intermediate level. No paramedic level courses are offered as part of the overall program. The statewide EMT/Certificate associate degree was implemented in the Fall of 1994. Special offering courses related to specific certifications or aspects of emergency medical services may be offered through the college if there is local demand for a course.

The current program coordinator, Paul Reynolds, has coordinated the program since July, 1997. In addition, he coordinates the college's Fire Science degree program, the Reserve Officers Training Academy, and career development for fire, criminal justice and EMS agencies in the college district.

Due to the size of the college and limitations in financial resources, personnel, and training site resources, the college will offer only the certificate level of the statewide EMT program. The college intends to limit EMT certification courses to the Basic and Intermediate levels for the time being.

Courses that are part of the EMT Certificate Program are offered at the college, however, certification courses are made available throughout the college district as demand dictates. Courses are presented in outlying areas of Coos county as well as in Curry and Douglas counties. The program coordinator and program secretary work in conjunction with Peggy Georgen, Associate Dean, who coordinates courses offered in Curry county. Although courses are being offered in multiple locations, the positive working relationship among those directly involved in coordinating EMT courses is commendable.

Up to six EMT certification courses at different levels may be offered in a given year in the college service area. Currently there are ten individuals employed by the college who are eligible to serve in the capacity of Course Director for EMT courses. In addition, several people throughout the region assist instructors as lab assistants. An Equipment and Staffing Aide whose duties include maintaining equipment for the EMT program and other first aid and health related courses is also part of the program.

B. Instructional Program

The EMT Program at Southwestern is comprised of the following courses:

Course Number	HE*257A (HE*928A)	HE*257B (HE*928B)	HE*258A (HE*931A)	HE*258B (HE*931B)
Course Title	EMT-B, Pt A	EMT-B, Pt B	EMT-I, Pt A	EMT-I, Pt B
Credit Hours	5	5	4.5	4.5
Lecture Hours/Week	4	4	3.8	3.8
Lab Hours/Week	3	3	2.2	2.2
Number of Weeks	11	11	11	11
Clinical Observation Hours	N/A	10	N/A	N/A
Ambulance Experience	N/A	5 runs	N/A	N/A

Table 3

Didactic Instruction

The EMT-Basic courses offered by Southwestern adhere to the prescribed curriculum of the U.S. Department of Transportation and OHD-EMS. The EMT-Basic course of study is modeled after the American Association of Orthopaedic Surgeon's "Emergency Care and Transportation of the Sick and Injured." Instructional materials used in EMT-Basic courses center on the instructional package that has been developed for the book by the publishers. In addition, this course incorporates AED/SAD training in a manner consistent with the OHD-EMS prescribed curriculum covering this topic.

The EMT-Intermediate course of study is modeled after the Course Curriculum and Reference Guide by OHD-EMS and the comprehensive curriculum and course manual that was developed by Kenneth Ochsner for the Oregon EMT Rural Education Partnership. The Mosby text, "EMT-Intermediate" and the Blue Mountain Commmunity College EMT-Intermediate Student Workbook are also used.

The EMT Certification Program is consistent with the statewide EMT Certificate/Associate degree program. A copy of the program, listing required courses and credit hours, with course statements for all courses that comprise the program are presented in Appendix A. A sample course outline is presented in Appendix B. Additional course outlines will be available to accreditation team members during the site visit to the college. A sample syllabus is presented in Appendix C.

Clinical Resources:

Students are placed for clinical observations and field experiences at the program affiliates listed in Table 1, Page 3.

Goals and objectives have been written for each clinical rotation site, please see Appendix D. These are provided to the students and the supervisory staff at the site. In addition the program secretary meets with each preceptor and reviews goals, objectives, evaluation forms, expectations and limitations regarding the rotation. The student is responsible for bringing the evaluation forms and objectives to their clinical and returning them to the instructor at the next class period.

Currently the clinical resources are adequate to support the number of students enrolled. Students have appropriate access to patients at each clinical affiliation site. Please see Appendix E for a copy of the affiliation agreement between the college and Bay Area Hospital. Other agreements will be available to accreditation team members during the site visit to the college. Agreements have put in place between the ambulance service agencies and the college that address the placement of EMT students at ambulance sites. Please see Appendix F for a copy of the agreement between the college and Bay Cities Ambulance. Other agreements will be available to accreditation team members during the site visit to the college.

C. Staffing:

There is one coordinator and one secretary employed in the Public Safety Training and Education Department. This department encompasses the Fire Science degree program, the EMT certificate program, the Reserve Officer Training Program, and career development for fire, EMS, and criminal justice agencies in the school district.

Ten part-time instructors are currently employed in the EMT-Program as qualified lead course directors. Additional instructors are utilized to teach non-certification core courses that are part of the EMT Certificate Program. The instructors teaching EMT-Basic and EMT-Intermediate courses either teach on the college campus or in outlying areas served by the college. All instructors are actively involved with ambulance service providers in the region. Each instructor qualified as a course

director provides documentation of their qualifications at the time that the "Application to Conduct a Course" is sent to OHD . Copies of this documentation are kept on file with the program secretary. A list of staff members along with resumes involved with the program are presented in Appendix G. The program coordinator is responsible for the administration and supervision of the EMT program. The program secretary is responsible for the organization, scheduling, evaluation and acquisition of resources. Their individual job descriptions are presented in Appendix H.

Lab assistants for EMT courses vary with each term; consequently, a list of current assistants and their qualifications cannot be provided. Based on projected enrollment in EMT courses, course directors assume the responsibility for selecting qualified individuals to serve as course lab assistants and submit recommendations to the program coordinator. Course instructors may use guest lecturers and are responsible for retaining any documentation pertaining to topics presented by guest lecturers and their qualifications.

Our school district encompasses an extensive range of area. We have found it to be more effective to have a Medical Director for each site that a course is put on. The Medical Directors for each area are listed in Table 1, on Page 3. The Medical Director is approved for their role through OHD/EMS each time a EMT-Basic or Intermediate class is conducted.

The Medical Director's role is to provide advice to course directors and to the program coordinator regarding the medical aspects of courses and the EMT Certificate Program. This may be accomplished through direct face-to-face meetings, through correspondence, or through meetings of the EMT Program Advisory Committee. The involvement of the Medical Directors in the EMT Certificate Program has been limited. As program documentation is developed through the program coordinator's office, information will be made more available to the Medical Directors.

Mandatory certifications for lead course directors, such as the OHD/EMS "Course Director Update," is funded through the EMT budget. Transportation, meals, and lodging are provided.

D. Financial Resources

The EMT program operates a separate and distinct budget. The 2003-2004 program budget is included in Appendix I of this report. The budget is limited to the basic needs of the EMT program. Line items relate to personnel costs and operational expenditures, including those related to expendable equipment and instructional supplies, instructional resources, and program related travel.

Other funds may be available for the EMT program. For instance, capital equipment is typically obtained, in competition with other programs at the college, using available state and federal grant monies. There is no long-term budget for equipment. Limited staff development funds are carried in a separate account at the college and may be obtained through a competitive application process.

Students are charged a $15.00 per credit fee to cover the costs for expendable class supplies. In addition the college has an annual line item budget of $6,600 to purchase new equipment for the main campus, assist in purchasing equipment for off

campus classes, and to cover costs of running the program. A separate account is maintained for costs associated with State certification testing at the EMT-Basic and EMT-Intermediate level.

A variety of financial aid programs are available through the college to students pursuing the EMT Certificate Program. A unique aspect of the EMT program is that tuition is waived for EMT volunteers affiliated with public EMS agencies.

E. Facilities

Classrooms and Storage

All college-based EMT courses are offered in room number 12 of Sumner Hall. This modern classroom is an excellent facility for EMT courses. The classroom has sufficient space to conduct lectures and practical skill sessions for a maximum 35 students enrolled in courses, has in-room storage for EMT training aids and equipment and ready access to restroom facilities and running water. The same building houses the college's nursing program. Through the cooperation of the nursing program staff, additional equipment and lab space can be made available to assist EMT course instructors.

The college does have a bio-hazard disposal plan. As requested in the Accreditation Manual, a copy of this plan is presented in Appendix J.

Outreach courses utilize facilities that are available at locations where courses are to be offered. These facilities may be fire stations, ambulance facilities, community buildings, or high school classrooms throughout the college service area. During the 2003/2004 school year outreach classes were/are at Lower Umpqua Hospital in Reedsport, Coquille Fire & Rescue, Port Orford Ambulance, Port Orford Funeral Services Building, and Cal-OR Life Flight in Brookings. Outreach instructors will meet with accreditation team members during the site visit to discuss facilities and other matters specific to course offerings in outreach locations.

Faculty Office Space

The program coordinator maintains an office in the Fire Tower Office building. The location is across the campus from where EMT courses are conducted. The location of the office does not provide ready access to EMT equipment but it has not proven to cause serious identification of program coordinator, program secretary and program.

A designated preparation area and office for on campus part-time instructors specifically involved in the EMT program is located in the Fire Tower Office building. Lesson plans and classroom records are stored in the Fire Tower Office building. A conference/meeting room is available in Sumner Hall that can be used for instructor-student conferences provided the room is not in use by the nursing program.

Documents relating to compliance of college facilities with OR-OSHA standards for safety will be available to accreditation team members for review during the site visit to the college.

F. Instructional Aids, Supplies, and Materials

Library facilities at the college are spread over two floors of Tioga Hall. The main holdings and circulation area are on the 2nd floor. Periodicals, audio and video collections, and viewing areas are on the 3rd floor. Study areas for students are dispersed throughout both floors of the library as well on the second floor of the Performing Arts Center.

The library has very limited resources for the acquisition of new books; consequently, the EMT selection is limited. Many of the holdings in the library are dated; limited resources restrict the extent to which updating of materials can be done. Although book titles and periodicals specific to the EMT program are limited, nursing titles are better maintained and often provide students with related reference material. A copy of book titles and periodicals currently available is presented in Appendix K.

Due to technological developments, the library has been focusing more on technology to provide information to students and staff at the college. Online searches for information can be done on the 2nd floor and through the Computer Lab/Learning Hub on the 4th floor. Library holdings can easily be found using the Southwestern web site www.socc.edu.

Interlibrary loan services are provided by the library. Students taking EMT courses at outreach locations do have access to library services at the college through the Coos Cooperative Library Service.

Audio/visual equipment and services to support classroom activities at the college are very good. Equipment is kept in good repair to the extent possible given limitations on current resources. All audio/visual equipment is maintained and made available through the staff of Media Services on the ground floor of Tioga Hall. Instructors may reserve audio/visual equipment in advance of class times. Overhead projectors are kept in each classroom. The equipment inventory insures that there is no difficulty for instructors to obtain needed equipment provided procedures to request equipment are adhered to.

In addition to providing equipment to classrooms on the campus, Media Services provides equipment for use at off-campus course locations. Due to time and distance, however, off campus EMT course instructors generally arrange their own media equipment needs.

The college does maintain an extensive videotape library including many titles in the health occupations areas. A copy of video holdings in these areas is presented in Appendix L. Video tapes are directly accessible to campus-based instructors. Off-campus instructors may request tapes for use in their courses through a courier service available through the areas educational service districts. In addition to recently purchased videos through the EMT program, many of the video tapes purchased through the Fire Science program are available for EMT course instructors. All EMS and Fire Science videos are kept in the Fire Tower Office building.

G. Equipment

Equipment needed for EMT courses is kept in two locations: in Sumner Hall, and in the Fire Tower Building where CPR manikins are stored to make them available for first aid and CPR classes. An inventory of EMT equipment currently available for use with campus-based courses will be available for review by accreditation team members during the site visit to the college. The equipment inventory does not take into consideration the availability of equipment belonging to the nursing program. Equipment from the nursing program is often made available and includes training manikins, stump wrapping manikins, and other specialized equipment.

Approximately $6,000.00 in new equipment has been purchased since the beginning of the 2003-2004 academic year. Two new Lifepak 500 AED Trainers, one Airway Management Trainer and one Moulage kit are some other newly purchased equipment.

Off-campus EMT courses do not generally make use of campus-based equipment although items are made available to instructors needing them. Most courses taught off-campus make use of equipment available through fire or ambulance agencies at the location where courses are offered. Members of the accreditation team will be able to meet with off-campus instructors as part of the agenda for the site visit and can discuss off-campus equipment availability with them at that time.

Among the part-time staff working with the EMT program is a part-time Equipment and Staffing Aide whose duties are to maintain the EMT equipment inventory and repair equipment as needed. The person in this position reports to the Director of Health Occupations although the aide works closely with the EMT program coordinator and secretary.

The long-term goals for the acquisition of equipment for EMT courses is to obtain sufficient equipment to: a) equip State certification exam practical skill stations and be able to open additional skills stations as needed, b) enable each lab instructor in a EMT course to have the equipment necessary to conduct a lab session that focuses on the practical skill being presented in a course, c) upgrade and keep equipment in top condition, and d) have sufficient equipment that items can be made available to outreach locations on demand. A copy of the current long term plan is presented in Appendix M.

H. Support Services

The Educational Support Services component of the college provides services to help students be successful, and provides experiences to enrich students' educational experiences. Through the offices in this area, students are tested to insure appropriate placement in courses, are provided orientation sessions covering advising and registration procedures, costs, and general assistance that is available at the college.

Library

Library facilities, holdings, and accessibility have been discussed previously in this report. Please refer to section F - Instructional Aids, Supplies, and Materials.

Advising/Counseling

Advising services are available to all EMT students upon request. The college utilizes a faculty advising system, however, without full-time EMT instructional staff, EMT students are not advised by faculty in the area. The EMT program coordinator handles the majority of EMT student advising.

Educational Support Services is located in Stensland Hall. It is arranged to include a reception counter, offices of counselors, a testing area, and a career information center. College catalogs, career materials, and a computerized career information system are available. Full-time counselors split responsibilities and specialize to some extent. For instance, individual counselors will focus on high school relations, disabled and special population students, placement testing, and new student orientation. Special arrangements can be made for students who are either off campus or can only meet during evening hours.

A time has been established on the site visit agenda for the members of the accreditation team to meet with counseling staff and discuss matters of advising, placement testing, and related concerns.

Tutoring

Tutoring services are provided by the instructional component of the college. Initially, students are placed into courses according to their academic skill level as determined from placement test scores. Placement and admission standards for EMT courses are required for the EMT-Basic class. This requirement has resulted in some students seeking EMT classes enrolling in remedial study courses prior to being allowed to register for EMT courses.

Students needing assistance in developing their basic skills levels receive outstanding support. Courses are offered in math, reading, study skills, and student success. General tutoring in a variety of subject areas is available through the Adult Learning Skills Program. Programs available include a supplemental instruction program and a variety of services for special populations students. Services are provided on and off-campus.

The tutoring program at the college exists to provide all students with the help they need to complete courses successfully. The Learning Resource Center exists in Randolph Hall and offers assistance through sequential and structured review, alternative explanations, immediate and corrective feedback, and encouragement and motivation. The center is staffed by students who have successfully completed the courses they are tutoring and who have been recommended by course instructors.

Since EMT courses are offered on and off-campus by part-time instructors, arrangements for student tutors are not consistently made. Instructors often have donated extra time to work with students needing assistance in developing academic and skill levels. The EMT program at the college has a high level of participation by volunteers; consequently, graduates of courses working in agencies provide considerable assistance to students independent of college efforts.

Faye Mellius Linn Benton

I. Admission Policies and Procedures

A formalized application and monitoring process was implemented in the fall 1994 term. All applicants for EMT-B and EMT-I courses are required to complete a comprehensive application for the college. The EMT application addresses entrance criteria for EMT courses, incorporates documentation for required immunizations, and provides a mechanism for insuring that students have necessary insurance coverage. A copy of the EMT Course Enrollment and Prerequisite Verification form for EMT-Basic is included in Appendix N of this report.

Applications for courses are available through the Student First Stop Center and through the program coordinator's office. Students will be prevented from registering for an EMT course until applications are completed and there are no deficiencies of documentation. Students are accepted into courses on a first come, first served basis. No group of students applying for admission to courses is given preferential treatment.

Consistent with standards at community colleges that are part of the statewide EMT certificate/associate degree program, the college has implemented academic entrance standards. All applicants for EMT-Basic courses need to complete the ASSET placement tests used by the college for placement purposes. The college placement test is used for advising purposes. Students scoring below the minimum levels are referred to the program coordinator for approval to register for EMT-B. Students scoring lower than the levels of college level reading, college level writing, and elementary algebra are advised to consider enrolling in courses that will build their skills and improve their chances of succeeding in the EMT-Basic course.

There is no written recruitment strategy/plan for the EMT program. New students are obtained as part of the general marketing of the college and through visits by counselors, financial aid staff, and admissions staff to high schools in the region. Students are also obtained through the Fire Science program and from emergency agencies in the school district. The program coordinator responds to inquires from potential students directly.

Most information about activities related to the EMT program, including scheduling, registration information, and program changes is provided through direct mailing of information from the program coordinator's office. The office maintains a mailing list of all EMS agencies and EMTs, by level of certification, throughout the region served by the college in order to facilitate program communications.

J. Program Information

Program information can be obtained through the College Catalog available at www.socc.edu and through the EMT Student Handbook. A copy of the College Catalog will be available to accreditation team members during the site visit to the college. A complete EMT Student Handbook is included in Appendix O. Critical information about admissions criteria for EMT courses is contained on the EMT course application form which must be completed in order for a student to register for EMT classes.

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Program Descriptions

Outlines for all courses are maintained in the Office of Instruction and are available to students and the public to review. In addition, outlines of core EMT courses are available in the program coordinator's office and are also available online at www.socc.edu. A sample course outline is presented in Appendix B. Additional course outlines will be available to accreditation team members during the site visit to the college.

Equal Opportunity

The college does have an EEO policy and an ADA policy. These policies will be available to accreditation team members during the site visit to the college.

Student Evaluation

Detailed records of content and logistics of student evaluation by instructors in EMT courses is not maintained in the program coordinator's office. Course instructors are responsible for the evaluation of students and use a combination of written exams and assessment of practical skills for students as part of their evaluation. Documentation of student progress is maintained by each instructor individually.

Information on students' evaluations of courses and the EMT program is discussed in Section N, Program and Course Evaluation, of this report.

K. Job Search and Placement

Back up system for grades

The college Career/Placement Office concentrates on part-time job placement during school terms as a service to students. Due to limited resources, placement services are limited to providing career information, and posting position announcements received from employers. Most information offered EMT students is through instructors who provide information on position availability and career development as part of their classes.

K. Advisory Committee

The EMT program at the college does have an active advisory committee that is comprised of private and public sector emergency services agencies including ambulance services, hospitals, and fire services. The first meeting of the school year the previous year's members are reviewed. Many of the same individuals remain as a vital part of this group. New members are selected by contacting area agencies and asking them if they have an individual who would benefit themselves as well as their agency by being a member A listing of the members of the Advisory Committee is presented in Appendix P of this report.

The Advisory Committee meets three times throughout the academic year and provides advice related to scheduling of courses, equipment needs, and program related issues. The Committee members, individually and collectively, provide on-going feedback regarding strengths, weaknesses, and general perceptions of program activities. Members are often approached individually and do contact the program coordinator directly when they have concerns.

Minutes of the last three meetings are presented in Appendix Q. The program secretary is charged with recording of the minutes and approval is given at the following meeting.

M. Safety

The college does have an up-to-date safety policy in effect which will be available to accreditation team members during the site visit to the college. The college Safety Committee is responsible for monitoring campus safety and insuring that provisions of the safety policy are adhered to on a day-to-day basis. The administrator responsible for monitoring the Safety Committee is Sheldon Meyer, Dean of Administrative Services. The Committee conducts inspections of college facilities, reports deficiencies, and initiates corrective measures. A current safety inspection document is presented in Appendix R. Safety concerns can be reported directly to the Committee.

Liability insurance for students is provided through emergency services agencies if students are volunteers affiliated with an agency. Students not affiliated with an agency are covered under insurance policies maintained by the college. The EMT course application requests information regarding students' agency affiliation and insurance coverage. A copy of the college certificates of insurance is presented in Appendix S.

N. Student Records

All records of students are securely maintained in the Student First Stop Center at the college. Admission into the EMT Program and courses is accomplished through a special application (discussed previously in this report). Students without completed application materials are flagged and prevented from registering for EMT courses until they have completed the application process.

Students' grades and transcripts that document completion of courses and completion of the EMT Program are also maintained in the Student First Stop Center. This office maintains a coherent and accurate student record system and data base that is in compliance with laws regarding confidentiality of student records such as the Family Education Rights and Privacy Act, AACRAO guidelines, and other federal and state guidelines.

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Attendance records of students, evidence of competencies attained by students throughout the EMT program, and evidence of satisfactory completion of all didactic, clinical, and field internships that are part of the program may be maintained by course instructors. Satisfactory attendance and attainment of competencies by students have been regarded as implicit in the students' receiving passing grades for courses that are part of the program.

Further information on practices of the Student First Stop Center will be provided by representatives of the office who will meet with the accreditation team during the site visit.

O. Program and Course Evaluation

A college-wide self-study report evaluating all components of the college was completed in April, 2002. The college has completed the accreditation process and received accreditation through the Northwest Association of Schools and Colleges. A copy of the self-study report and accreditation report will be available to accreditation team members during the site visit to the college.

Review of the EMT instructional program is done on an ongoing basis through the combined efforts of the Office of Instruction and the program coordinator. Follow up surveys of all students, employers, clinical and field experience agencies are completed each year. These surveys do not provide sufficient information about the EMT certificate program, however, since there are so few graduates of the program.

On and off-campus EMT courses are evaluated through student surveys in classes. Complaints by students about the program or instructors are addressed in a manner consistent with the student grievance procedure at the college. This procedure will be available to accreditation team members during the site visit to the college. A copy of the colleges part-time instructor evaluation policy and student evaluation forms are presented in Appendix T. Copies of the evaluations sent out after completion of a class are presented in Appendix U.

The program coordinator is able to regularly assess the overall organization and administration of the EMT program as a result of continuing dialog with outreach coordinators, feedback from members of the Advisory Committee, and interaction with other program coordinators in the State. In addition, the program coordinator and program secretary regularly seeks feedback from the Oregon Health Division.

Appendix A

Term Comp.	GRADE	Course No.	EMERGENCY MEDICAL TECHNICIAN CERTIFICATE 1999-2000	CREDIT	Terms Offered			PREREQUISITES OR PLACEMENT TEST SCORES & NOTES Instructor Consent always overrides prerequisites
					F	W	S	
		FIRST TERM						
		BI231	Anatomy and Physiology	4	X			Chemistry
		HE942	Intro to Emergency Medical Services	3	X			
		MTH70	Elementary Algebra	4	X	X	X	MTH20 or MTH30 w/B
		OA2221	Medical Terminology	3	X			
		WR121	English Composition	3	X	X	X	WR90 or Placement Test Score
		SECOND TERM						
		BI232	Anatomy and Physiology	4		X		
		HE257A	EMT Basic - Part A	5		X		
		HE944	Emergency Communication/Patient Transport	3		X		
		____	Social Science Course	3	X	X	X	
		THIRD TERM						
		BI233	Anatomy and Physiology	4			X	
		CJ203	Crisis Intervention	3			X	
		HE257B	EMT Basic - Part B	5			X	
		HE943	EMT Rescue	3			X	

KK: May 19, 1999

NOTE: Courses may be offered in terms other than those specified above. This is only a guideline. Contact your advisor for the most accurate term offerings.

Course Descriptions of Required Classes for the Emergency Medical Technician Certificate Program

Emergency Medical Requirements

BI 231 - Human Anatomy and Physiology - 3 Credits - 3 Lecture Hrs/Wk
A review of inorganic and organic chemistry including discussion of metabolic pathways. In addition, cell structure, tissues, and the integumentary, skeletal, and muscular systems are considered.

BI 232 - Human Anatomy and Physiology - 3 Credits - 3 Lecture Hrs/Wk
A detailed study of the anatomy and physiology of the respiratory, digestive, urinary, endocrine, and reproductive systems are included.

BI 233 - Human Anatomy and Physiology - 3 Credits - 3 Lecture Hrs/Wk
A detailed study of the anatomy and physiology of the cardiovascular, lymphatic, nervous systems, and special senses are included.

HE 257A/B - Enhanced Emergency Medical Technician-Basic A/B - 10 Credits - (80 Lecture Hours - 60 Lab Hours - 10 Field Study Hours Total)
This course prepares individuals for certification in Oregon as an Emergency Medical Technician-Basic. Develops skills in recognition of symptoms of illness and injuries and proper procedures of emergency care.
Prerequisites: Students are required to complete a special application and meet minimum entrance requirements to register for the course. Application information can be obtained through the EMT Program Director's Office or the Student Services Office.

HE 942 - Introduction To Emergency Medical Services - 3 Credits - 3 Lecture Hrs/Wk
This course covers the role and responsibilities of the paramedic, emergency medical services systems, medical-legal considerations, major incident response, hazardous materials awareness and stress management.

HE 943 - Emergency Medical Technology Rescue - 3 Credits - 3 Lecture Hrs/Wk
This course covers elementary procedures of rescue practices, systems, components, support, and control of rescue operations including ladder procedures and basic rescue tools of patient extraction, emphasizing application to traffic accidents, as required for paramedic certification.

HE 944 - Emergency Communication and Patient Transport - 3 Credits - 2 Lecture-3 Lab Hrs/Wk
This course covers ambulance operation, laws, maintenance, and safety; emergency response driving and route planning; communication systems, radio types, HEAR system, codes, and correct techniques.

OA 2221 - Medical Terminology I - 3 Credits - 3 Lecture Hrs/Wk
Introduction to medical terminology including medical prefixes, suffixes and word stems. Study in each system is categorized into additional prefixes and suffixes, diagnostic, symptomatic and operative terminology. Basic coverage of body systems and of skeletal structures.

Other Required Classes

CJ 203 - Crisis Intervention - 3 Credits - 3 Lecture Hrs/Wk
Crisis intervention covering domestic violence, problems with juveniles, substance abuse, legal and social restrictions and implications and methods of prevention and intervention.

MTH 70 - Elementary Algebra - 4 Credits - 4 Lecture Hrs/Wk
The transition from arithmetic to algebra for students with little or no previous experience in algebra. Includes concepts of numbers, integers, inequalities, solving linear equations and rational expressions, their generalization and simple algebraic procedures and applications.
Prerequisite: Appropriate score on placement test or successful completion of MTH 20 or MTH 30 with a C or better or instructor consent.

WR 121 - English Composition - 3 Credits - 3 Lecture Hrs/Wk
Presents the fundamentals of expository prose through the development and frequent exercise of writing abilities. Designed to help students learn the use of unity, clarity, coherence and detail in the development of written ideas.
Prerequisite: WR 90 with a grade of C or above, placement test score or instructor consent.

Please refer to the Southwestern Oregon Community College Catalog for a description of the Social/Behavioral Science elective courses offered to fulfill this requirement. Please note that ANTH 103 General Anthropology is recommended to fill the Social/Behavioral Science elective, but it is ultimately your choice.

Appendix B

SOUTHWESTERN OREGON COMMUNITY COLLEGE

COURSE INFORMATION UPDATE
for NEW and REVISED *CREDIT* COURSE OUTLINES
(Please use non-credit outline form for non-credit submissions.)

APPROVAL SIGNATURES: **DATE:**

Division Director _____ _____

Manager _____ _____

Instructional Council _____OI_____ _____7/16/03_____

DIRECTIONS: Please ***neatly*** enter ***all*** requested information below for each course.
Incomplete forms will be returned.

1. Course Number:	**HE*257A / HE*928A**
2. Course Title:	**Emergency Medical Technician - Basic**
3. Course Sub-Title:	

Program Type: (CHOOSE ONE ONLY)								
	LDC	☐	OccPrep	☒	OccSupp	☐	Post Sec Remedial/ Developmental Educ	☐
	ABE/GED/ESL	☐	Other Adult	☐	Non-Reimbursable	☐		

5. This Outline is:	New	☐	Revised	☒		
6. Offered for:	Credit	☒	Cont'd Ed Units (CEU)	☐	Prof Development Units (PDU)	☐

7. Number of Credits: (See hours/credit formula below)	5	Approved for CEUs: (List Approving Agency)	

8. How many times can this course be taken *for credit*? (This is not the same as repeating a course for a better grade. This refers to how many times a student can get credit on their transcript for the same course.)

Once	☒	Twice	☐	3 Times	☐	Other (Specify)		Unlimited	☐

9. Course Hours (Instructor workload/pay will be based on the information below):

(CLOCK HOURS)	Hours/Week	Total Course Hours
LECTURE	4	44
LAB	3	33
LECTURE/LAB		
TBA LAB HOURS		
INDEPENDENT STUDY		
TOTAL	7	77

Department of Education's formula

(Full Term Course)

1credit = 11 to 12 *Lecture* hours per term

1 credit = 22 to 24 *Lecture/Lab* hours per term

1 credit = 33 to 36 *Lab* hours per term

10. Course Description: (State approved course description must be included, if available. May be enhanced for Southwestern.)

This course prepares individuals for certification in Oregon as an Emergency Medical Technician-Basic. The course is designed to develop student skills in recognition of symptoms of illness and injuries and proper procedures of emergency care.

11. Grading:	S,U,I	☐	A,B,C,D,F,I	☐	Either	☒	Non-Graded	☐

Minimum Grading Criterion:	Recommended Weight or % of Grade
Written Examination	30-40%
Practical Examinations	30-40%
Attendance/Participation	20-40%

12. Required Pre-Requisites: (If more than one course is listed, please indicate with OR or AND.)
*NOTE: This information will be entered into Colleague and **required** for students' registration.*

Course(s) *and* Min. Grade:	
Placement Test Score:	
Other:	1. Students must complete the "EMT Program Course Enrollment Application and Prerequistie Verification Form" prior to enrolling. 2. Placement test must be taken for advising purposes only

Is Instructor Consent **Required** to Register?	Yes	☒	No	☐

13. Required Concurrent Courses:
*NOTE: This information will be entered into Colleague and **required** for students' registration.*

Course No(s):	
Lab(s):	

14. Does this course require a separate lab?	Yes	☐	No	☒
Course No:	Graded Separately?	Yes	☐	No ☐

15. Is this course part of a sequence?	Yes	☒	No	☐
Must the sequence be taken in order?	Yes	☒	No	☐
What are the course sequence numbers?	HE*257A AND HE*257B (HE*928A AND HE*928B)			

16. Is this course double numbered?	Yes	☒	Crs#	HE*928A (FOR VOLUNTEERS)	No	☐

17. Course Objectives: (Knowledge of specifics, comprehension, application, analysis, synthesis, evaluation.)

Knowledge:	(The student will...)
a) Understand the responsibilities of the EMT-Basic when responding to emergency care situations	
b) Comprehend the proper protocols for conduct a patient assessment for illnesses/injuries and identify signs, symptoms, and causes of conditiion	
c) Understand steps the EMT-Basic must take to ensure the safety of the individual EMTand his/her partner.	
Skills:	(The student will be able to...)
a) Assess emergency situations and perform emergency care within the EMT-Basic scope of practice.	
b) Demonstrate proper selection and use of emergency equipment	
c) Lift, move, position and otherwise handle a patient in such a way as to minimize discomfort and further injury	
Attitudes and Values:	(The student will have...)
a) Developed a sensitivity towards the importance of professional and ethical behavior and practices in the field of emergency medicine	
b) An appreciation of the importance of continuing education and training in the field of emergency medicine	
c) An appreciation of the role that teamwork and cooperation plays among emergency medical services providers	
d) Recognized the importance of occupational safety and will routinely apply skills and techniques to insure a safe work environment	

18. Status:	Active	☒	Inactive	☐
19. Recommended Enrollment:	Lecture	24	Lab	24

20. Does this course require special fees?	Yes	☒	No	☐
If yes, what is the fee?	$95.00	Fee covers:	Expendable supplies/equipment for EMT courses - Drug Testing	

21. Contents Outline: (must be in outline format)
NOTE: Form will automatically number outline items when you <ENTER> to go to the next item. To add a subsection item, use <SHIFT><ENTER> to go to that item and manually type in the subsection number using capital letters.

I. Preparing to be an EMT-B
- 1.1 Introduction to Emergency Medical Care
- 1.2 The Well-Being of the EMT-B
- 1.3 Medical, Legal, and Ethical Issues
- 1.4 The Human Body
- 1.5 Baseline Vital Signs and SAMPLE History
- 1.6 Lifting and Moving Patients
- 1.7 Practical Lab: Baseline Vital Signs and Lifting/Moving Patients
- 1.8 Evaluation: Preparatory Module

II. Airway
- 2.1 Airway
- 2.2 Practical Lab: Airway
- 2.3 Evaluation: Airway Modeule

III. Patient Assessment

3.1 Scene Size-Up
3.2 Intial Assessment
3.3 Focused History and Physical Exam - Trauma Patients
3.4 Focused History and Physical Exam - Medical Patients
3.5 Detailed Physical Exam
3.6 On-Going Assessment
3.7 Communications
3.8 Documentation
3.9 Practical Lab: Patient Assessment
3.10 Evaluation: Patient Assessment Module

IV. BLS Instruction and Certification

V. Medical Emergencies
5.1 General Pharmacology
5.2 Respiratory Emergencies
5.3 Cardiovascular Emergencies
5.4 Aspirin Administration for EMT-Basic (Oregon DHD EMS & Trauma System Curriculum)
5.5 Neurologic Emergencies
5.6 Communicable Diseases
5.7 The Acute Abdomen
5.8 Diabetic Emergencies
5.9 Allergic Reactions and Envenomations
5.10 Substance Abuse and Poisoning
5.11 Environmental Emergencies
5.12 Behavioral Emergencies
5.13 Obstetrics and Gynecological Emergencies
5.14 Practical Lab: Medical/Behavioral/Obstetrics
5.15 Evaluation: Medical/Behavioral/Obstetrics

VI. Practical Lab Review

VII. Trauma
7.1 Kinematics of Trauma
7.2 Bleeding
7.3 Shock
7.4 Soft Tissue Injuries
7.5 Eye Injuries
7.6 Face and Throat Injuries
7.7 Chest Injuries
7.8 Abdomen and Genitalia Injuries
7.9 Musculoskeletal Care
7.10 Head and Spine Injuries
7.11 Practical Lab: Trauma
7.12 Evaluation: Trauma

VIII. Special Populations
8.1 Pediatric Assessment
8.2 Pediatric Airway and Medical Emergencies
8.3 Pediatric Trauma
8.4 Geriatric Assessment
8.4 Practical Lab: Special Populations
8.5 Evaluation: Special Populations

IX. Operations
9.1 Ambulance Operations
9.2 Gaining Access
9.3 Special Operations
9.4 Evaluation: Operations

X. AED/SAD
10.1 AED/SAD (Oregon DHD EMS & Trauma Systems Curriculum)
10.2 Practical Lab: AED/SAD
10.3 Evaluation: AED/SAD

XI. Practical Lab Review

XII. Clinical/Field Study

XIII. Final Written and Practial Evaluation

22. Recommended Text(s): Complete citation(s). ***(This information is required.)***

Emergency Care and Transportation of the Sick and Injured. American Academy of Orthopaedic Surgeons (latest edition)

Emergency Care and Transportation of the Sick and Injured Student Workbook. American Academy of Orthopaedic Surgeons (latest edition)

EMS Skills Performance Reference Guide. Oregon Department of Health Division - EMS and Trauma Systems (latest edition)

American Heart Association Textbook of ACLS. Chapter 20: Automated External Defibrillation

23. Required Materials/Supplies/Tools:

Pocket Mask

24. References & Resources used to develop this course (Print and Non-Print):

Emergency Care and Transportation Instructor Resource Kit. 8th Edition. 2002. American Academy of Orthopaedic Surgeons.

Emergency Medical Technician-Basic: National Standard Curriculum.DOT HS 808 149, December, 1994. National Highway Traffic Safety Adminstration, United States Department of Transportation.

25. Library Resources for Course Support:

Are the resources in the library adequate to support this course:	Yes	☐	No	☐	N/A	☐

If not, complete the library resources course support form and forward with this course outline to the Division Director. (The form can be located using the following path: Network Neighborhood/ITT/Outlines/Forms/Library Resources for Course Support.)

26. Outline Developed By:	Greig Thomson (revised)	Date	8/99
27. Outline Revised By:	Paul Reynolds, Coordinator Public Safety Training and Education Department EMT Program	Date	7/16/3

Is there anything you would like to add that has not been addressed on this form? Please do so here:

The course contents and lesson plans included in this outline are for the entire EMT-Basic course of study (HE*257A and HE*258B combined). Complete documentation is provided to insure integrity in the EMT-Basic program of study and to insure continuity between the two parts of the course. Since EMT-Basic is normally presented over two terms, separate outlines are submitted to coincide with course scheduling and registration requirements at the college

Fees: $15.00 per credit for expendable supplies/equipment and $20.00 for drug testing.

FOR DIVISION DIRECTOR USE ONLY

This course may be used to fulfill the following degree requirements:

AAOT General Education ☐
Distribution Requirement ☐
Sequence ☐

Should this course description be included in the college catalog? Yes ☒ No ☐

Has this course been approved for an R grade? Yes ☐ No ☐

What is the effective date of this course? (If new) Term: Year:

Division Director: Please submit completed ***"Library Resources for Course Support"*** forms to Sharon Tashjian, Tioga Hall, 2nd floor Library when course has been approved and is being added to the Class Schedule.

FOR OFFICE OF INSTRUCTION USE ONLY

Reimbursable? Yes ☐ No ☐

Reimbursement Code:

4-01-03

Appendix C

EMERGENCY MEDICAL TECHNICIAN - BASIC

INSTRUCTORS:

Jerry Huff, EMT-I
Pager: 269-6022
Home: 888-3004, Calls accepted until 2200 hours only!
Work: 267-2933 (Employee Line)

Dan Crutchfield, EMT-I
Work: 269-1191
Home: 269-3996, Calls accepted until 2200 hours only!

Please note: Please be polite when calling any of the above numbers, families and coworkers do not have to take your messages!

COURSE DESCRIPTION:

This course is designed to prepare individuals for certification in the State of Oregon only as an EMT-Basic. The course is designed to develop student skills in recognition of signs and symptoms of illness and injury and proper emergency care procedures. This course will also build personal skills in hands on capabilities and a positive attitude towards the patients they may deal with.

TEXT BOOKS:

Emergency Care and Transportation of the Sick and Injured Textbook, Lynn A. Crosby, MD and David G. Lewallen, MD., Editors. American Academy of Orthopedic Surgeons, Eighth Edition, 2001
REQUIRED

Emergency Care and Transportation of the Sick and Injured Workbook, Lynn A. Crosby, MD and David G. Lewallen, MD, Editors. American Academy of Orthopedic Surgeons, Eighth Edition, 2001
REQUIRED

Emergency Medical Services Skills Performance Reference Guide: Oregon Department of Human Resources, Health Division - Emergency Medical Services, January, 1999.
REQUIRED

EMS Field Guide: Lesage, Derr, Tardiff; Informed
REQUIRED

Pocket Mask
REQUIRED

COURSE OBJECTIVES:

The Student will be able to (skills):

1) Assess emergency situations and perform emergency care within the EMT-B Scope of Practice.
2) Demonstrate proper selection and use of emergency equipment.
3) Lift, move, position, and otherwise handle patients in a way that minimizes discomfort and further injury, while minimizing the risk of personal injury.

The Student will be able to (knowledge):

1) Define the responsibility of the EMT-B when responding to emergency care situations.
2) Describe patient assessment for illnesses or injuries and to identify signs and symptoms and cause of conditions.
3) Have knowledge to prepare for Oregon certification as an EMT-B.

The Student will have (values):

1) Recognized the importance of professional and ethical behavior and practices in the field of emergency medicine.
2) The ability to learn and appreciate the importance of continuing education and training in the field of emergency medicine.
3) An appreciation for the importance of teamwork and cooperation among emergency service providers.
4) Recognize the importance of occupational safety and will routinely apply skills and techniques to insure a safe work environment.

STUDENT OBLIGATIONS:

1) Oregon Department of Health requires attendance at all lectures and practical sessions. Anyone missing two (2) sessions without the approval of the Instructors will be dropped from the class. Anyone missing an excessive number of classes will be counseled by the instructors. If the problem continues the student will be dropped from the class.
2) Habitual tardiness will be cause for counseling.
3) Must pass written and practical exams.
4) Quizzes maybe given at each class covering the reading material for that class. The quiz will have no more than fifty (50) questions.
5) There will be a mid-term and final exam each term. The mid-term will have no more than one hundred (100) questions, and the final will have no more than two hundred (200) questions.
6) There will be sectional exams. The sectional exams will have no more than fifty (50) questions.
7) The Instructors understand that there are students that are "On Duty" during class times. When paged out you are dismissed to go on those calls. **Please Note!!!!** All volunteers will not be dismissed to go to medical calls. You will not arrive prior to other rescue EMS personnel. However you will be allowed to go to all fires or requests for manpower, etc. Please check with the Instructor prior to leaving he class. The student will be responsible for the class portions that they have missed. Excessive radio traffic will not be tolerated, please bring an ear phone so the rest of the class will not be distracted.
8) Your instructors are often going to be coming from work and it is possible that they may be a few minutes late. If the instructor does not arrive in the classroom by 1900 hours you are dismissed for the evening.

ACADEMIC DISHONESTY: PLAGIARISM AND CHEATING:

The policy of the Board of Education of Southwestern Oregon Community College on *Student Rights, Student Code of Conduct and Student Grievance Procedures* outlines penalties ranging from admonition through expulsion for violations including plagiarism and academic cheating.

In the policy academic plagiarism is defined as: "The intentional submission for evaluation to a college instructor or administrator of material based, in significant part, on work done by someone other than the submitter without reasonable written indication to the evaluator of the material's true source."

Academic cheating is defined as: "The intentional submission for evaluation to a college instructor or administrator of material based, in part, on a source or sources forbidden by generally accepted standards or by regulation established by the evaluator and disclosed in a reasonable manner." The complete policy, penalties, and recourse through the Grievance Procedure can by found in the Southwestern Student Handbook.

GRADING:

Your final grade will be based on the total number of points you have accumulated during the course. You will be assigned a grade per each term.

You will not be allowed to register for EMT-Basic, Part B (Spring term) unless you have a final grade of "C" or higher at end of first term.

Attendance at the lectures and practical sessions will be taken into account if your point total is close to a breaking point for the next higher grade. The following grade format will be used:

90% to 100% = A
80% to 89% = B
70% to 79% = C
Below 70% = F

To qualify to take the State of Oregon EMT-Basic exam you will have to receive a final grade of "C" or higher and you must pass the practical exams.

EMERGENCY MEDICAL TECHNICIAN - BASIC

CLASSROOM SCHEDULE

01/06/04	Introduction of Instructors	1hr
	Introduction To Emergency Care	1.5hr
	Well Being of the EMT-Basic	1.5hr
01/08/04	Medical/Legal-Ethical Issues	1.5hr
	The Human Body	2.5hr
01/13/04	Baseline Vital Signs/SAMPLE	2hr
	Lifting and Moving Patients	2hr
01/15/04	Lifting and Moving Patients	1hr
	Exam	1hr
	Review	1hr
	Lab - See Lab Schedule	
01/20/04	Airway	4hr
01/22/04	Lab - See Lab Schedule	
	Exam	1hr
01/27/04	Scene Size-Up	0.5hr
	Initial Assessment	1hr
	Focused History and Physical: medical	2hr
01/29/04	Lab - See Lab Schedule	
02/03/04	Focused History and Physical: Trauma	4hr
02/05/04	Lab - See Lab Schedule	
02/10/04	Detailed Physical Exam	1hr
	On-going Assessment	1hr
	Communications	1hr
02/12/04	Lab - See Lab Schedule	
02/17/04	Documentation	1.5hr
	Exam	1hr
	General Pharmacology	1hr
02/19/04	Lab - See Lab Schedule	
02/24/04	Respiratory Emergencies	2hr
	Cardiovascular Emergencies	1.5hr
02/26/04	Lab - See Lab Schedule	
03/02/04	Cardiovascular Emergencies	3.5hr
03/04/04	Cardiovascular Emergencies	2hr
	Aspirin Administration	1hr
03/09/04	Diabetic Emergencies	1hr
	Neurologic Emergencies	1hr
	Communicable Diseases	1hr
	Allergies	1hr

03/11/04	Lab - See Lab Schedule	
03/16/04	Poisoning/Overdose	2hr
	Environmental Emergencies	1hr
03/18/04	Final Exam - First Term	
03/30/04	Behavioral Emergencies	1hr
	Obstetrics	2hr
	Exam	1hr
04/01/04	Lab - See Lab Schedule	
04/06/04	Kinematics of Trauma	1hr
	Bleeding and Shock	2hr
	Soft Tissue Injuries	2hr
04/08/04	Musculoskeletal Care	4hr
04/13/04	Injuries to the Head and Spine	4hr
04/15/04	Lab - See Lab Schedule	
	Exam	1hr
04/20/04	Infants and Children	3hr
04/22/04	Lab - See Lab Schedule	
	Exam	1hr
04/27/04	Ambulance Operations	1hr
	Gaining Access	1hr
04/29/04	Lab - See Lab Schedule	
	Exam	1hr
05/04/04	Overview and Review	2hr
05/06/04	Lab - See Lab Schedule	
05/11/04	Exam	1hr
05/13 & 18/04	Lab - See Lab Schedule	
05/20/04	AED/SAD	2.0
05/25/04	Lab - See Lab Schedule	
05/27/04	Lab - See Lab Schedule	
06/01/04	Lab - Final Practical Exam	
06/03/04	Final Written Exam	

EMERGENCY MEDICAL TECHNICIAN - BASIC

LAB SESSION SCHEDULE

01/15/04	Baseline Vitals - SAMPLE History Lifting and Moving Patients
01/22/04	Airway Oxygen
01/29/04	Size-up Patient Assessment Focused History - Medical
02/05/04	Patient Assessment Focused History - Trauma
02/12/04	Documentation
02/19/04	Diabetic Emergencies Altered Mental Status Glucose Monitoring
02/26/04	Cardiovascular Emergencies AED Epinephrine
03/11/04	Lab Review
04/01/04	Environmental Emergencies Behavioral Emergencies Obstetrics
04/15/04	Splinting and Spine Board Bleeding and Shock Soft Tissue Assessment
04/22/04	Infants and Children Gaining Access Extrication
04/29/04	Lab Review
05/06,13,18/04	Various Lab Practice
05/20/04	AED/SAD
05/25/04	Baby Boards
05/27/04	Baby Boards
06/01/04	Final Practical Exam

Appendix D

Emergency Medical Technician Program
Southwestern Oregon Community College

Clinical Objectives for EMT-B Student Hospital Experience

Adopted from EMT-Basic National Standard Curriculum

The clinical objectives listed below are to be carried out under supervision and in accordance with hospital policy and established clinical agreements. Students should observe, and demonstrate whenever possible, the clinical objectives listed. The student's instructor or assigned preceptor should initial and date each objective when it is attained. In situations where objectives are not achievable in allotted time, programmed patient simulations or other activities may be used to ensure student competency.

Name of EMT-B Student_____Phone Number_____

Course Director_____Phone Number_____

	Observer / Date
Clinical Objectives	
1) Tour an Emergency Room	_____/_____
2) Demonstrate patient assessment and obtain and record at least one set vital signs in an Emergency Room. Vital signs include blood pressure, pulse, respirations, temperature.	_____/_____
3) The following can be completed under supervision when the opportunity presents itself.	
A) Obtain and record neurological signs (level of consciousness, pupil reaction to light, grip).	_____/_____
B) Observe an intravenous line being started and see how it is secured in place.	_____/_____
C) Observe the administration of an injection.	_____/_____
D) Administer oxygen to a patient.	_____/_____
E) Accompany a patient to a specific procedure (example: x-ray, physical therapy, etc.)	_____/_____
Emergency Room	
A) Observe the unloading procedure of a patient from an ambulance.	_____/_____
B) Observe the care given to a patient with chest pain.	_____/_____
C) Observe and participate in the cleansing and bandaging of wounds.	_____/_____
D) Observe and participate in the application of a cast.	_____/_____
E) Observe and participate in techniques used in transferring a patient from an ambulance cot to an Emergency Room cart.	_____/_____
F) Accompany an Emergency Room staff member in transporting a patient to his room for admission to the hospital.	_____/_____
G) Observe the care given to a patient in one of the following types of shock: hypovolemic, respiratory, cardiogenic, psychogenic, neurogenic, metabolic, septic.	_____/_____
H) Interact with a patient brought to the Emergency Room, and with friends and relatives of the patient. Observe their behavior in the situation.	_____/_____
I) Observe patient history taking techniques in an Emergency Room by	
1) Registered Nurse two times. Follow through by taking a history	_____/_____
2) Third time under supervision.	_____/_____
J) Observe and participate in the proper technique of physical assessment.	_____/_____

Verification of the Course Director

I certify that the student identified at the top of this form has completed the required clinical hours for EMT-B students in hospital settings, has observed/demonstrated the listed objectives whenever feasible, and has completed patient simulation exercises to satisfy objectives not attainable during designated clinical time.

_____/_____

Signature of Course Director Date

Emergency Medical Technician Program
Southwestern Oregon Community College

Objectives for EMT-B Student Ambulance Experience

The objectives listed below are to be carried out under supervision and in accordance with established agreements with ambulance service providers. Students should observe and demonstrate, whenever possible, each objective identified. The students' instructor or assigned preceptor should initial and date each objective attained. In situations where objectives are not attainable within allotted time, simulations or other activities may be used to insure student competency. The goal for student ambulance experience is for students to observe/participate in 5 ambulance runs and to practice skills associated with maintaining and operating ambulances and EMS equipment.

Name of EMT-B Student_____

Ambulance Service_____Phone Number_____

Course Director_____Phone Number_____

Ambulance Ride Time *(each type of ambulance run, activities in which the student participated, and the date of the run should be indicated).*

	Type of Run	Student-Involved Activities	Observer	Date
1)				
2)				
3)				
4)				
5)				

Clinical Objectives *(to be completed during field work with an ambulance service)*

	Observer / Date
1) Tour facilities of an ambulance service	/
2) Observe driving techniques used in responding to an emergency call.	/
3) Demonstrate proper techniques in use of a radio and in the conduct of a call.	/
4) Observe activities and conduct of providers of emergency services at the scene of an EMS incident.	/
5) Observe proper completion of report forms and correctly complete sample run reports.	/
6) Conduct an inspection of an ambulance unit and complete an inspection checkoff form.	/
7) Conduct an inventory of equipment in an ambulance unit.	/
8) Participate in cleaning an ambulance unit and in preparing the unit for subsequent calls.	/

Verification of the Course Director

I certify that the student identified at the top of this form has completed the required clinical hours for EMT-B students in ambulance settings, has observed or demonstrated the listed objectives whenever feasible, and has completed patient simulation exercises to satisfy objectives not attainable during designated clinical time.

_____/_____

Signature of Course Director Date

Appendix E

MEMORANDUM OF AGREEMENT
EMT Training

Parties to Agreement

This Agreement is made and entered into by and between Southwestern Oregon Community College, herein referred to as "College" and Bay Area Hospital, Coos Bay, Oregon, herein referred to as "Hospital."

Purpose of Agreement

The College is authorized by law to maintain instructional programs to train students in Emergency Medical Technology (EMT). The College and the Hospital recognize the need to provide students in the EMT program an opportunity for clinical experiences at the Hospital and, through this Agreement, establish the terms and conditions under which clinical experiences will be available to students.

Instructional Planning

1) Students registered in the College's EMT-Basic certification program will participate in scheduled clinical practice at the Hospital which will be considered an extension of College laboratory experiences.

2) The College will assume responsibility for developing and administering the EMT educational program including program scheduling, curriculum content, faculty appointments and related matters.

3) The College will plan for clinical experiences through the course director assigned to teach a specific EMT class for which clinical practice is required. The EMT course director will coordinate with the Nurse Administrator or any other personnel designated by the Administrator of the Hospital.

4) The days and hours of the clinical experiences are to be planned by the course director of a specific EMT class in cooperation with designated personnel at the Hospital.

5) Student clinical experiences are to be selected and supervised by the course director of specific EMT courses at the College. EMT-Basic students should receive opportunities to assist Hospital personnel consistent with the scope of practice of the certification level for which they are being trained. Students will assist in emergency room settings while under the direct supervision of a Registered (R.N.) or physician.

6) EMT courses and curriculum at the College will be approved by the Oregon Department of Education and the Health Division of the Oregon Department of Human Resources.

7) The Nurse Administrator or other assigned staff at the Hospital and College faculty will cooperate in the concurrent and periodic evaluation of the clinical program established in this Agreement.

Specific Responsibilities of the Hospital

1) Patient care will, at all times, be the direct responsibility of the Hospital and its employees. The Hospital reserves the right to limit any students' participation in patient care.

2) The Hospital will ensure that students are supervised at all times by a physician or R.N. on staff at the Hospital. Arrangements for supervision will be made by the Director of Nursing or other nursing personnel designated by the Hospital.

3) The Hospital will provide students with personal protective clothing, gloves, masks, and related equipment that are needed to protect against exposure to blood borne pathogens.

4) The Hospital will make areas available for student experience, including the necessary equipment and supplies for giving students practice in specific emergency medical skills.

acific Responsibilities of the College

1). The College, through its EMT program assistant, will plan the schedule of student clinical assignments and notify the Hospital of the schedules and assignments. The College will obtain the Hospital's approval of schedules and assignments two weeks prior to implementation.

2) The College will require that all students comply with applicable rules, regulations, policies, and procedures of the Hospital while at the facility, including requirements for confidentiality of patient information.

3) The College will ensure that students have completed any health screening required by the Hospital and that the health status and physical condition of each student conforms to the Hospital's standards. It is the student's responsibility to make an appointment with the Employee Health Department and provide a record of current immunization including Hepatitis B, MMR, Chicken Pox through immunization records or by Oral History, and Tetanus. The student will also provide documentation of a current PPD.

4) The College will ensure that students have completed an urine drug screen as required by the Hospital and results will conform to the Hospital's standards.

5) The College will ensure that all students assigned to the Hospital for clinical training will have in effect professional liability and malpractice insurance coverage in an amount of not less than $1,000,000 per occurrence while the student is engaged in clinical activities at the Hospital. The College will provide evidence of such insurance to the Hospital upon request.

6) The College will provide Worker's Compensation Insurance coverage for all students assigned to the Hospital under this Agreement.

7) The College will withdraw any student from the clinical area if found unacceptable to the hospital for reasonable cause.

8) The College assumes full responsibility for student records.

Terms and Renewal of Agreement

1) This Agreement shall be effective beginning January 1, 2003 and may be terminated by mutual consent of both parties or by either party upon ninety (90) days notice in writing delivered by mail or in person. Termination of the Agreement, however, shall not be effective until a class currently in progress has completed the program of study. Termination of this Agreement shall be without prejudice to any obligations or liabilities of either party already accrued prior to such termination.

Signatures

Each of the parties agrees to hold the other harmless from, and indemnify the other against, any and all cost, damage or expense arising out of any claim, action or suit related to the performance of the obligations and services by each of the parties to this Agreement.

This Agreement and any changes, alterations, modifications, or amendments to it shall not be effective until approved by the appropriate representative of the parties to this Agreement. The parties to this agreement cause the Agreement to be executed on the dates set forth below.

For: Southwestern Oregon Community College

Signature

Paul Reynolds

Print Name

Coordinator Public Safety Training

Title

1/2/3

Date

For: Bay Area Hospital

Signature

DANIEL L. SMITH

Print Name

PRESIDENT/CEO

Title

1/20/03

Date

Revised: 10/10/02

Appendix F

MEMORANDUM OF AGREEMENT
Southwestern Oregon Community College
and
Bay Cities Ambulance

This mutual agreement is entered into by and between Southwestern Oregon Community College, referred to herein as "TRAINING PROGRAM" and Bay Cities Ambulance referred to herein as "AMBULANCE ASSOCIATION".

Oregon Health Division, Emergency Medical Services Section, in accordance with Oregon Administrative Rules, require training programs for EMS to have provisions for ambulance observation by EMT-BASIC students, referred to as "TRAINEE(S)", which include affiliation with an approved ambulance service that offers such clinical experience;

Because Emergency Medical Services Section of the Oregon Health division requires written memorandum of TRAINING PROGRAM affiliation with an AMBULANCE ASSOCIATION that provides such clinical observation;

IT IS MUTUALLY AGREED as follows:

The terms of this agreement shall be entered into on the 1st day of February, 2004 and terminate on the 30th day of June, 2005, unless earlier terminated by the giving of sixty (60) days written notice from one party to the other.

AMBULANCE ASSOCIATION agrees to:

A. In cooperation with TRAINING PROGRAM, schedule ASSOCIATION ambulance clinical observation for each trainee.

B. Assure that TRAINEES receive supervision by a qualified ASSOCIATION employee during clinical observation.

C. Allow clinical observation by a maximum of two (2) TRAINEES at a time.

D. Establish policies and procedures for trainee clinical observation which include, but need not be limited to, roles and responsibilities of TRAINING PROGRAM and ASSOCIATION, description of skills which supervised trainees may perform during clinical observation, dress code, rules of conduct, etc.

E. Admit all TRAINEES regardless of race, gender, creed, religion, etc.

F. Require TRAINEES to follow above policies and procedures.

G. Notify TRAINING PROGRAM Coordinator of any incident involving a TRAINEE(S).

TRAINING PROGRAM agrees to:

A. Provide didactic and laboratory instruction to prepare TRAINEES for clinical experience.

B. Coordinate with ASSOCIATION for scheduling of TRAINEES for clinical observation.

C. Requires TRAINEES to follow policies and procedures of ASSOCIATION while on clinical observations.

D. Upon request, provide ASSOCIATION with evidence of liability insurance.

Executed by the parties this 12th Day of January in the Year 2004.

Signature of Ambulance Representative	Signature of Southwestern Representative
Bruce Latta	Paul Reynolds
Printed Name	Printed Name
President	Coordinator PSTED
Title	Title

Appendix G

EMT Instructors

Brown, Miriam
95672 Sitkum Lane
Myrtle Point OR 97459

Conley, Brian
787 North Central
Coquille OR 97423

Crutchfield, Dan
92450 20th Lane
Coos Bay OR 97420

Eck, Michael
2530 Delores Lane
North Bend OR 97459

Houston, Cheryl
532 Bender Street
Myrtle Point OR 97458

Huff, Jerry
90825 Evergreen Lane
Coos Bay OR 97420

Mendez, Terry
588 Madison Street
Coos Bay OR 97420

Palmer, Ed
PO Box 266
Gardiner OR 97441

Schultz, Robin
PO Box 3077
Coos Bay OR 97420

Fred Siewert
Lower Umpqua EMS
600 Ranch Road
Reedsport OR 97467

Brian Wildman
983 Seagate
Coos Bay OR 97420

Ken Wood
PO Box 541
Brookings OR 97415

PROFESSIONAL SUMMARY

Miriam M. Brown

Pertinent Education	1977-78	EMT 1 Course	SWOCC-MP
	1982	EMT 2 Course	SWOCC-Coq
	1985	EMT 2d Course	SWOCC
	1987-88	EMT 3 Course	SWOCC
	1994	UPGRADE Parmedic	Self study
	1994	BPST Instructor Development	SWOCC
	1996-2000	Instructor refresher/2 yr intervals	

Certification

EMT 1-2-2d-3 and Paramedic
CPR Instructor
ACLS Provider
PHTLS Instructor
TEAM Provider
PALS Provider
Course Instructor

Professional Experience

EMT through all levels with Myrtle Point Ambulance
First as a volunteer, then part time paid and then full time.
Ambulance director responsible for all functions of the department to include fiscal year budget preparation, supervision of all city medical personnel, providing training, office duties such as ambulance billings, accounts receivable, eg.
(Previous history of banking and accounting positions)

Other Information

9-1-1 Secretary
Ambulance Service Area Advisory Committee Chairperson
Myrtle Point Fire District Board of Directors-secretary/treasurer

Other accomplishments

Promoted and sponsored establishment of Myrtle Point Health District and Myrtle Point Rural Fire Districts.

Brian Conley, BA, EMT-P

787 North Central
Coquille, OR 97423
Phone: (541) 396-5124
Email: cone73@msn.com

OBJECTIVE: Job Qualifications for the position of Paramedic/ Firefighter.

QUALIFICATIONS

I have been an EMT and Firefighter for the City of Coquille since 1996. I was certified as a National and Oregon Certified Paramedic in July of 1998. I have a NFPA Firefighter I certificate. I am engineer qualified at my present job in Coquille. In 1998, I took the Pumper Operator Course throught SWOCC. I am EVOC certified. I am currently an instructor for CPR through the American Heart Assoc. I have an Instructor I rating through the old fire instructor classification through DPPST. I have been an assistant EMT instructor for SWOCC since 1997. In 1999, I approached the Coos County Sheriff's Department about being a medic for the county S.W.A.T. team. They gladly accepted and I went to the reserve officer academy to train as a reserve sheriff's deputy. I started attending tactical team training and have been an active part of their team since June 2000. In October 2000, I attended a special training for tactical team medics sponsored by Oregon State Police and DPPST at Camp Rilea, Warrenton, Oregon.

EDUCATION

1991-1995	Bachelor of Arts, Dordt College-Sioux Center, Iowa
1996-1996	EMT-Basic, SWOCC-Coos Bay, Oregon
1997-1998	EMT-Paramedic Certificate, Umpqua Community College-Roseburg, Oregon

EMPLOYMENT

1995-Present — Paramedic/ Firefighter for the City of Coquille
My duties at Coquille Fire Department included regular training with the volunteers at least once a week. I currently engineer for my department and trained in all aspects of firefighting. Medically, I am responsibility for primary patient care during my shift I work. I am responsible for the majority of the billing of Coquille Valley Ambulance.

1997-Present — Paramedic- Part-time, Volunteer, City of Myrtle Point
I worked one year part time for the City of Myrtle Point as a Paramedic After one year I was hired by the City of Coquille full time and had to reduce to a volunteer.

1999 - Present — Medical Training Officer, City of Powers FD
In 1999 began training the EMT-Basic's for Powers Ambulance. I am responsible for keeping their training and licenses current. I would train them once a month covering various topics related to their scope of practice.

PROFESSIONAL SUMMARY

Dan Crutchfield

Education:

1999	EMT Intermediate	Southwestern Community College
1994	EMT Basic	Southwestern Community College
1993	General	North Bend High School / Southwestern
1993-current	Fire Science Technology	Southwestern Community College

Certifications:

NFPA Instructor I
NFPA Firefighter II
Pumper Operator
Aerial Operator
Interface Firefighter
Fire Ground Leader I
Advanced Technical Rescue
Hazardous Materials On Scene Incident Commander
Hazardous Materials Technician
Clandestine Laboratory Specialty
Hazardous Materials Technician Trainer (IAFF)

Professional Experience:

1996 - Present	City of Coos Bay Coos Bay Fire & Rescue	Firefighter / Engineer EMT Intermediate
1999 - Present	Bay Cities Ambulance	EMT Intermediate
1998 - Present	Southwestern Oregon Community College	Part - Time Instructor Fire & EMS
1995 - Present	Self Employed	Building Contractor

Accomplishments:

Service to the community: 1993 - 1996 Coos Bay Fire & Rescue Volunteer Firefighter

Professional Development: 1996 - Present Member- International Association of Firefighters

Michael Eck

Experience

1996–2002 Bay Cities Ambulance Coos Bay, OR.

Paramedic / Training Officer

- Provide ALS prehospital emergency care to the sick and injured.
- Complete necessary patient care reports and restock and maintain ambulance equipment.
- Organize and present training for company employees as well as members of outside agencies. Maintain appropriate training records.
- Directly supervise shift crew members and organize and delegate the completion of non-emergent tasks.

1997–2002 Southwestern Oregon Community CollegeCoos Bay, (

Part-Time Faculty

- Teach wide variety of EMS and CRP classes for students seeking their associates of applied science
- Clean and maintain equipment used for practical instruction.

1992-1996 Marion County Fire District 1 Salem, OR.

Volunteer Firefighter/ EMT

- Respond as a member of fire suppression crew.
- Provide prehospital emergency care to the sick and injured.
- Participate in practical and didactic training sessions

Education

1993 Chemaketa Community College Salem, OR.

- Associates of Applied Science – Emergency Medical Technology

Certificates and Training

Oregon EMT- Paramedic, ACLS, PHTLS, AHA-CPR, DPSST Dispatcher, DPSST Instructor I and II, PHTLS Instructor, AHA-BLS Instructor, Firefighter Entry Level, HAZMAT Awareness.

PROFESSIONAL SUMMARY

Cheryl J. Houston

Pertinent Education	1982	EMT 1 Course	SWOCC-MP	
	1984	EMT 2 Course	SWOCC	
	1985	EMT 2d Course	SWOCC-Coq	
	1987-88	EMT 3 Course	SWOCC	
	1993	Ambulance-Emergency Vehicle Operators Course		
	1994	UPGRADE Parmedic	Self study	
	1996	BPST Instructor Development		Beaverton
	1998-2000	Instructor refresher/2 yr intervals		
	2000	Safety Seat Training	Roseburg	

Certification

EMT 1-2-2d-3 and Paramedic
CPR Instructor
ACLS Provider
PHTLS Instructor
TEAM Provider
PALS Provider
Course Instructor
Ambulance-Emergency Vehicle Instructor

Professional Experience

EMT through all levels with Myrtle Point Ambulance
First as a volunteer, then part time paid and then full time.

Other Information

Teach CPR and First Aid to the Public. Teach public how to put Child Safety Seats into their Vehicles

Other accomplishments

Promoted and sponsored establishment of Myrtle Point Health District

PROFESSIONAL SUMMARY

JERRY L. HUFF

EDUCATION	1985-1987 EMS CERTIFICATE	SWOCC

CERTIFICATION: OREGON EMT-INTERMEDIATE #115866
AMERICAN HEART CPR INSTRUCTOR
PHTLS INSTRUCTOR
NFPA INSTRUCTOR 1
BPST EMERGENCY MEDICAL DISPATCH
PALS INSTRUCTOR
ACLS CERTIFICATE

PROFESSIONAL EXPERIENCE	1987-Present	Bay Cities Ambulance	Full time medic
	1987-Present	SWOCC	Part-time Faculty
	1986-Present	Charleston RFPD	Captain EMS Coordinator

ACCOMPLISHMENTS

Service to the community: Volunteer Firefighter, Engineer, EMT, Instructor Boy Scouts, Scoutmaster, Merit Badge Counselor, EMT for Camp Baker and local Camporees 1986-Present

Professional Development: SWOFA Instructor, Numerous Fire Classes and EMS Conferences and State of Oregon Roll out Classes

SWOCC: Instructed: 10 First Responder Courses
9 EMT Basic Courses
3 EMT 2 Courses
3 EMT 2D Courses
1 EMT-Intermediate Lab Instructor

PROFESSIONAL SUMMARY

Terry Mendez

EDUCATION

1997	AA	General Liberal Arts	Southwestern Oregon CC
1997	AAS	Fire Science Technology	Southwestern Oregon CC
1999	AAS	Paramedic Technology	Lane CC

CERTIFICATIONS

BPSST Firefighter III
BPSST Fireground Leader I
BPSST Driver
BPSST Apparatus Operator I
BPSST Instuctor I
BPSST Hazmat Awareness and Operations
Basic Wlidland Fire Management
Oregon & National Registry EMT- Paramedic
AHA Health Care Provider with AED Instructor
NAEMT Prehospital trauma Life Support Instructor (PHTLS)
Advanced Cardiac Life Support Certified
PHTLS Certified
Oregon Pediatric Prehospital Care Certified

PROFESSIONAL EXPERIENCE

2000- Present	Bay Cities Ambulance	EMT-Paramedic
2000- Present	Southwestern Oregon CC	Assistant Track & Field Coach EMS Instructor
1998- 1999	Lane County Fire District #1	Resident Volunteer
1994- 1997	Coos Bay Fire & Rescue	Resident Volunteer

PO Box 1802
Brookings, Or 97415

Phone 541-469-9446
Fax 541-469-3056
E-mail dunebuggy1@wave.net

Edward G Palmer

Objective [redacted]

Employment

1998 - Present Cal-Ore Life Flight Brookings, Or

Supervisor

- Paramedic
- Flight Medic
- Training Officer
- FTO
- Infection Control Officer

1997 - Present SWOCC Brookings, Or

EMS Educator

- EMT B & EMT I Course Director/Instructor
- First Responder Instructor
- CPR Instructor

1995 - 1998 South Coast EMS Brookings, Or

Paramedic

- Paramedic
- Training Officer
- FTO
- Infection Control Officer
- Safety Officer

1993 – 1995 Del Norte Ambulance Crescent City, Ca

Paramedic

- Paramedic
- Flight Medic
- FTO
- Infection Control Officer
- Safety Officer

4/93 – 10/93 Grant County Ambulance John Day, Or

Assistant Ambulance Coordinator

- Paramedic
- EMS Educator

Robin Scholtz

Education	2001	Certified Nursing Assistant	SWOCC
	1996	AAS Emergency Medical technology	Umpqua Com. Col.
	1996-3	Dental Assistant	Appol College

Certs. OR. Paramedic
DPSST Instructor
PHTLS Instructor
DPSST Emergency Medical Dispatch
VFIS Emergency Vehicle Drivers Training Instructor
AHA. ACLS provider
NFPA Firefighter I

Professional Experience	1999-Present	Bay Cities Ambulance	Paramedic Assistant Quality Assu Dispatching Instructor
	1995-Present	Drain Fire District	Paramedic
	1998-1999	Rural Metro	Paramedic
	1997-1997	Medix	Paramedic

88098 Riverview Ave.
Mapleton, OR 97453

Phone 541-271-3088
Fax 541-268-4267
E-mail fsiewert@yahoo.com

Fredric R. Siewert

Summary

I have extensive experience in the EMS field, both in education and field experience.

Qualifications

EMT-P Oregon 10-92
Fire Inst. I + II 10-97
Air Medical Crew Course 10-20-96
EMT Intermediate Course Instructor SWOCC "98-'00
CPR Inst 12-01
ATV Safety Institute Riding Instructor "86-"96
NFPA Fire Fighter I 7-01
Volunteer Firefighter 84- Present
Field Paramedic 92-Present

Work experience

1992-Present Lower Umpqua Hospital Reedsport, OR
Paramedic
Shift Supervisor, Field Paramedic, ER Tech, and Training Coordinator.

1984-Present Mapleton Fire Dept. Mapleton, OR
Firefighter-Paramedic
Volunteer firefighter-paramedic for a first responding rural fire dept.

1980-1997 Mapleton BP Service Station Mapleton, OR
Owner
Owner, Operator, and Mechanic for a small, successful, community service station.

1986-1996 ATV Safety Institute Irvine, CA
ATV Riding Instructor
Teach prescribed All-Terrain Vehicle safety course for ASI and Oregon State Certification of ATV riders.

Education

1991-1992 Lane Community Collage Eugene, OR
Paramedic
Oregon Certification

1970-1972 University of Oregon Eugene, OR
Student
Liberal Arts Classes

Community activities	Mapleton Lions Club Mapleton Evangelical Church Mapleton Sports Sponsor Kool Coastal Cruisers Classic Car Club
Volunteer experience	Mapleton Fire Dept.
Hobbies	Restoring and building fast, old cars.
Family	Married with 2 grown sons. One is a Paramedic and the other is a student at Western Oregon State University.

PROFESSIONAL SUMMARY

KEN WOOD

EDUCATION:

1982	Brookings Harbor High School
1995	Umpqua Community College (Paramedic)

CERTIFICATION:

	Haz-Mat Awareness
	(PALS) Pediatric Advanced Life Support
	(ACLS) Advanced Cardiac Life Support
Instructor	(PHTLS) Pre Hospital Trauma Life Support
Instructor	(BLS) Basic Life Support
	(DPSST) Instructor I
	(DPSST) Instructor II
	High Angle Rescue
	(NREMTP)Nationally Registered Paramedic

PROFESSIONAL EXPERIENCE

1996-98	Southern Curry Ambulance	Paramedic
1997-Present	Southwestern Oregon Community College	EMS Director Instructor
1997-Present	Oregon Health Div.	Certifying Officer
1998-Present	Cal-Ore Life Flight	Paramedic
2001-Present	Curry County Sheriff	Marine Deputy

ACCOMPLISHMENTS

Service to the Community	Volunteer (EMT) Bicycle Safety Fair Safe and Sober Program for Brookings High School
Service to Curry County	Ambulance Service Area Advisory Committee

Appendix H

SOUTHWESTERN OREGON COMMUNITY COLLEGE
POSITION DESCRIPTION

COORDINATOR OF PUBLIC SAFETY PROGRAMS

Revised Date: **July, 1997**
Status: **Full-time Exempt Administrator**
Reports To: **Division Director of Health and Human Services**
Evaluation: **Annually**

PRIMARY PURPOSE: To coordinate Criminal Justice/Law Enforcement, Corrections, Fire Science, Fire Training, Emergency Medical Technician (EMT), and other public safety programs (e.g., Hazmat, Reserve Officer Training Academy (ROTA), Wildland Fire) and to work with appropriate community agencies to assess the needs of local agencies, industries, and businesses for training/educational programs in these areas and coordinate the delivery of such training/educational programs.

DESCRIPTION OF DUTIES AND TASKS:

ESSENTIAL JOB FUNCTIONS

1. Coordinate degree and certificate programs in Public Safety, coordinate the development of curriculum and participate in marketing these programs to potential students.

2. Identify, develop, market, and coordinate agency, business, and industry needs for training and/or classes in fire, health, safety. Coordinate community needs with college degree programs and recommend training proposals and budgets for approval by college administration.

3. In coordination with the Division Director of Health and Human Services, the Associate Dean of Professional/Technical Education, and the Office of Instruction, identify qualified and properly certified instructors to conduct fire, health, and safety courses.

4. Participate with the Division Director in the classroom and lab evaluations of instructors and curriculum.

5. Develop a district advisory committee that represents criminal justice, corrections, fire, safety, emergency response and other public safety services and conduct regular meetings for the purpose of needs identification.

6. Deliver and/or coordinate instruction in specific aspects of fire science such as, but not limited to, Incidental Command System (ICS), wildland fire, structural fire, urban and rural interface fire, industrial fire, marine fire, aviation fire, and search and rescue.

7. Coordinate instruction in fire science, criminal justice, EMT, and corrections.

8. Coordinate activities with on-campus faculty and Division Directors as they relate to Fire Science and EMP program, and act as a referral agent to college Fire Science, EMT, law enforcement and corrections programs.

9. Act as a liaison among local service agencies and appropriate industries on training matters, and be able to coordinate with the state and local fire, police, and EMS agencies.

10. Develop yearly budget and budget forecasts for college administrators and monitor and maintain a working budget.

11. Travel to sites in Coos, Western Douglas and Curry counties and occasionally outside the college district.

12. Attend state and regional meetings and training sessions as needed.

13. Identify and recommend the acquisition of instructional materials, fire and rescue equipment, and other resources as needed for the purposes of instruction.

14. Maintain a minimum of 65 full-time equivalent (FTE) students annually in fire, safety, and emergency response training.

15. Supervise department secretary.

MARGINAL JOB FUNCTIONS

1. Attend other meetings and training sessions as directed.

2. Perform other related duties as assigned or directed. Follow safety procedures and maintain work area in a clean and orderly manner.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Broad field experience and a working knowledge base in fire services, EMT, criminal justice, or corrections -- a combination of at least two preferred.

2. Experience and/or demonstrated ability to develop training programs in fire, criminal justice, EMT, health, or safety for targeted audiences in cooperation with service providers, business, and/or industry.

3. Ability to develop curriculum for new programs and courses to the standards required for course and program approvals.

4. Ability to work with and cooperate with college faculty and staff at all levels.

5. Demonstrated budget planning and budget supervision skills.

6. Ability to teach adults, facilitate group discussions, and communicate effectively, both orally and in writing with people of diverse educational, cultural, and generational backgrounds.

7. Familiarity with the federal Occupational Safety and Health Administration (OSHA), Oregon OSHA, the Oregon State Fire Marshal regulations, and Federal Emergency Management Act (FEMA) regulations preferred.

8. A level of computer literacy sufficient to use software such as word processing, spreadsheets and data bases to produce correspondence, documents, and reports as required by the position.

9. Ability to consistently operate within the framework of collegiality and teamwork, using methods such as Total Quality Management for problem solving in the workplace.

OTHER ERGONOMIC REQUIREMENTS

Position may require the employee to bend, lift, stoop, crouch and perform similar movements while performing essential and marginal job functions. All individuals are required to be able to perform these movements without a significant risk of injury, with or without accommodation, or to otherwise demonstrate or explain how they can perform the functions listed above.

QUALIFICATION STANDARDS:

1. Education: Bachelor's degree in one of the public safety areas.

2. Experience: At least two years full-time or equivalent field experience in a public safety program. At least two years full-time or equivalent teaching experience. Budget development and management experience.

3. Valid Oregon driver's license.

4. Other Preferences: Master's degree in one of the public safety fields; experience in developing, coordinating, and marketing instructional programs.

SIGNATURES

Supervisor	Date 7/28/97
Manager	Date 28 July 97
EEO Review	Date 7/29/97

cps/7/97

SOUTHWESTERN OREGON COMMUNITY COLLEGE
POSITION DESCRIPTION

SECRETARY TO COORDINATOR OF PUBLIC SAFETY

Revised Date: **May, 1999**
Status: **Full-time Classified, 40 hours per week**
Reports To: **Coordinator of Public Safety**
Evaluation: **Annually**
Level: **F**

PRIMARY PURPOSE: To assist in the coordination of the Public Safety Training and Education Department programs; Emergency Medical Services (EMS), Fire Science, Law Enforcement Career Development, and other public safety training and career development programs.

DESCRIPTION OF DUTIES AND TASKS:

ESSENTIAL JOB FUNCTIONS

1. Assist the Coordinator by administering activities between the Oregon Health Department (OHD) EMS systems, area health education centers (hospitals and ambulance services) and the college EMS (First Responder, EMT-Basic, and EMT-Intermediate) programs. Brief students on program requirements.

2. Assist the coordinator with accreditation processes for all programs. Special emphasis on maintaining stringent OHD accreditation documentation procedures. Stay current on changes to requirements. Executing all necessary paperwork prior to the start of class.

3. When the coordinator is unavailable, assists in identifying, marketing, and coordinating agency, business, and industry needs for training. May act as liaison between customers and other college agencies (Customized Training, Professional Development, Curry County, etc.).

4. Assist in the coordinating and scheduling of instruction in fire science, EMS and law enforcement career development. Arrange for course materials, classroom setup, etc. Assists in providing controls of all testable materials. Coordinate with OHD, college personnel, and local agencies to meet stringent EMT certification testing criteria.

5. When coordinator is unavailable, travel to sites in the college district and occasionally outside the district. May attend state and regional meetings and training sessions for EMS program. Attend other meetings as directed by coordinator.

6. Assist in monitoring a yearly-working budget.

7. Provide general supervision of program students workers.

MARGINAL JOB FUNCTIONS

1. Assist the coordinator in orienting agency personnel (training officers, chief officers) on how to keep mandated state training records.

2. Maintain a schedule of training sessions and activities, access audiovisual and other equipment materials and instructional resources, including videos as needed for conducting classes for different agencies, make necessary reservations for instructors, obtain necessary governmental permits.

3. Perform other related duties (clerical) as assigned. Follow safety procedures and maintain work area in a clean and orderly manner.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Working knowledge of Oregon State Administrative Rules that pertain to the EMS regulations.

2. Ability to work on multiple projects.

3. Demonstrated ability to assist in budget planning and budget monitoring skills.

4. Excellent oral and written communications skills and the ability to communicate orally and verbally in ways that meet clients' needs and levels of understanding. In addition, regularly communicate with federal, state and local government agencies. Knowledge of English, spelling, grammar and industry terminology.

5. Ability to respond on short notice to client needs.

6. Demonstrated ability to facilitate group discussions, and communicate effectively, both orally and in writing with people of diverse education, cultural and generational backgrounds.

7. A level of computer literacy sufficient to use software such as word processing, spreadsheets, and data bases to produce correspondence, documents, and reports as required by the position.

8. Demonstrated ability to consistently operate within the framework of collegiality and teamwork, using methods such as Total Quality Management for problem solving in the workplace.

OTHER ERGONOMIC REQUIREMENTS

Position may require the employee to bend, lift, stoop, crouch and perform similar movements while performing essential and marginal job functions. All individuals are required to be able to perform these movements without a significant risk of injury, with or without accommodation, or to otherwise demonstrate or explain how they can perform the essential functions listed above.

QUALIFICATION STANDARDS

1. Education: High School diploma or equivalent; Associate degree preferred.

2. Experience: One year up to two years secretarial experience required. Two years of related experience preferred and/or fire, health, safety, public safety background as a student or as a volunteer with a fire agency.

SIGNATURES

Supervisor	Date 9/25/01
Manager	Date 9/25/01
President	Date 9/27/01
EEO Review	Date 9/28/01

ckh5/99

Appendix I

SOUTHWESTERN OREGON COMMUNITY COLLEGE
2003-2004

COST CENTER -- 1408 EMERGENCY MEDICAL TECH

2000-2001 ACTUAL	2001-2002 ACTUAL	2002-2003 ADJ. BUDGET	TITLE	2003-2004 RECOMMENDED	2003-2004 APPROVED	2003-2004 ADOPTED
-4,025	-1,680	-6,000	44510 FEES - CLASS	-6,000	-6,000	-6,000
-1,355	-6,410	-500	44560 FEES - REGISTRATION	-500	-500	-500
-5,380	-8,090	-6,500		-6,500	-6,500	-6,500
0	-216		45217 EXPENSE REIMBURSEMEN			
-5,380	-8,306	-6,500		-6,500	-6,500	-6,500
9,129	11,617	12,575	51311 FACULTY PT	12,575	12,575	12,575
294	285		51417 CLASS SAL PT/TEMP			
9,423	11,903	12,575		12,575	12,575	12,575
1,229	1,186	4,024	52190 PR COSTS/FRINGE	5,030	5,030	5,030
1,337	794	2,900	53111 GEN SUPPLIES	2,900	2,900	2,900
0	472		53112 POSTAGE			
214	0		53113 SOFTWARE (UNDER $5,0			
2,796	2,546	3,450	53118 CLASS/LAB SUPL	3,450	3,450	3,450
30	0		53121 MICRO COMP SUP			
0	263		53132 VIDEO TAPES			
1,377	0	250	53172 COMPUTER EQUIP-UNDER	250	250	250
0	367	120	53211 OPER TRAVEL	120	120	120
0	57		53215 PERSONAL AUTO			
0	169		53235 OTHER TRAVEL			
0	41		53313 SHIPPING			
173	223		53314 TELE/LOCAL			
199	154		53315 TELE/LONG DIST			
0	120		53317 FACILITY RENTAL			
314	416		53319 MEETING EXP			
809	1,210		53321 OTHER PURCH SERV			
0	203		53325 SOFTWARE TRAINING SE			
0	1,050		53409 PRINTING IMC			

6,600

SOUTHWESTERN OREGON COMMUNITY COLLEGE
2003-2004

COST CENTER -- 1408 EMERGENCY MEDICAL TECH

2000-2001 ACTUAL	2001-2002 ACTUAL	2002-2003 ADJ. BUDGET	TITLE	2003-2004 RECOMMENDED	2003-2004 APPROVED	2003-2004 ADOPTED
0	76		53415 MOTOR POOL			
60	540		53631 PERSONAL SERVICES			
0	216		53742 NURSES LIABL INS			
468	281	800	53743 EMT LIABL INS	800	800	800
7,777	9,197	7,520		7,520	7,520	7,520
0	445		54020 SERVICES FOR RESALE	6,000	6,000	6,000
18,428	22,730	24,119		31,125	31,125	31,125
13,048	14,424	17,619		24,625	24,625	24,625

Appendix J

HAZARDOUS WASTE DISPOSAL PLAN

Southwestern Oregon Community College
Plant Services Department
March 2001

Sheldon Meyer
Dean of Administrative Services

Dave McKiney
Plant Services Supervisor

Amy Pean
Plant Services Secretary

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Hazardous Waste Disposal Policy

Southwestern Oregon Community College recognizes the importance of protecting the environment as well as protecting the health and safety of faculty, staff, and students. It is the policy of Southwestern to reduce the use of toxic materials in College operations whenever reasonably possible and to reduce the amount of hazardous waste generated.

College Departments should work towards reducing both the use of toxic materials and the generation of hazardous chemicals in an environmentally sound manner. Disposal of hazardous materials should be considered only after sincere attempts have been made to recycle, recover, or otherwise reuse the material.

It is the responsibility of each employee to handle and dispose of hazardous material in a manner that is in accordance with the guidelines established by the College. These guidelines have been developed so that hazardous waste disposal at Southwestern will be in compliance with all state and federal regulations governing the handling and disposal of hazardous waste.

GENERAL GUIDELINES

The first step in dealing with any chemical spill is to assess the magnitude of spilled material and the associated level of hazard. No one should attempt to deal with a spill until properly equipped with adequate personal protective equipment and spill treatment materials. Risk assessment is successful only if personnel are familiar with the hazardous properties of the material they are handling and have developed methods to follow in the event of a spill.

Information of this type is available from material safety data sheets and from the College's Plant Services Department. The Plant Services Department has the responsibility to respond to chemical spills, respectively, and to oversee cleanup activities. This Department also has the authority to ensure that appropriate cleanup steps are taken in accordance with applicable environmental regulations.

WASTE CATEGORIES

Hazardous waste can be broadly grouped into four categories: chemical, radioactive, biohazardous, and material that is sharp. Each category has hazards that have an effect on safe handling and disposal practices, and a specific waste may have properties of more than one category.

Chemical Waste

Chemical wastes, which are hazardous, are disposed through a hazardous waste disposal program managed by the Plant Services Department. The designation of hazardous refers to chemicals or materials that are corrosive, flammable, reactive (including explosive), or toxic. The regulatory definition of hazardous waste, in a broad interpretation, includes the majority of known chemicals when they are to be discarded.

The hazardous waste disposal program is managed in accordance with regulations of the Oregon Department of Environmental Quality (DEQ) and the U.S. Environmental Protection Agency. These regulations dictate specific methods for disposal of different types of hazardous chemical waste. Therefore, the College has specific guidelines that must be followed regarding packaging, labeling, and disposal of hazardous waste. Since generators are charged for costs associated with waste disposal, guidelines have also been developed by the College for recycling and waste minimization techniques.

Biohazardous Waste

Biohazard or biological hazard means those infectious agents presenting a risk of death, injury or illness to individuals who handle them. Any waste materials that contain such agents must be autoclaved or chemically sterilized prior to disposal into the normal trash. A control, such as sterilizer indicator tape, must be employed to assure the effectiveness of treatment. Other hazards, such as toxicity or radioactivity, should not be ignored when disposing of sterilized materials. If sterilization is not practical, then biohazardous material must be incinerated in a DEQ permitted infectious waste incinerator. Contact the Plant Services Department for information.

Sharp Materials

Material that is sharp, including needles, broken glass, and razor blades, provides a danger both to initial users and to other persons who may subsequently handle it. In addition to causing physical damage, such material, when contaminated, can provide an entry route into the body for toxic or infectious substances.

Sharp material should be enclosed in a rigid container, which the material cannot penetrate. The Plant Services Department should be contacted for disposal. Materials meeting the regulatory definition of sharps include, but are not limited to needles, syringes with or without needles, lancets. Broken glass may be placed in garbage dumpsters after enclosure in rigid containers.

Radioactive Materials

Radioactive materials are not handled at Southwestern at this time in a manner to create a disposable waste condition.

INSTRUCTIONS for HAZARDOUS WASTE DISPOSAL

Federal and state laws require proper disposal of chemical wastes. To make this process as easy as possible, The Plant Services Department has established the Hazardous Waste Disposal program. For waste generators, this system requires three steps: packaging the waste correctly, filling out the Chemical Collection Request and sending the request to us. There is no charge for the pickup service and your Department billing for Hazardous Waste disposal will be only for the materials you are disposing of as billed to us by the disposal company.

Packaging the Waste

Package the waste in a leak-proof container with a screw-top lid or other secure closure. Snap caps, such as those found on milk bottles, wrong size caps, parafilm, or other loose fitting lids are not acceptable.

Solid debris can be packaged into sealed plastic bags. Do not use biohazard bags for chemically hazardous waste.

Clean visible contamination from outside of the container.

Labeling the Waste

Obtain and complete a Chemical Collection Request from the Plant Services Department. You can call us at extension 7250, or we can be reached via email at dmcdiney@southwestern.cc.or.us.

COMPLETING the CHEMICAL COLLECTION REQUEST

Fill out the following information legibly:

Name: This is the person we contact if we have questions about the waste. He or she should be knowledgeable about the chemical characteristics of the waste and the processes used to generate the waste.

Date: State and federal law allows us to store waste on campus for no more than 90 days. If the container was used to accumulate waste, the date should give the last day waste was added.

Department: Departments are charged for waste disposal. Therefore, we need to track who generates Southwestern's chemical waste for billing and to help in pollution prevention planning.

Phone number: List the number where the generator can be reached.

Building and Room: Please list the building and room where the waste will be located when we arrive to pick it up, not your office.

Chemical Contents and Properties

Chemical Name and Common Name: Used as the basic identifiers for the waste product.

Constituents and Percentages: List all constituents in the container, including solvents and water, by full name, not by abbreviation, initials or chemical formula. Include their approximate proportions, which should add up to 100%. If the proportions are unknown, indicate that the container holds a mixture and identify the components as well as you can.

Properties, Number of Containers, Container Type: Follow the check-off and blank fill-in to complete these sections. They are very self-explanatory.

Quantity per Container: Indicate the amount of waste in the container, not the size of the container, using one of the following units of measure: liter (including ml, etc.), gallon, gram (including kg, etc.) pound. For example, two liters of waste in a four-liter container should be entered as two liters.

Total Quantity: Amount in all containers.

pH: Measure the pH. This is very important in classification of some wastes.

Major Hazards: Be sure to indicate all hazards. This information is available off of the original container label or the product MSDS.

Comments: Add any comments that you feel would be helpful in classification and handling of the material. Put in this section the information you would like to have added if you were the one charged with the disposal of the material.

The Plant Services Department representative picking up the material will complete the rest of the form.

Arranging for Waste Pickup

Send a copy of the completed request to the Plant Service Department. Attach a copy of the request to the waste container. We will pickup the waste within a week of receiving the request.

Leave the marked containers in a visible place in the room noted on the request.

Problem Request Forms

While most Chemical Collection Requests we receive are usable, there are some common problems that create bad requests. And then there are some unusually ugly requests. Some common mistakes found on the requests include:

- Putting initials or the name of a lab in the section designated for the investigator/generator. We need to have an individual to contact if we have questions regarding the waste.
- Failure to list the building and room where the waste can be located.
- Failure to identify 100% of the chemical constituents.
- Failure to identify any of the constituents at all. Disposing of "unknown" chemicals is extremely expensive!
- Using chemical formulas to identify the chemical constituents in the waste. For clear communication and to comply with the applicable laws and regulations, the names of chemical constituents must be written out completely.
- Using trade names, abbreviations, or "waste" instead of listing chemical constituents. Refer to the MSDS for the chemical constituents, or attach a copy of the MSDS with the waste.

Contaminated Requests

We receive requests that are contaminated with chemicals. Please keep in mind that we have to handle the requests when entering the data and creating packing lists. Chemically contaminated requests spread chemicals wherever they go. Additionally, these chemicals can obscure or erase the request's serial number.

Do not overfill containers. Prevent leakage by leaving empty space at the top of the containers. Wipe off dirty containers before affixing requests. If a container leaks, put it in another container, or transfer the waste to an intact one. If you need containers suitable for waste transport, contact us – we may be able to help.

If you need requests or have questions about how to use them, call us at extension 7250 or contact us by email. Help us by sending good requests, we'll take care of the rest.

Office and Shop Waste

Both office and shop settings typically utilize products that are found also in homes. Environmental regulations allow homeowners greater leeway in disposal of materials than in the workplace environment. What people are used to legally throwing away at home may not be legal to do at work.

Aerosol Cans

All aerosol cans are considered hazardous waste until completely empty and punctured.

Campus departments may purchase devices to open aerosol cans and drain contents, except for can with pesticides or other highly toxic materials. Cans will be picked up as with other hazardous wastes.

Departments that produce a lot of aerosol cans are encouraged to purchase their own opening device, in consultation with the Plant Services Department.

Office Products

In the past, correction fluid (white out), duplicating fluid, glues, and various thinners for these products were extensively used in offices. With the advent of word processing systems and photocopiers, the use of these solvent-based products has decreased. Containers that are not completely dry are typically hazardous waste when disposed. In addition, toner fluid (for copiers and printers) may be hazardous, depending on constituents. Inks used for stamp pads or certain pens are typically hazardous.

Cleaning Products

Many cleaning products have a high or low enough pH to qualify as hazardous waste. Any cleaning product that smells of ammonia is likely to be above the pH allowed for sewer disposal under Coos Bays drain disposal regulations. This does not affect the use of these products as intended, but should be kept in mind when getting rid of old or outdated stocks. In addition, many cleaning products contain solvents that may be classified as hazardous waste when disposed.

Rags

Rags that are to be used for solvent-based purposes should be purchased, when possible, through a laundering service that includes laundering the rags. If this is not feasible, rags with flammable solvents or hazardous constituents should be collected in flammable rag containers and disposed as hazardous waste.

Paint

Paint is typically hazardous before drying. The use of lead and mercury in paint has largely disappeared, but the solvents used in both latex and oil-based paints are usually hazardous. Excess unopened or scarcely used paint in good condition should be offered as surplus property. Paint that has been opened should only thrown away if it is completely dry. If not dry, it can be painted on something or disposed as hazardous waste.

Waste Costs
The cost to dispose of hazardous chemical waste will often exceed the original purchase price of a chemical or chemical product. The College encourages waste generators to use waste reduction techniques. If followed, the techniques listed below will help reduce the volume of waste, which will have a corresponding effect of the cost of disposal. Because the costs are variable, they are not listed here.

In addition to disposal costs, there are fines from regulatory agencies for not properly handling waste materials. These fines can be as much as $10,000 per day, and are closely tied into storage and labeling guidelines.

Purchasing
Purchase chemicals to match anticipated needs. This aspect of waste and cost reduction is frequently overlooked. A substantial portion of hazardous waste generated at Southwestern consists of chemicals that are in original containers, and are unused or of questionable purity due to previous use. Projected savings from purchasing chemicals in a larger size are often offset by costs for disposal of unused portions of larger bottles, especially those with a limited shelf life. It may not be possible to exactly determine future needs, but any effort will be beneficial.

Change Procedures
A procedure that uses a hazardous substance can often be modified to lessen the hazard or amount of waste products resulting from that procedure. In many cases, a less hazardous material can be substituted and perform as well. An example is substituting a commercial lab glass cleaner (e.g. NOCHROMIX) in place of chromic acid cleaning solution. The resulting mixture is still hazardous because of its corrosive properties, but has no toxic chromium and can therefore be neutralized. Reactive substances, those that react with water or air or are unstable, are especially troublesome disposal items. Disposal costs associated with picric acid, for example, can be as much as ten times the original purchase price.

Unknowns
Unknowns are difficult and expensive to dispose. Unknowns can be prevented by good record keeping and labeling, which includes designation of constituents and percentages. If unknowns are found, the responsible department must make every effort to identify the material. If this is not possible, then the responsible department will be billed for the cost of identification or classification required for disposal of the unknown chemical, in addition to disposal costs.

Recycling
Chemical recycling is possible if material is in unopened containers or partially used original containers and of high quality. These materials are made available to interested parties as Southwestern. Be careful not to obliterate any parts of labels. Chemicals and chemical products should not be given or sold to the general public or offered as surplus property. Commercial chemical products may be offered for surplus if reasonable cautions are followed.

Segregate
Segregate wastes as much as possible. Mixing a low-cost disposal item with a higher one makes the entire lot a higher cost item.

The Storage of hazardous materials must be in compliance with federal and state regulations. Your methods of handling waste are subject to unannounced inspections by state regulatory inspectors.

All containers need to have a label at all time indicating contents. Fore waste materials, this could be a simple label such as "WASTE SOLVENT" or "USED ACETONE".

Put the label on the container **BEFORE ADDING WASTE**.

All containers need a lid at all times when not actively adding or removing waste.

Evaporation in a hood is not a legal disposal method. Funnels do not count as lids.

Secondary containment is advised for liquid containers.

Storage limits and locations are the same for waste as for new materials. For example, storage of flammable liquids in excess of 10 gallons requires a flammable liquid storage cabinet. Glass bottles may not be stored on the floor because accidental kicking can easily break them.

Contact the College Plant Services Department at extension 7250 for the disposal of:

- aerosol cans
- asbestos
- batteries
- biohazards and sharps
- chemical waste
- pump oil
- photographic fixer
- unused paint
- empty rinsed recyclable glass

Non-hazardous Chemicals

Solids should be collected in disposable, non-leaking containers, labeled with contents, clearly marked as non-hazardous, and prepared for disposal.

The Plant Services Department will accept any well identified non-hazardous waste for no charge; it can alternatively be placed into the campus garbage collection system.

Solutions containing only non-hazardous, water miscible liquid materials, pH between 6 and 9, can be disposed through the sewer system. Remember though, that "hazardous" includes flammable liquids even if water-soluble.

If questions arise as to a specific chemical's hazard status, contact the Plant Services Department.

The items listed below are considered NON-hazardous.

- Acetates: Ca, K, Na, K, Mg, NH4
- Naturally occurring amino acids and salts
- Citric acid and salts of Na, K, Mg, NH4, Ca
- Bicarbonates: Na, K
- Borates: Na, K, Mg, Ca
- Bromides: Na, K, NH4
- Carbonates: Na, K, NH4
- Chlorides: Na, K, Mg, Ca, NH4
- Lactic acid and salts of Na, K, Mg, NH4, Ca
- Sugars and sugar alcohols
- Starch
- Iodides: Na, K, Ca
- Oxides: B, Mg, Ca, Al, Si, Fe, Zn
- Phosphates: Na, K, Mg, Ca, NH4
- Silicates:Na, K, Mg, Ca
- Sulfates: Na, K, Mg, Ca, NH4

Chemical Recycling is possible if material is in unopened containers or partially used original containers and of high quality.

- These materials are made available to interested parties at Southwestern. Be careful not to obliterate any parts of labels.
- Chemicals and chemical products should not be given or sold to the general public or offered as surplus property.
- Commercial chemical products may be offered as surplus property if reasonable cautions are followed.

Chemical Treatment

Neutralization can be performed on wastes which are hazardous only because they are corrosive (acids, bases).

A neutralized solution should have a final pH value between 6 and 9. Corrosive waste should not be discharged through the sewer system.

The Southwestern Plant Services Department staff can neutralize corrosive materials, if necessary, and may be able to provide generators with appropriate neutralization materials. Treatment of other materials to lessen the hazard or amount of a waste can be included as part of standard operating procedures in laboratories. Such procedures should be written and made a part of specific experimental protocol.

Chemical Waste Disposal
Hazardous chemical waste refers to any material substance that is:

CORROSIVE (pH<2 or pH>12)

REACTIVE (oxidizers, water reactive)

FLAMMABLE (flash point <140 F)

TOXIC

Hazardous waste is incinerated (at off-site locations). The Plant Services Department is charged for the cost of hazardous waste disposal, so departments are encouraged to employ waste reduction procedures to limit costs. Use the following guidelines to dispose of hazardous chemical wastes.

Containers
All waste must be in appropriate NON-LEAKING containers with lids that are non-leaking, tight fitting and are not cracked, broken, or chemically damaged.

The container size should match the amount of waste.

Containers must be compatible with the waste contained.

Liquid containers must be less than 5 gallons and weigh less than 45 pounds.

Paper or cardboard primary containers should be put into sealed plastic bags.

Except for common solvents, which can be bulked together, waste disposal charges are related to container volume rather than solely a weight basis; a partially full container may cost the same as a full one.

Labels
All unused chemicals in original non-leaking containers with manufacturer's label will be accepted as is.

All other waste require an orange hazardous waste label, available from the Plant Services Department, which must be completed and attached to each waste container, except for very small containers.

Labels should be affixed in a manner that does not cover existing labels or markings.

Packing
Generators should find cardboard boxes and make them available to the Plant Services Department staff at the time of waste removal.

DO NOT pack waste in boxes, since waste containers will be examined by visual inspection.

The Plant Services Department staff will pack waste in boxes according to compatibility.

Boxes should be sealable when necessary, and sturdy enough to transport the material.

Boxes exceeding 45 pounds or 18 inches on a side cannot be safely handled by one person, and will not be picked up.

Pickup
To request waste pickup call the Plant Services Department at extension 7250, use the hazardous waste pickup form, or send an email with your request to:
dmckinev@southwestern.cc.or.us

In all cases, furnish the following information:

name
phone
department
pickup location (building and room number)

You will be notified by Plant Services of pickup date and approximate time (usually within 1 week).

Specific Wastes:

Aerosol Cans
All aerosol cans are considered hazardous waste until completely empty and punctured.

Campus departments may purchase devices to open aerosol cans and drain contents, except for cans with pesticides or other highly toxic materials. Cans will be picked up as with other hazardous wastes. Departments that produce a lot of aerosol cans are encouraged to purchase their own opening device, in consultation with the Plant Services Department.

Photographic Darkroom Chemicals
Used photographic chemicals are typically non-hazardous waste, but may not be; common contaminants would include silver and chrome. In addition, many darkroom chemicals are outside the allowable pH levels for disposal as non-hazardous waste.

Used Oil
Used motor oil from internal combustion engine processes is recycled through the Plant Services Department. All used oil produced in laboratory operations, including pump oil, must be disposed of through the hazardous waste disposal program. Identification of possible contaminants is essential.

Organic Solvents
Organic solvents can be combined and reused for (off-site) fuel or solvent recovery. There is no minimum amount needed for requesting disposal. If organic solvents are mixed with other chemicals the mixture will become unsuitable for heat recovery and costs will increase. "Other chemicals" include halogenated solvents, acutely toxic flammables, acids, bases, heavy metals, oxidizers, and pesticides. Halogenated solvents should be separated from other liquids for solvent recovery.

Infectious Waste
Infectious waste must be disposed of in a carefully controlled manner in accordance with regulations administered by both the Oregon DEQ and the Health Department. Infectious wastes must either be incinerated or treated prior to disposal. Infectious waste has been defined to include biological waste, cultures and stocks, pathological waste, and sharps. The

term infectious waste is synonymous with biohazard. The term does NOT include chemical agents, such as carcinogens, which cause affects living organisms through chemical means.

DEFINITIONS

Biological Waste
Includes blood and blood products, excretions, exudates, secretions, suctioning and other body fluids that cannot be directly discarded into the municipal sewer system, but EXCLUDES articles contaminated with fully absorbed or dried blood. Biological waste must either be incinerated or sterilized with steam in a dedicated autoclave. After treatment, biological waste may be treated as normal refuse.

Cultures and Stocks
Include etiologic agents and associated biologicals, including specimen cultures and dishes and devices used to transfer, inoculate and mix cultures. The definition also includes wastes from the production of biologicals, serums, and discarded live or attenuated vaccines. Cultures and stocks must be treated in the same way as biological waste.

Sharps
Includes needles, scalpel blades, lancets and syringes that have been removed from their original sterile containers. Sharps must be incinerated. The definition DOES NOT exempt needles or syringes used for non-infectious materials, such as transferring chemical solutions.

DISPOSAL

Those wastes that must be incinerated must be collected and take to a DEQ permitted infectious waste incinerator. Those which may be disposed in the ordinary trash should be clearly marked "NON-INFECTIOUS" or "STERILE" and put inside outer packaging which is NOT red or orange in color. AUTOCLAVES used for infectious waste treatment must be designated and tested.

Users must develop written operating procedures, keep records which detail parameters for treatment, methods for monitoring, methods for indicating adequate sterilization conditions during each treatment, and monthly tests of sterilization conditions using a specified biological indicator.

The Plant Services Department will collect full sharps containers from campus locations. Generators will pay for the disposal of their sharps. Generators who anticipate having other infectious wastes which require incineration will need to contact an infectious waste disposal firm to arrange for a schedule for pickup from their lab. Call the Plant Services Department for contacts.

STORAGE

Infectious waste should be segregated from other wastes by putting in separate containers at the point of generation.

All containers should be located to minimize access by unauthorized persons and clearly identified as containing infectious waste.

Except for sharps, infectious waste should be stored in red plastic bags OR containers made of other materials impervious to moisture and strong enough to prevent tearing under normal use conditions.

Pathological, biological and culture/stock wastes should be treated or disposed with 7 days of generation or with 30 days if refrigerated or frozen.

If a generator (laboratory or department) produces less than 50 pounds of waste in a calendar month, the 7-day storage limitation does not apply.

SHARPS should be contained in leak proof, rigid, puncture resistant RED containers which have tight lids or are taped closed.

Sharps containers can be purchased from commercial vendors and are also available at Chemistry Stores.

There is no limit on the length of storage for sharps.

GLASS RECYCLING

Glass at Southwestern is recycled through the Plant Services Department. The glass-recycling program should not be used as an avenue to circumvent the proper disposal of chemical wastes, including the residues of chemicals in containers. In order to avoid continuing problems associated with its collection, the following guidelines should help when preparing glass for recycling.

1. Clean glass of all chemical residues. Proper chemical disposal policies should be followed for chemical disposal. Employees who recycle glass must handle these containers, and should not be exposed to hazardous or unknown materials. Separation of glass by color is NOT necessary.
2. Remove lids from containers. If necessary to prevent rain accumulation, replace with foil caps or plastic wrap.
3. Keep broken glass to a minimum. Any clean broken glass should be loosely packaged to facilitate removal without exposing recycling employees to sharp edges. Broken bottles should be handled carefully.
4. Protect containers left out of doors to prevent rain accumulation inside them. Water inside bottles may be mistaken for a liquid chemical, and generally makes the recycling process more difficult. Turning bottles upside-down works well.
5. Pay careful attention to types of glass. Listed below are the types of glass that are **NOT** acceptable for recycling. Non-recyclable glass mixed with recyclable causes more difficulties for the recycling operation than any other.

Non-Recyclable Glass

1. Heat Resistant Glass, which includes borosilicate glass (hard glass or lab glass):
   corning
   Pyrex
   Kim
   Kimball
   Pasteur or volumetric pipettes
   glass tubing & rods
   microscopic slides and cover glasses
2. Plate Glass (window glass)
3. Automotive Glass

Empty Containers

Containers that have held hazardous substances are empty by definition when one of two conditions are met. For one group of materials, a container is empty when all contents have been removed by techniques ordinarily used for that type of material (e.g., pouring for liquids), and the container has less than 3% of the original contents. For another group, a container is only empty when it has been triple rinsed with a solvent capable of removing the remaining contents. Contact the Plant Services Department for specific discussions of which group a material falls into.

In all cases, it is worthwhile to remove as much of the contents as possible before disposal (including recycling). For liquids, this would be turning the container upside down and letting it drain until no more drops will come out.

EMERGENCIES

HAZARDOUS MATERIALS SPILLS are an inevitable part of most work environments. To effectively combat spills, it is necessary to prepare for them beforehand. Whenever employees work with a substance, they should be aware of its characteristics, and should have formulated plans of what to do in case of a spill, including what steps to take, who to call for assistance, what personal protective equipment is necessary, and what material is appropriate content with a spill, and where to find appropriate spill-response equipment. The chemical spill response capability available from the Plant Services Department does not lessen the responsibility of work groups to prepare plans to deal safely with small spills. Departments are encouraged to have spill response kits at strategic locations.

HAZARDOUS WASTE EMERGENCY INFORMATION

In the event of an emergency, the following numbers should be called as needed.

EMERGENCY NAME:	Dave McKiney – Maintenance Supervisor
PHONE:	888-7250 or 266-1392
ALTERNATE NAME:	Public Safety
PHONE:	888-7911 or 290-0016
FIRE DEPT.:	9-9-1-1
HOSPITAL:	Bay Area Hospital 541-269-8085
POLICE:	9-9-1-1

Spill control equipment is located: with the Plant Services/Public Safety Department. Call the Emergency number (x7250 or x7911) for assistance.

NATIONAL RESPONSE CENTER
1-800-424-8802

OREGON EMERGENCY RESPONSE SYSTEM
1-800-452-0311

REPORTING

The Plant Services Department at Southwestern can be contacted for assistance in dealing with a chemical spill by calling extension 7250 or the emergency number 7911. The Oregon DEQ has established regulations requiring the College to submit reports for chemical spills over certain specified amounts.

All large spills of a hazardous chemical (more than 1-gallon liquid or 1 pound solid) must be reported promptly to the Plant Services Department, who will make the report to DEQ if necessary. Reporting smaller spills is not required, but encouraged; Plant Services will respond appropriately to reports of any size spill.

Mercury
The Plant Services Department's response capabilities include a vacuum designed for cleaning up mercury spills. To aid that effort, do not spread other chemicals or absorbent materials on mercury spills. Doing so will make it more difficult to clean up the mercury and increase the disposal cost of contaminated debris.

Procedures
If the risk assessment suggests you can safely and properly clean up the spill (if not, call the Plant Services Department)

1. Get personal protective equipment (PPE). Do not attempt spill response until you have put on PPE appropriate for the situation. Available equipment may include respiratory protection, goggles, gloves, impervious shoes/boots, and body protection. All equipment will not be necessary for every situation, but should be available. If you are unsure about your ability to control a spill, get assistance. Any spill for which respiratory protection is needed must not be conducted without backup personnel equipped in the same manner. This level of spill should be left to the College's Plant Services Department.
2. Get spill control equipment from your department's spill kit. Spill control materials are sold in two general forms: loose materials (vermiculite, cat litter) and spill control pillows, which are produced in various shapes and contain different types of absorbents. Spill control pillows are preferred because they are much easier to pick up when finished. Also available are materials designed for specific types of chemical spills such as acids or solvents. In general, spilled liquids present more danger than solids, and quick response is therefore critical. For flammable liquids, special attention should be paid to potential ignition sources in the vicinity.
3. Absorb the spill. If there is danger the spill may spread, dike the perimeter with absorbent, and then absorb. "Floor chemistry" should not be attempted. If you desire to perform simple neutralization/treatment schemes, first absorb and contain the material.
4. Collect the contaminated absorbent and put into a sturdy leak proof container. Close the container if there are volatile substances that may continue to pose a threat.
5. Dispose of the contaminated absorbent in the same manner you would dispose of the substance that was spilled. If the spilled chemical is hazardous, do not put the cleanup residue in the Dumpster. If hazardous, contact the College's Plant Services Department to dispose.

FIRST AID

In situations that require first aid treatment, call 9-9-1-1 from a College extension (911 from an outside line) to reach the Coos Bay Fire and EMS Dispatch. The Plant Services and Public Safety Departments should also be notified.

Southwestern Oregon
Community College

CHEMICAL COLLECTION REQUEST

Upon Completion, turn into the Plant Services Office or
Call x 7250

Generator Information

Name:_____

Date:_____

Phone:_____

Department:_____

Building & Room:_____

Chemical Contents & Properties

Chemical Name:_____

Common Name:_____

Constituents Percentage

1._____

2._____

3._____

4._____

5._____

Properties: [ ] Solid [ ] Liquid [ ] Gas

Number of Containers:_____

Container Type: [ ] Glass [ ] Metal [ ] Plastic [ ] Fiber

Quantity per Container: _____ [ ] mg [ ] gram [ ] Kg [ ] pound [ ] ml

[ ] liter [ ] gallon

Total Quantity: _____

pH:_____

Major Hazards: [ ] Corrosive [ ] Explosive [ ] Flammable [ ] Oxidizer

[ ] Poison [ ] Air/Water Reactive [ ] Other

Comments:_____

_____

Picked Up By:_____

Transported To:_____

Long-In Number:_____

Comments:_____

Appendix K

SUBJECT | Emergency medical technicians | System Sorted | Sort | Search

Limited to: WHERE Item is located "SWOCC"

Result Page **1** 2 Next

Save All On Page

SUBJECTS (1-12 of 17)

1 **The 60-Second EMT : Rapid BLS/ALS Assessment, Diagnosis & Triage**
Bosker, Gideon
St. Louis : Mosby Lifeline, c1996
x, 259 p. : ill. ; 22 cm
Circulation availability : **No copies available**
Save Add to Cart
Request Full Record
1996 BOOK

2 **The Basic EMT : Comprehensive Prehospital Patient Care**
St. Louis, MO : Mosby, c2001
xxix, 926 p. : col. ill. ; 28 cm
Circulation availability : **1 copy available at SWOCC Main stacks**
Save Add to Cart
Request Full Record
2001 BOOK

3 **Emergency Medical Care.**
Vancouver, Wash. : Media Resources, Inc., c1993
1 videocassette (38 min.) : sd., col. ; 1/2 in. + 1 instructor guide + 1 study guide
Circulation availability : **3 copies available at SWOCC Video**
Save Add to Cart
Request Full Record
1993 VHS

4 **Emergency Medical Care.**
Vancouver, Wash. : Media Resources, Inc., c1993
1 videocassette (44 min.) : sd., col. ; 1/2 in. + 1 instructor guide + 1 study guide
Circulation availability : **3 copies available at SWOCC Video**
Save Add to Cart
Request Full Record
1993 VHS

5 **Essentials Of Emergency Care : Refesher For EMT-B**
Limmer, Daniel
Upper Saddle River, N.J. : Prentice Hall, c2002
xxv, 552 p. : ill. (chiefly col.) ; 28 cm. + 1 CD-ROM (4 3/4 in.)

Circulation availability : **1 copy available at SWOCC Main stacks**

Save Add to Cart Request Full Record 2002 BOOK

6 **Fire Service Emergency Care**
Dickinson, Edward T
Upper Saddle River, NJ : Brady/Prentice Hall, c1999
xxiv, 871 p. : col. ill. ; 29 cm

Circulation availability : **1 copy available at SWOCC Main stacks**

Save Add to Cart Request Full Record 1999 BOOK

7 **First Responder : Your First Response In Emergency Care**
Schottke, David
Boston : Jones and Bartlett, c2001
xxix, 474 p. : col. ill. ; 28 cm

Circulation availability : **2 copies available at SWOCC Main stacks**

Save Add to Cart Request Full Record 2001 BOOK

8 **MedEMT : A Learning System For Prehospital Care**
Wills, Mark G
Upper Saddle River, N.J. : Brady/Prentice Hall ; Sonoma, Calif. : Victory Technology, c2000
xv, 869 p. : ill. ; 29 cm. + 1 computer laser optical disc (4 3/4 in.)

Circulation availability : **1 copy available at SWOCC Main stacks**

Save Add to Cart Request Full Record 2000 BOOK

9 **Prehospital Emergency Care**
Mistovich, Joseph J
Upper Saddle River, N.J. : Pearson/Prentice Hall Health, c2004
1 v. (various pagings) : col. ill. ; 28 cm. + 1 CD-ROM (4 3/4 in.)

Circulation availability : **1 copy available at SWOCC Main stacks**

Save Add to Cart Request Full Record 2004 BOOK

10 **EMT-Basic Exam**
New York : Learning Express, c2001
1 v. (various pagings) ; 28 cm

Circulation availability : **1 copy available at SWOCC Main stacks**

Save Add to Cart Request Full Record 2001 BOOK

11 **EMT-Intermediate Self-Assessment Exam Prep**
Mistovich, Joseph J
Upper Saddle River, N.J. : Prentice Hall, c2002
xv, 235 p. ; 28 cm. + 1 CD-ROM (4 3/4 in.)

Circulation availability : **1 copy available at SWOCC New Books**

Save Add to Cart Request Full Record 2002 BOOK

12 **Mosby's EMT-B Certification Preparation And Review**
Mack, Daniel, 1960-
St. Louis, Mo. : Mosby, c2002
xii, 294 p. : ill. ; 28 cm

Circulation availability : **1 copy available at SWOCC Main stacks**

Save Add to Cart Request Full Record 2002 BOOK

Locate in Results 17

Result Page **1** 2 Next

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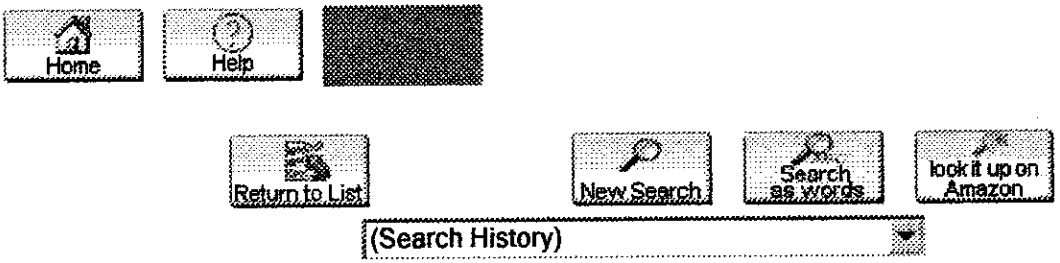


SUBJECT | Emergency medical technicians | System Sorted | Sort | Search

Limited to: WHERE Item is located "SWOCC"

Result Page Prev 1 **2**

Save All On Page

SUBJECTS (13-17 of 17)

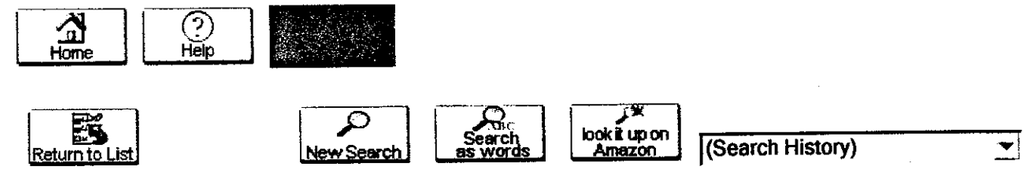
13 **The Streetmedic's Handbook**
Philadelphia : F.A. Davis Co., c1996
xiv, 503 p. ; 19 cm
Circulation availability : **2 copies available at SWOCC Main stacks**
Save | Add to Cart | Request | Full Record | 1996 BOOK

14 **Aehlert's EMT-Basic Study Guide**
Aehlert, Barbara
Baltimore : Williams & Wilkins, c1998
xx, 760 p. : ill. (some col.) ; 28 cm
Circulation availability : **1 copy available at SWOCC Main stacks**
Save | Add to Cart | Request | Full Record | 1998 BOOK

15 **Emergency**
[Carlsbad, Calif., Dyna Industries, etc.]
21 v. ill. 28 cm
Circulation availability : **No copies available**
Save | Add to Cart | Request | Full Record | BOOK

16 **Geriatric Emergencies**
Akron, Ohio : Emergency Training, 1991
1 videocassette (60? min.) : sd., col. ; 1/2 in
Circulation availability : **1 copy available at SWOCC Video**
Save | Add to Cart | Request | Full Record | 1991 VHS

17 **EMT Career Starter**
Hancock, Cheryl
New York : LearningExpress, c2001
xi, 223 p. ; 26 cm
Circulation availability : **1 copy available at SWOCC Main stacks**
Save | Add to Cart | Request | Full Record | 2001 BOOK



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Result Page **1** 2 3 4 5 6 7 8 9 10 11 ... 18 Next

Save All On Page

SUBJECTS (1-12 of 210)

1 **Adaptation Nursing : The Roy Conceptual Model Applied**
Randell, Brooke
St. Louis : C.V. Mosby Co., 1982
xvii, 297 p. : ill. ; 24 cm

Circulation availability : **1 copy available at SWOCC Main stacks**

Save Add to Cart Request Full Record 1982 BOOK

2 **Back Injury Among Healthcare Workers : Causes, Solutions, And Impacts**

Boca Raton : Lewis, 2003
347 p. : ill. ; 26 cm

Circulation availability : **3 copies available at NORTH BEND New Book, SWOCC New Books and COOS BAY New book**

Save Add to Cart Request Full Record 2003 BOOK

3 **Basic Patient Care Comfort And Hygiene**

Irvine, CA : Concept Media, 1978
3 videocassettes (66 min.) : sd., col., 1/2 in. VHS + 1 guide

Circulation availability : **4 copies available at SWOCC Video**

Save Add to Cart Request Full Record 1978 VHS

4 **Brunner And Suddarth's Textbook Of Medical-Surgical Nursing**

Philadelphia : J.B. Lippincott, c1996
xxxi, 2066, 78 p. : ill. (some col.) ; 29 cm. + 1 computer disk (3 1/2 in.)

Circulation availability : **1 copy available at SWOCC Main stacks**

Save Add to Cart Request Full Record 1996 BOOK

5 **Clinical Applications Of Nursing Diagnosis : Adult, Child, Women's, Psychiatric, Gerontic And Home H**

Save Add to Cart

Philadelphia : F.A. Davis Co., c2002
xv, 752 p. : ill. ; 28 cm

Circulation availability : **1 copy available at SWOCC Main stacks**

Request Full Record 2002 BOOK

6 **Clinical Genetics**

Save Add to Cart

Philadelphia : Saunders, c2000
xx, p. 583-832 : ill. ; 24 cm

Circulation availability : **1 copy available at SWOCC Main stacks**

Request Full Record 2000 BOOK

7 **Critical Thinking In Nursing : A Practical Approach**

Alfaro-LeFevre, Rosalinda
Philadelphia : Saunders, c1999
xxi, 291 p. : ill. ; 24 cm

Save Add to Cart

Circulation availability : **No copies available**

Request Full Record 1999 BOOK

8 **Documenting Care : Communication--The Nursing Process And Documentation Standards**

Fischbach, Frances Talaska
Philadelphia : Davis, 1991
xxii, 677 p. ; 29 cm

Save Add to Cart

Circulation availability : **1 copy available at SWOCC Main stacks**

Request Full Record 1991 BOOK

9 **Endocrine Disorders**

Philadelphia : Saunders, c1996
vii, p. 689-886 : ill. ; 24 cm

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Circulation availability : **1 copy available at SWOCC Main stacks**

Request Full Record 1996 BOOK

10 **Equipment And Oxygen Therapy**

[St. Louis, Mo.] : Mosby, c1994
1 videocassette (22 min.) : sd., col. ; 1/2 in. + 1 guide (7 p.)

Save Add to Cart

Circulation availability : **1 copy available at SWOCC Video**

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11 **Essentials Of Clinical Pharmacology In Nursing**

Springhouse, Pa. : Springhouse Corp., c1990
xvii, 749 p. : ill. (some col.) ; 28 cm

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Circulation availability : **1 copy available at SWOCC Main stacks**

Request Full Record 1990 BOOK

12 **Fundamentals Of Nursing : Concepts, Process, And Practice**

Save Add to Cart

Upper Saddle River, N.J. : Prentice Hall Health, c2000
xxiv, 1479 p. : ill. (some col.) ; 28 cm

Circulation availability : **1 copy available at SWOCC Main stacks**

Request Full Record 2000 BOOK

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Result Page **1** 2 3 4 5 6 7 8 9 10 11 ... 18 Next

Return to List | New Search | Search as Words | look it up on Amazon | (Search History)

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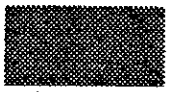

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SUBJECT | nursing | System Sorted | Sort | Search

Limited to: WHERE Item is located "SWOCC"

Result Page Prev 1 **2** 3 4 5 6 7 8 9 10 11 ... 18 Next

Save All On Page

SUBJECTS (13-24 of 210)

13 **Life Support : Three Nurses On The Front Lines**
Gordon, Suzanne, 1945-
Boston : Little, Brown, c1997
xxiii, 328 p. ; 25 cm
Circulation availability : **1 copy available at SWOCC Main stacks**
Save Add to Cart
Request Full Record 1997 BOOK

14 **Medical-Surgical Nursing : Clinical Management For Positive Outcomes**
Philadelphia : W.B. Saunders, c2001
xxv, 2310, I1-I74 p. : ill., ports. ; 29 cm. + 1 computer optical disc (4 3/4 in.)
Circulation availability : **1 copy available at SWOCC Main stacks**
Save Add to Cart
Request Full Record 2001 BOOK

15 **Mosby's Clinical Nursing**
St. Louis : Mosby, c2002
xxvii, 1652 p. : ill. (some col.) ; 29 cm
Circulation availability : **1 copy available at SWOCC Main stacks**
Save Add to Cart
Request Full Record 2002 BOOK

16 **Notes On Nursing : What It Is, And What It Is Not**
Nightingale, Florence, 1820-1910
Philadelphia : Lippincott, 1946
79 p. 22 cm
Circulation availability : **No copies available**
Save Add to Cart
Request Full Record 1946 BOOK

17 **Nursing Approach To The Evaluation Of Child Maltreatment**
St. Louis : G.W. Medical Pub., c2003
xxvii, 480 p. : ill. (chiefly col.) ; 25 cm
Circulation availability : **No copies available**
Save Add to Cart
Request Full Record 2003 BOOK

18 **Nursing Care Of The Terminally Ill**
Amenta, Madalon O'Rawe
Boston : Little, Brown, c1986
xvii, 409 p. : ill. ; 24 cm
Circulation availability : **1 copy available at SWOCC Main stacks**
Save Add to Cart Request Full Record 1986 BOOK

19 **Nursing In Today's World : Challenges, Issues, And Trends**
Ellis, Janice Rider
Philadelphia : Lippincott, c1995
xii, 527 p. : ill. ; 23 cm
Circulation availability : **1 copy available at SWOCC Main stacks**
Save Add to Cart Request Full Record 1995 BOOK

20 **Nursing Interventions : Effective Nursing Treatments**
Philadelphia : Saunders, c1999
xix, 747 p. : ill. ; 27 cm
Circulation availability : **1 copy available at SWOCC Main stacks**
Save Add to Cart Request Full Record 1999 BOOK

21 **Nursing Perspectives & Issues**
Grippando, Gloria M
Albany, N.Y. : Delmar Publishers, c1986
x, 422 p. : ill. ; 24 cm
Circulation availability : **1 copy available at SWOCC Main stacks**
Save Add to Cart Request Full Record 1986 BOOK

22 **Pathophysiology : The Biologic Basis For Disease In Adults & Children**
St. Louis : Mosby, c2002
xxvi, 1616 p. : ill. (some col.) ; 29 cm
Circulation availability : **No copies available**
Save Add to Cart Request Full Record 2002 BOOK

23 **Pharmacology For Nursing Care**
Philadelphia : Saunders, 1990
xxxii, 1077 p. : ill. (some col.) ; 29 cm
Circulation availability : **1 copy available at SWOCC Main stacks**
Save Add to Cart Request Full Record 1990 BOOK

24 **Understanding The Nursing Process : The Next Generation**
Murray, Mary Ellen
New York : McGraw-Hill, Health Professions Division, c1994
xii, 171 p. : ill. ; 23 cm. + booklet
Circulation availability : **1 copy available at SWOCC Main stacks**
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Result Page Prev 1 2 3 4 5 6 7 8 9 10 11 ... 18 Next

Save All On Page

SUBJECTS (25-36 of 210)

25 **Abbreviations And Acronyms In Medicine And Nursing**
Garb, Solomon, 1920-
New York : Springer Pub. Co., c1976
vi, 122 p. ; 22 cm
Circulation availability : **No copies available**
Save Add to Cart Request Full Record 1976 BOOK

26 **HIV/AIDS : A Guide To Primary Care Management**
Philadelphia : W.B. Saunders, c1999
xiv, 544 p. : ill. ; 26 cm
Circulation availability : **1 copy available at SWOCC Main stacks**
Save Add to Cart Request Full Record 1999 BOOK

27 **HIV/AIDS Update**
Philadelphia : W.B. Saunders, c1999
xii, 260 p. : ill., ports. ; 24 cm
Circulation availability : **1 copy available at SWOCC Main stacks**
Save Add to Cart Request Full Record 1999 BOOK

28 **Alzheimer's Disease : A Handbook For Caregivers**
St. Louis : Mosby, c1998
xxi, 451 p. : ill. ; 24 cm
Circulation availability : **1 copy available at SWOCC Main stacks**
Save Add to Cart Request Full Record 1998 BOOK

29 **Nursing Strategies For Treating Dementing Disorders**
Tucker, GA : Promedica Research Center, 1997
one sound cassette: : analog, mono. + booklet, unpaginated, ill
Circulation availability : **2 copies available at SWOCC Cassette**
Save Add to Cart Request Full Record 1997 audio cassette

30 **Successful Communication With Alzheimer's Disease Patients : An In-Service Training Manual** Request 1997 BOOK
Save Add to Cart
Santo Pietro, Mary Jo Cook, 1945-
Boston : Butterworth-Heinemann, c1997
xxiv, 288 p. ; 28 cm
Full Record
Circulation availability : **1 copy available at SWOCC Main stacks**

31 **Clinical Applications Of Nursing Diagnosis : Adult, Child, Women's, Psychiatric, Gerontic And Home H** Request 2002 BOOK
Save Add to Cart
Philadelphia : F.A. Davis Co., c2002
xv, 752 p. : ill. ; 28 cm
Full Record
Circulation availability : **1 copy available at SWOCC Main stacks**

32 **Health Assessment : A Nursing Approach** Request 1990 BOOK
Fuller, Jill
Philadelphia : Lippincott, c1990
Save Add to Cart
xxvi, 600 p. : ill. ; 29 cm
Full Record
Circulation availability : **1 copy available at SWOCC Main stacks**

33 **Health Assessment & Promotion Strategies Through The Life Span** Request 1997 BOOK
Murray, Ruth Beckmann
Save Add to Cart
Stamford, Conn. : Appleton & Lange, c1997
xvi, 896 p. : ill. ; 28 cm
Full Record
Circulation availability : **2 copies available at SWOCC Main stacks**

34 **Health Assessment In Nursing Practice** Request 1996 BOOK
Grimes, Jorge
Boston : Little, Brown, c1996
Save Add to Cart
xvi, 592 p. : ill. ; 28 cm
Full Record
Circulation availability : **1 copy available at SWOCC Main stacks**

35 **Health Assessment Of The Older Adult** Request 1990 BOOK
Eliopoulos, Charlotte
Redwood City, Calif. : Addison-Wesley Nursing, c1990
Save Add to Cart
xiii, 322 p. : ill. ; 24 cm
Full Record
Circulation availability : **1 copy available at SWOCC Main stacks**

36 **Neuroscience Nursing For A New Millennium** Request 1999 BOOK
Philadelphia : W.B. Saunders, c1999
Save Add to Cart
xii, 541-776 p. : ill., ports., charts ; 24 cm
Full Record
Circulation availability : **1 copy available at SWOCC Main stacks**

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SUBJECTS (37-48 of 210)

37 **Psychosocial Nursing : Care Of Physically Ill Patients And Their Families** Request 1996 BOOK
Save Add to Cart
Philadelphia : Lippincott, c1996
xviii, 606 p. : ill. ; 24 cm
Full Record
Circulation availability : **1 copy available at SWOCC Main stacks**

38 **Nursing Care Plans : Nursing Diagnosis And Intervention** Request 2003 BOOK
Save Add to Cart
St. Louis, MO : Mosby, c2003
xv, 1111 p. : ill. ; 28 cm
Full Record
Circulation availability : **1 copy available at SWOCC Main stacks**

39 **Asthma Management Across The Life Span** Request 2003 BOOK
Philadelphia : W.B. Saunders Company, c2003
Save Add to Cart
xiii p., p. [561]-783 : ill. ; 24 cm
Full Record
Circulation availability : **1 copy available at SWOCC New Books**

40 **Staff Nurse Initiated Total Quality Management Projects Achieve Quality Nursing Outcomes** Request 1995 BOOK
Save Add to Cart
Philadelphia : Saunders, c1995
xiv, 162 p. : ill. ; 24 cm
Full Record
Circulation availability : **1 copy available at SWOCC Main stacks**

41 **From Proposal To Publication : An Informal Guide To Writing About Nursing Research** Request 1986 BOOK
Tornquist, Elizabeth M., 1933-
Save Add to Cart
Menlo Park, Calif. : Addison-Wesley, c1986
viii, 215 p. ; 24 cm
Full Record
Circulation availability : **1 copy available at SWOCC Main stacks**

42 **Fluid And Electrolyte Balance : Nursing Considerations** Request 2000 BOOK
Save Add to Cart
Philadelphia : Lippincott Williams & Wilkins, c2000
xv, 440 p. : ill. ; 25 cm
Full Record
Circulation availability : **No copies available**

43 **Osteoporosis ; Treatment Advances In Surgical Oncology** Request 2001 BOOK
Save Add to Cart
Philadelphia : Saunders, c2001
xvi, p. 393-630 : ill., ports. ; 24 cm
Full Record
Circulation availability : **1 copy available at SWOCC Main stacks**

44 **Nursing Care Of The Burn-Injured Patient** Request 1991 BOOK
Save Add to Cart
Philadelphia : Davis, c1991
xvi, 466 p., [8] p. of plates : ill. (some col.) ; 27 cm
Full Record
Circulation availability : **1 copy available at SWOCC Main stacks**

45 **Cancer Nursing : Principles And Practice** Request 1997 BOOK
Save Add to Cart
Sudbury, Mass. : Jones and Bartlett, c1997
xxxi, 1886 p., [4] p. of plates : ill., (some col.) ; 29 cm
Full Record
Circulation availability : **1 copy available at SWOCC Main stacks**

46 **Oncology Nursing** Request 2001 BOOK
Save Add to Cart
St. Louis : Mosby, c2001
xxix, 1069 p. : ill
Full Record
Circulation availability : **1 copy available at SWOCC Main stacks**

47 **Quality Of Life : From Nursing And Patient Perspectives : Theory, Research, Practice** Request 2003 BOOK
Save Add to Cart
Sudbury, Mass. : Jones and Bartlett Publishers, c2003
xxvii, 533 p. : ill. ; 23 cm
Full Record
Circulation availability : **1 copy available at SWOCC New Books**

48 **Cancer Nursing** Request PERIODICAL
Save Add to Cart
New York, Raven Press [etc.]
v. ill. 28 cm
Full Record
Circulation availability : **No copies available**

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Result Page Prev 1 2 3 **4** 5 6 7 8 9 10 11 ... 18 Next

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SUBJECTS (49-60 of 210)

49 **Oncology Nursing** Request 2001 BOOK
Save Add to Cart
St. Louis : Mosby, c2001
xxix, 1069 p. : ill
Full Record
Circulation availability : **1 copy available at SWOCC Main stacks**

50 **Issues In The Care Of Adults With Congenital Heart Disease** Request 1994 BOOK
Save Add to Cart
Philadelphia : Saunders, c1994
xiv, p. 213-369 : ill. ; 24 cm
Full Record
Circulation availability : **1 copy available at SWOCC Main stacks**

51 **Nursing Care Planning Guides : A Nursing Diagnosis Approach** Request 1986 BOOK
Ulrich, Susan Puderbaugh
Save Add to Cart
Philadelphia : Saunders, 1986
xvii, 865 p. ; 28 cm
Full Record
Circulation availability : **1 copy available at SWOCC Main stacks**

52 **Nursing Care Plans : Nursing Diagnoses In Planning Patient Care** Request 1984 BOOK
Doenges, Marilynn E., 1922-
Save Add to Cart
Philadelphia : F.A. Davis, c1984
xxviii, 695 p. ; 28 cm
Full Record
Circulation availability : **1 copy available at SWOCC Main stacks**

53 **Patient Care Standards : Collaborative Practice Planning Guides** Request 1996 BOOK
Save Add to Cart
St. Louis, Mo. : Mosby Year Book, 1996
xviii, 1014 p. : ill. ; 28 cm
Full Record
Circulation availability : **1 copy available at SWOCC Main stacks**

54 **Handbook Of Nursing Case Management : Health Care Delivery In A World Of Managed Care** Request 1996 BOOK
Save Add to Cart
Gaithersburg, Md. : Aspen Publishers, 1996
xix, 488 p. : ill. ; 24 cm
Full Record
Circulation availability : **1 copy available at SWOCC Main stacks**

55 **Nursing Care Plans : Guidelines For Individualizing Patient Care** Request 2000 BOOK
Doenges, Marilynn E., 1922-
Save Add to Cart
Philadelphia : F.A. Davis, c2000
xxix, 972 p. : ill. ; 28 cm. + 1 computer optical disc (4 3/4 in.)
Full Record
Circulation availability : **1 copy available at SWOCC Main stacks**

56 **Nursing Care Plans : Nursing Diagnosis And Intervention** Request 2003 BOOK
Save Add to Cart
St. Louis, MO : Mosby, c2003
xv, 1111 p. : ill. ; 28 cm
Full Record
Circulation availability : **1 copy available at SWOCC Main stacks**

57 **Nursing Diagnosis Handbook : A Guide To Planning Care** Request 2002 BOOK
Save Add to Cart
St. Louis : Mosby, c2002
xvii, 852 p. ; 24 cm
Full Record
Circulation availability : **1 copy available at SWOCC Main stacks**

58 **Chronic Illness Across The Life Span** Request 1983 BOOK
Dimond, Margaret
Save Add to Cart
Norwalk, Conn. : Appleton-Century-Crofts, c1983
xiii, 258 p. ; 23 cm
Full Record
Circulation availability : **1 copy available at SWOCC Main stacks**

59 **Power, Politics, And Public Policy : A Matter Of Caring** Request 1995 BOOK
Save Add to Cart
New York : National League for Nursing Press, c1995
xxii, 192 p. : ill
Full Record
Circulation availability : **1 copy available at SWOCC Main stacks**

60 **Expertise In Nursing Practice : Caring, Clinical Judgment, And Ethics** Request 1996 BOOK
Benner, Patricia E
Save Add to Cart
New York, NY : Springer Pub. Co., c1996
xviii, 410 p. ; 24 cm
Full Record
Circulation availability : **1 copy available at SWOCC Main stacks**

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SUBJECTS (61-72 of 210)

61 **Clinical Applications Of Nursing Diagnosis : Adult, Child, Women's, Psychiatric, Gerontic And Home H** Request 2002 BOOK
Save Add to Cart
Philadelphia : F.A. Davis Co., c2002
xv, 752 p. : ill. ; 28 cm
Full Record
Circulation availability : **1 copy available at SWOCC Main stacks**

62 **Emerging Nursing Care Of Vulnerable Populations ; Contemporary Infection Control For Nurses** Request 1999 BOOK
Save Add to Cart
Philadelphia : W.B. Saunders, c1999
xvi, 261-539 p. : ill. : 24 cm
Full Record
Circulation availability : **1 copy available at SWOCC Main stacks**

63 **Nursing Diagnosis : Application To Clinical Practice** Request 2002 BOOK
Save Add to Cart
Philadelphia : Lippincott, c2002
xxv, 1270 p. : ill. ; 25 cm
Full Record
Circulation availability : **1 copy available at SWOCC Main stacks**

64 **Nursing Interventions : Effective Nursing Treatments** Request 1999 BOOK
Save Add to Cart
Philadelphia : Saunders, c1999
xix, 747 p. : ill. ; 27 cm
Full Record
Circulation availability : **1 copy available at SWOCC Main stacks**

65 **Understanding The Nursing Process : The Next Generation**
Murray, Mary Ellen
New York : McGraw-Hill, Health Professions Division, c1994
xii, 171 p. : ill. ; 23 cm. + booklet
Circulation availability : **1 copy available at SWOCC Main stacks**
Save Add to Cart Request Full Record 1994 BOOK

66 **Manual Of Medical-Surgical Nursing Care : Nursing Interventions And Collaborative Management**
St. Louis : Mosby, c1999
xx, 872 p. ; 23 cm
Circulation availability : **No copies available**
Save Add to Cart Request Full Record 1999 BOOK

67 **Nursing Diagnosis Handbook : A Guide To Planning Care**
St. Louis : Mosby, c2002
xvii, 852 p. ; 24 cm
Circulation availability : **1 copy available at SWOCC Main stacks**
Save Add to Cart Request Full Record 2002 BOOK

68 **Signs & Symptoms**
Springhouse, Pa. : Springhouse Corp., [c1991]
iv, 297 p. ; 15 x 21 cm
Circulation availability : **No copies available**
Save Add to Cart Request Full Record 1991 BOOK

69 **Mosby's Medical, Nursing, & Allied Health Dictionary**
St. Louis, Mo. : Mosby, c1998
1 v. (various pagings) : ill. (some col.) ; 27 cm
Circulation availability : **1 copy available at SWOCC Main stacks**
Save Add to Cart Request Full Record 1998 BOOK

70 **Mosby's Medical, Nursing, & Allied Health Dictionary**
St. Louis : Mosby, c2002
2134 p. : col. ill. ; 26 cm
Circulation availability : **No copies available**
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71 **Emerging Nursing Care Of Vulnerable Populations ; Contemporary Infection Control For Nurses**
Philadelphia : W.B. Saunders, c1999
xvi, 261-539 p. : ill. : 24 cm
Circulation availability : **1 copy available at SWOCC Main stacks**
Save Add to Cart Request Full Record 1999 BOOK

72 **Handbook Of Nursing Case Management : Health Care Delivery In A World Of Managed Care**
Gaithersburg, Md. : Aspen Publishers, 1996
xix, 488 p. : ill. ; 24 cm
Circulation availability : **1 copy available at SWOCC Main stacks**
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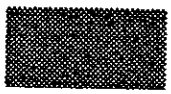

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SUBJECT | nursing | System Sorted | Sort | Search

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SUBJECTS (73-84 of 210)

73 **Endocrine Disorders**

Philadelphia : Saunders, c1996
vii, p. 689-886 : ill. ; 24 cm

Circulation availability : **1 copy available at SWOCC Main stacks**

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74 **Ethics For Nursing Practice**

Philadelphia : W.B. Saunders, c1998
xi, 239-386 p. : ill., port. ; 24 cm

Circulation availability : **1 copy available at SWOCC Main stacks**

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75 **Ethics In Nursing : An Anthology**

New York, N.Y. : National League for Nursing, c1990
x, 344 P. :

Circulation availability : **1 copy available at SWOCC Main stacks**

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76 **Ethics In Nursing Practice : A Guide To Ethical Decision Making**
Fry, Sara T
Geneva : International Council of Nurses, c1994
xii, 346 p. : ill. ; 21 cm

Circulation availability : **1 copy available at SWOCC Main stacks**

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77 **Expertise In Nursing Practice : Caring, Clinical Judgment, And Ethics**
Benner, Patricia E
New York, NY : Springer Pub. Co., c1996
xviii, 410 p. ; 24 cm

Circulation availability : **1 copy available at SWOCC Main stacks**

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78 **The Chicago Review Press NCLEX-RN Practice Test And Review**
Chicago : Chicago Review Press, c1995
251 p. ; 28 cm. + 1 computer disc (3 1/2 in.)
Circulation availability : **1 copy available at SWOCC Main stacks**
Save Add to Cart Request Full Record 1995 BOOK

79 **Mosby's Comprehensive Review Of Nursing**
St. Louis : Mosby, c1996
xx, 977 p. : ill. ; 28 cm. + 2 computer disks
Circulation availability : **1 copy available at SWOCC Main stacks**
Save Add to Cart Request Full Record 1996 BOOK

80 **Clinical Companion, Fundamentals Of Nursing, Sixth Edition**
Van Leuven, Karen
Upper Saddle River, N.J. : Prentice Hall Health, c2000
294 p. : ill. ; 18 cm
Circulation availability : **1 copy available at SWOCC Main stacks**
Save Add to Cart Request Full Record 2000 BOOK

81 **Illustrated Manual Of Nursing Practice**
Springhouse, Pa. : Lippincott Williams & Wilkins, c2002
xiii, 1490 p. : ill. ; 26 cm
Circulation availability : **No copies available**
Save Add to Cart Request Full Record 2002 BOOK

82 **The Lippincott Manual Of Nursing Practice**
Philadelphia : Lippincott Williams & Wilkins, c2001
xx, 1746 p. : ill. (some col.) ; 26 cm
Circulation availability : **1 copy available at SWOCC Main stacks**
Save Add to Cart Request Full Record 2001 BOOK

83 **Manual Of Medical-Surgical Nursing Care : Nursing Interventions And Collaborative Management**
St. Louis : Mosby, c1999
xx, 872 p. ; 23 cm
Circulation availability : **No copies available**
Save Add to Cart Request Full Record 1999 BOOK

84 **Nurse's Manual Of Laboratory Tests**
Cella, June H., 1927-
Philadelphia : Davis, c1989
xix, 524 p. : ill. ; 23 cm
Circulation availability : **1 copy available at SWOCC Main stacks**
Save Add to Cart Request Full Record 1989 BOOK

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SUBJECTS (85-96 of 210)

85 **Saunders Nursing Drug Handbook, 2003**
Hodgson, Barbara B
Philadelphia : W.B. Saunders, c2003
1285 p. (with various other pagings) : 16 p. col. pill atlas ; 20 cm. + 1 mini computer optical disc (3 in.)
Circulation availability : **1 copy available at SWOCC New Books**
Save Add to Cart Request Full Record 2003 BOOK

86 **Dr. Raymond McKeown Speaks On The History Of Medicine And Nursing, Nurses Forum, 1981**
1981
1 sound cassette : 1 7/8 ips
Circulation availability : **1 copy available at SWOCC Cassette**
Save Add to Cart Request Full Record 1981 audio cassette

87 **History & Trends Of Professional Nursing**
Griffin, Gerald Joseph
Saint Louis, C. V. Mosby Co., 1973
xi, 311 p. illus. 27 cm
Circulation availability : **1 copy available at SWOCC Main stacks**
Save Add to Cart Request Full Record 1973 BOOK

88 **History Of Nursing**
Dolan, Josephine A
Philadelphia, Saunders, 1968
viii, 380 p. illus. 26 cm
Circulation availability : **No copies available**
Save Add to Cart Request Full Record 1968 BOOK

89 **Nursing In Society : A Historical Perspective**
Dolan, Josephine A
Philadelphia : Saunders, 1983
viii, 417 p. : ill. ; 26 cm
Circulation availability : **1 copy available at SWOCC Main stacks**
Save Add to Cart Request Full Record 1983 BOOK

90 **Nursing Perspectives & Issues**
Grippando, Gloria M
Albany, N.Y. : Delmar Publishers, c1986
x, 422 p. : ill. ; 24 cm
Circulation availability : **1 copy available at SWOCC Main stacks**
Save Add to Cart Request Full Record 1986 BOOK

91 **HIV/AIDS Update**
Philadelphia : W.B. Saunders, c1999
xii, 260 p. : ill., ports. ; 24 cm
Circulation availability : **1 copy available at SWOCC Main stacks**
Save Add to Cart Request Full Record 1999 BOOK

92 **Successful Communication With Alzheimer's Disease Patients : An In-Service Training Manual**
Santo Pietro, Mary Jo Cook, 1945-
Boston : Butterworth-Heinemann, c1997
xxiv, 288 p. ; 28 cm
Circulation availability : **1 copy available at SWOCC Main stacks**
Save Add to Cart Request Full Record 1997 BOOK

93 **Unloving Care : The Nursing Home Tragedy**
Vladeck, Bruce C
New York : Basic Books, c1980
xiii, 305 p. ; 24 cm
Circulation availability : **1 copy available at SWOCC Main stacks**
Save Add to Cart Request Full Record 1980 BOOK

94 **Uneasy Endings : Daily Life In An American Nursing Home**
Shield, Renée Rose
Ithaca, N.Y. : Cornell University Press, 1988
xiii, 243 p. ; 23 cm
Circulation availability : **No copies available**
Save Add to Cart Request Full Record 1988 BOOK

95 **Living In Oregon's Nursing Homes; A Problem Solving Guide For The Residents, Their Friends, And Rela**
Crandall, Walter H
Portland, Or.: OSPIRG, 1978
72 p.: ill.; 28 cm
Circulation availability : **No copies available**
Save Add to Cart Request Full Record 1978 BOOK

96 **The Narrative Enlarging : A Biography Of The Community College-Nursing Home Partnership Project**
Waters, Verle H
New York : National League for Nursing Press, c1995
xiv, 134 p. : ill. ; 25 cm
Circulation availability : **1 copy available at SWOCC Main stacks**
Save Add to Cart Request Full Record 1995 BOOK

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SUBJECTS (97-108 of 210)

97 **Time To Care The Nursing Home Clinical**
Battle Creek, MI : W. K. Kellogg, 1991
1 videocassette (17 min.) : sd., col.; 1/2 in
Circulation availability : **1 copy available at SWOCC Video**
Save Add to Cart Request Full Record 1991 VHS

98 **Living In Oregon's Nursing Homes; A Problem Solving Guide For The Residents, Their Friends, And Rela**
Crandall, Walter H
Portland, Or.: OSPIRG, 1978
72 p.: ill.; 28 cm
Circulation availability : **No copies available**
Save Add to Cart Request Full Record 1978 BOOK

99 **A Guide For The Activity Coordinator In A Skilled Nursing Facility**
Holdeman, Elizabeth Bekke
Sacramento, CA : State of California Department of Health, [1976?]
x, 134 p. : ill., forms ; 28 cm
Circulation availability : **1 copy available at SWOCC Main stacks**
Save Add to Cart Request Full Record 1976 BOOK

100 **A Guide For Nursing Home Social Workers**
Beaulieu, Elise M
New York : Springer Pub., 2002
ix, 288 p. ; 23 cm
Circulation availability : **1 copy available at SWOCC New Books**
Save Add to Cart Request Full Record 2002 BOOK

101 **Old Age: The Last Segregation**
New York : Bantam Books, 1971
xx, 229 p. ; 19 cm
Circulation availability : **1 copy available at SWOCC Main stacks**
Save Add to Cart Request Full Record 1971 BOOK

102 **Uneasy Endings : Daily Life In An American Nursing Home**
Shield, Renée Rose
Ithaca, N.Y. : Cornell University Press, 1988
xiii, 243 p. ; 23 cm
Circulation availability : **No copies available**
Save Add to Cart Request Full Record 1988 BOOK

103 **Unloving Care : The Nursing Home Tragedy**
Vladeck, Bruce C
New York : Basic Books, c1980
xiii, 305 p. ; 24 cm
Circulation availability : **1 copy available at SWOCC Main stacks**
Save Add to Cart Request Full Record 1980 BOOK

104 **Manual Of High Risk Pregnancy & Delivery**
Gilbert, Elizabeth Stepp
St. Louis, Mo. : Mosby, c2003
xii, 740 p. : ill. ; 21 cm
Circulation availability : **1 copy available at SWOCC Main stacks**
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105 **Law Every Nurse Should Know**
Creighton, Helen
Philadelphia : Saunders, 1986
xiii, 335 p. ; 26 cm
Circulation availability : **1 copy available at SWOCC Main stacks**
Save Add to Cart Request Full Record 1986 BOOK

106 **On Nursing : A Literary Celebration : An Anthology**
New York : National League for Nursing Press, 1993
xi, 355 p. ; 23 cm
Circulation availability : **1 copy available at SWOCC Main stacks**
Save Add to Cart Request Full Record 1993 BOOK

107 **Nurse's Book Of Advice : An Encyclopedia Of Answers To Hundreds Of Difficult Questions--Ethical, Leg**
Springhouse, Pa. : Springhouse Corp., c1992
xv, 335 p. ; 26 cm
Circulation availability : **1 copy available at SWOCC Main stacks**
Save Add to Cart Request Full Record 1992 BOOK

108 **Mosby's Comprehensive Review Of Nursing**
St. Louis : Mosby, c1996
xx, 977 p. : ill. ; 28 cm. + 2 computer disks
Circulation availability : **1 copy available at SWOCC Main stacks**
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SUBJECTS (109-120 of 210)

109 **Nurses' Responses To Patients' Suffering**
Davitz, Lois Jean
New York : Springer Pub. Co., c1980
vii, 152 p. ; 21 cm
Circulation availability : **1 copy available at SWOCC Main stacks**
Save Add to Cart Request Full Record 1980 BOOK

110 **Real Nurses**
1994
1 videocassette (60 min.) : sd., col. ; 1/2 in
Circulation availability : **1 copy available at SWOCC Video**
Save Add to Cart Request Full Record 1994 VHS

111 **The American Journal Of Nursing**
Philadelphia, Pa. : J.B. Lippincott Co. for the American Journal of Nursing Co.,
v. : ill., ports. ; 25-30 cm
Circulation availability : **No copies available**
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112 **Emerging Nursing Care Of Vulnerable Populations ; Contemporary Infection Control For Nurses**
Philadelphia : W.B. Saunders, c1999
xvi, 261-539 p. : ill. : 24 cm
Circulation availability : **1 copy available at SWOCC Main stacks**
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113 **Geriatric Nursing**
[New York, N.Y., American Journal of Nursing Co.]
v. ill. 28 cm
Circulation availability : **No copies available**
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114 **Journal Of Gerontological Nursing**
[Thorofare, N. J., C. B. Slack]
ill. 28 cm
Circulation availability : **No copies available**
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115 **Neuroscience Nursing For A New Millennium**
Philadelphia : W.B. Saunders, c1999
xii, 541-776 p. : ill., ports., charts ; 24 cm
Circulation availability : **1 copy available at SWOCC Main stacks**
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116 **The Nurse Practitioner**
Springhouse, Pa.: Springhouse Corporation
v. ill. 28 cm
Circulation availability : **No copies available**
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117 **Nursing**
[Jenkintown, Pa. : Intermed Communications, c1971-
v. : ill., ports. ; 28 cm
Circulation availability : **No copies available**
Save Add to Cart
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118 **Nursing Research**
[New York, American Journal of Nursing Co.]
v. diagrs. 29 cm
Circulation availability : **No copies available**
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119 **Pediatric Advanced Practice Nursing. Rheumatology**
Philadelphia : Saunders, c2000
xv, p. 1-299 : ill., ports. ; 24 cm
Circulation availability : **1 copy available at SWOCC Main stacks**
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120 **RN**
[Oradell, N.J., etc., Medical Economics Co., etc.]
v. ill., diagrs. 23-28 cm
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SUBJECTS (121-132 of 210)

121 **Journal Of Obstetric, Gynecologic, And Neonatal Nursing : JOGNN**
[Philadelphia, PA] : Lippincott, [c1985-
v. : ill. ; 28 cm
Circulation availability : **No copies available**
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Request 1985 PERIODICAL
Full Record

122 **Adaptation Nursing : The Roy Conceptual Model Applied**
Randell, Brooke
St. Louis : C.V. Mosby Co., 1982
xvii, 297 p. : ill. ; 24 cm
Circulation availability : **1 copy available at SWOCC Main stacks**
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Request 1982 BOOK
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123 **Autonomy In Nursing**
Mundinger, Mary O'Neil
Germantown, Md. : Aspen Systems Corp., 1980
xiv, 222 p. ; 24 cm
Circulation availability : **1 copy available at SWOCC Main stacks**
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124 **Foundations For Holistic Health Nursing Practices : The Renaissance Nurse**
Krieger, Dolores
Philadelphia, Pa. : Lippincott, c1981
x, 278 p. : ill. ; 24 cm
Circulation availability : **1 copy available at SWOCC Main stacks**
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Request 1981 BOOK
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125 **Nursing As Caring : A Model For Transforming Practice**
Boykin, Anne
New York : National League for Nursing, c1993
xxxii, 108 p. : ill. ; 23 cm
Circulation availability : **No copies available**
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126 **Nursing : Concepts Of Practice** Request 1985 BOOK
Orem, Dorothea E. (Dorothea Elizabeth), 1914-
New York : McGraw-Hill, c1985
ix, 303 p. : ill. ; 23 cm
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Circulation availability : **1 copy available at SWOCC Main stacks**

127 **Nursing : Human Science And Human Care : A Theory Of Nursing** Request 1988 BOOK
Watson, Jean, 1940-
New York : National League for Nursing, c1988
xi, 111 p. : ill. ; 23 cm
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Circulation availability : **1 copy available at SWOCC Main stacks**

128 **Nursing : The Philosophy And Science Of Caring** Request 1985 BOOK
Watson, Jean, 1940-
Boulder : Colorado Associated University Press, 1985
xix, 321 p. : ill. ; 22 cm
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129 **Research Utilization** Request 1995 BOOK
Philadelphia : Saunders, c1995
xvi, 395-581 p. : ill. ; 24 cm
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Circulation availability : **1 copy available at SWOCC Main stacks**

130 **Spirituality In Nursing : From Traditional To New Age** Request 1996 BOOK
Barnum, Barbara Stevens
New York : Springer Pub. Co., c1996
viii, 168 p. ; 24 cm
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Circulation availability : **1 copy available at SWOCC Main stacks**

131 **Theory And Nursing : A Systematic Approach** Request 1995 BOOK
Chinn, Peggy L., 1941-
St Louis : Mosby, c1995
xv, 235 p. : ill
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Circulation availability : **1 copy available at SWOCC Main stacks**

132 **The Caring Imperative In Education** Request 1990 BOOK
New York, NY : National League for Nursing, c1990
xv, 297 p. : ill. ; 23 cm
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SUBJECTS (133-144 of 210)

133 **Caring : The Compassionate Healer** Request 1991 BOOK
[Denver, Colo.] : Center for Human Caring ; New York : National League for Nursing Press, c1991
xxi, 189 p. : ill. ; 23 cm
Save Add to Cart Full Record
Circulation availability : **1 copy available at SWOCC Main stacks**

134 **Nursing Theories : The Base For Professional Nursing Practice** Request 1985 BOOK
Englewood Cliffs, N.J. : Prentice-Hall, c1985
xiii, 354 p. ; 23 cm
Save Add to Cart Full Record
Circulation availability : **1 copy available at SWOCC Main stacks**

135 **Nursing Care Planning Guides : A Nursing Diagnosis Approach** Request 1986 BOOK
Ulrich, Susan Puderbaugh
Philadelphia : Saunders, 1986
xvii, 865 p. ; 28 cm
Save Add to Cart Full Record
Circulation availability : **1 copy available at SWOCC Main stacks**

136 **Nursing Care Plans : Nursing Diagnosis And Intervention** Request 2003 BOOK
St. Louis, MO : Mosby, c2003
xv, 1111 p. : ill. ; 28 cm
Save Add to Cart Full Record
Circulation availability : **1 copy available at SWOCC Main stacks**

137 **Power, Politics, And Public Policy : A Matter Of Caring**
New York : National League for Nursing Press, c1995
xxii, 192 p. : ill
Circulation availability : **1 copy available at SWOCC Main stacks**
Save Add to Cart Request Full Record 1995 BOOK

138 **Autonomy In Nursing**
Mundinger, Mary O'Neil
Germantown, Md. : Aspen Systems Corp., 1980
xiv, 222 p. ; 24 cm
Circulation availability : **1 copy available at SWOCC Main stacks**
Save Add to Cart Request Full Record 1980 BOOK

139 **Intellectual And Developmental Disabilities**
Philadelphia : W.B. Saunders Co., c2003
xiv, 185-402 p. : ill. ; 24 cm
Circulation availability : **1 copy available at SWOCC Main stacks**
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140 **Neuroscience Nursing For A New Millennium**
Philadelphia : W.B. Saunders, c1999
xii, 541-776 p. : ill., ports., charts ; 24 cm
Circulation availability : **1 copy available at SWOCC Main stacks**
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141 **Nursing In Today's World : Challenges, Issues, And Trends**
Ellis, Janice Rider
Philadelphia : Lippincott, c1995
xii, 527 p. : ill. ; 23 cm
Circulation availability : **1 copy available at SWOCC Main stacks**
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142 **Osteoporosis ; Treatment Advances In Surgical Oncology**
Philadelphia : Saunders, c2001
xvi, p. 393-630 : ill., ports. ; 24 cm
Circulation availability : **1 copy available at SWOCC Main stacks**
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143 **Pediatric Advanced Practice Nursing. Rheumatology**
Philadelphia : Saunders, c2000
xv, p. 1-299 : ill., ports. ; 24 cm
Circulation availability : **1 copy available at SWOCC Main stacks**
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144 **Psychiatric Mental Health Nursing**
Philadelphia : W.B. Saunders Co., c2003
xii, 183 p. : port. ; 24 cm
Circulation availability : **1 copy available at SWOCC Main stacks**
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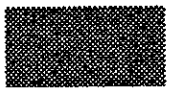

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SUBJECTS (145-156 of 210)

145 **Maternal/Fetal Nursing**
Philadelphia : Saunders, c1996
ix p., p. 259-427 ; 24 cm
Circulation availability : **1 copy available at SWOCC Main stacks**
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146 **Manual Of High Risk Pregnancy & Delivery**
Gilbert, Elizabeth Stepp
St. Louis, Mo. : Mosby, c2003
xii, 740 p. : ill. ; 21 cm
Circulation availability : **1 copy available at SWOCC Main stacks**
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Request Full Record 2003 BOOK

147 **Essentials Of The Roy Adaptation Model**
Andrews, Heather A
Norwalk, Conn. : Appleton-Century-Crofts, c1986
xiii, 189 p. : ill., forms ; 23 cm
Circulation availability : **1 copy available at SWOCC Main stacks**
Save Add to Cart
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148 **Ethics In Nursing Practice : A Guide To Ethical Decision Making**
Fry, Sara T
Geneva : International Council of Nurses, c1994
xii, 346 p. : ill. ; 21 cm
Circulation availability : **1 copy available at SWOCC Main stacks**
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149 **Healing Life's Crises : A Guide For Nurses**
Frisch, Noreen Cavan
Albany : Delmar Publishers, c1996
xvii, 156 p. : ill. ; 23 cm
Circulation availability : **1 copy available at SWOCC Main stacks**
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150 **The Nurse As Healer**
Keegan, Lynn
Albany, NY : Delmar Publishers, c1994
xii, 228 p. : ill. ; 24 cm
Circulation availability : **1 copy available at SWOCC Main stacks**
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151 **Nurses' Responses To Patients' Suffering**
Davitz, Lois Jean
New York : Springer Pub. Co., c1980
vii, 152 p. ; 21 cm
Circulation availability : **1 copy available at SWOCC Main stacks**
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152 **Nursing : The Philosophy And Science Of Caring**
Watson, Jean, 1940-
Boulder : Colorado Associated University Press, 1985
xix, 321 p. : ill. ; 22 cm
Circulation availability : **No copies available**
Save Add to Cart Request Full Record 1985 BOOK

153 **Psychosocial Nursing : Care Of Physically Ill Patients And Their Families**
Philadelphia : Lippincott, c1996
xviii, 606 p. : ill. ; 24 cm
Circulation availability : **1 copy available at SWOCC Main stacks**
Save Add to Cart Request Full Record 1996 BOOK

154 **Spirituality In Nursing : From Traditional To New Age**
Barnum, Barbara Stevens
New York : Springer Pub. Co., c1996
viii, 168 p. ; 24 cm
Circulation availability : **1 copy available at SWOCC Main stacks**
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155 **The Caring Imperative In Education**
New York, NY : National League for Nursing, c1990
xv, 297 p. : ill. ; 23 cm
Circulation availability : **No copies available**
Save Add to Cart Request Full Record 1990 BOOK

156 **Caring : The Compassionate Healer**
[Denver, Colo.] : Center for Human Caring ; New York : National League for Nursing Press, c1991
xxi, 189 p. : ill. ; 23 cm
Circulation availability : **1 copy available at SWOCC Main stacks**
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SUBJECTS (157-168 of 210)

157 **Staff Nurse Initiated Total Quality Management Projects Achieve Quality Nursing Outcomes**
Philadelphia : Saunders, c1995
xiv, 162 p. : ill. ; 24 cm
Circulation availability : **1 copy available at SWOCC Main stacks**
Save Add to Cart Request Full Record 1995 BOOK

158 **Documenting Care : Communication--The Nursing Process And Documentation Standards**
Fischbach, Frances Talaska
Philadelphia : Davis, 1991
xxii, 677 p. ; 29 cm
Circulation availability : **1 copy available at SWOCC Main stacks**
Save Add to Cart Request Full Record 1991 BOOK

159 **Nursing Documentation Handbook**
Marrelli, T. M
St. Louis : Mosby, c2000
xxi, 472 p. : ill. ; 19 cm
Circulation availability : **1 copy available at SWOCC New Books**
Save Add to Cart Request Full Record 2000 BOOK

160 **Spirituality In Nursing : From Traditional To New Age**
Barnum, Barbara Stevens
New York : Springer Pub. Co., c1996
viii, 168 p. ; 24 cm
Circulation availability : **1 copy available at SWOCC Main stacks**
Save Add to Cart Request Full Record 1996 BOOK

161 **Advances In Clinical Nursing Research**
Philadelphia : W.B. Saunders, 1993
xvi p., p. 271-481 : ill. ; 24 cm
Circulation availability : **1 copy available at SWOCC Main stacks**
Save Add to Cart Request Full Record 1993 BOOK

162 **From Proposal To Publication : An Informal Guide To Writing About Nursing Research** Request 1986 BOOK
Tornquist, Elizabeth M., 1933-
Save Menlo Park, Calif. : Addison-Wesley, c1986 Full Record
viii, 215 p. ; 24 cm
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Circulation availability : **1 copy available at SWOCC Main stacks**

163 **Nursing Research : Methods, Critical Appraisal, And Utililization** Request 1994 BOOK
St. Louis : Mosby, c1994
Save xxi, 554 p. : ill. ; 24 cm Full Record
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Circulation availability : **No copies available**

164 **Research Utilization** Request 1995 BOOK
Philadelphia : Saunders, c1995
Save xvi, 395-581 p. : ill. ; 24 cm Full Record
Add to Cart
Circulation availability : **1 copy available at SWOCC Main stacks**

165 **From Practice To Grounded Theory : Qualitative Research In Nursing** Request 1986 BOOK
Chenitz, W. Carole, 1946-
Save Menlo Park, Calif. : Addison-Wesley, c1986 Full Record
xi, 259 p. ; 24 cm
Add to Cart
Circulation availability : **1 copy available at SWOCC Main stacks**

166 **Nursing Research : Principles And Methods** Request 1995 BOOK
Polit-O'Hara, Denise
Philadelphia : Lippincott, c1995
Save xiv, 694 p. : ill. ; 25 cm Full Record
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Circulation availability : **1 copy available at SWOCC Main stacks**

167 **Nursing Research** Request PERIODICAL
[New York, American Journal of Nursing Co.]
Save v. diagrs. 29 cm Full Record
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Circulation availability : **No copies available**

168 **Curriculum Revolution : Community Building And Activism** Request 1991 BOOK
Save New York : National League for Nursing, c1991 Full Record
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SUBJECTS (169-180 of 210)

169 **Policies And Procedures Of Accreditation For Programs In Nursing Education : Associate Degree Progra** Request 1990 BOOK
Save New York : Division of Accreditation, National League for Nursing, c1990 Full Record
v, 42 p. ; 23 cm
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Circulation availability : **No copies available**

170 **Nurse Educators 1995 : Findings From The RN And LPN Faculty Census** Request 1996 BOOK
Save New York : National League for Nursing Press, c1996 Full Record
ix, 72 p. : ill. ; 28 cm
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Circulation availability : **No copies available**

171 **Creative Nursing Administration : Participative Management Into The 21st Century** Request 1986 BOOK
Porter-O'Grady, Timothy
Save Rockville, Md. : Aspen Systems Corp., 1986 Full Record
xv, 267 p. : ill. ; 24 cm
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Circulation availability : **1 copy available at SWOCC Main stacks**

172 **Effective Management In Nursing** Request 1988 BOOK
Sullivan, Eleanor J., 1938-
Menlo Park, Calif. : Addison-Wesley, Health Sciences
Save Division, c1988 Full Record
xx, 628 p. : ill. ; 24 cm
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Circulation availability : **1 copy available at SWOCC Main stacks**

173 **The Effective Nurse : Leader And Manager** Request 1996 BOOK
Douglass, Laura Mae
St. Louis : Mosby, c1996
Save 1 v. (various pagings) : col. ill. ; 23 cm Full Record
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Circulation availability : **1 copy available at SWOCC Main stacks**

174 **HELP With Primary Nursing : Accountability Through The Nursing Process, A Management Guide**
Ganong, Joan M
Chapel Hill, N. C. : Ganong, c1981
88 p. : ill. ; 28 cm
Save Add to Cart Request Full Record 1981 BOOK

Circulation availability : **1 copy available at SWOCC Main stacks**

175 **Nursing Leadership And Management : An Experiential Approach**
La Monica, Elaine Lynne, 1944-
Boston, MA : Jones and Bartlett Publishers, c1986
xii, 316 p. : ill. ; 24 cm
Save Add to Cart Request Full Record 1986 BOOK

Circulation availability : **1 copy available at SWOCC Main stacks**

176 **The Professional Practice Of Nursing Administration**
Simms, Lillian M. (Lillian Margaret)
New York : Wiley, c1985
xii, 379 p. : ill. ; 24 cm
Save Add to Cart Request Full Record 1985 BOOK

Circulation availability : **1 copy available at SWOCC Main stacks**

177 **Winning Strategies For Nursing Managers**
O'Leary, Joan G
Philadelphia : Lippincott, c1986
x, 165 p. : ill. ; 21 cm
Save Add to Cart Request Full Record 1986 BOOK

Circulation availability : **1 copy available at SWOCC Main stacks**

178 **Effective Management In Nursing**
Sullivan, Eleanor J., 1938-
Menlo Park, Calif. : Addison-Wesley, Health Sciences Division, c1988
xx, 628 p. : ill. ; 24 cm
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Circulation availability : **1 copy available at SWOCC Main stacks**

179 **Power & Politics In Nursing Administration : A Casebook**
Del Bueno, Dorothy J
[Owings Mills, MD] : National Health Pub., c1986
xvi, 248 p. : ill. ; 24 cm
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Circulation availability : **1 copy available at SWOCC Main stacks**

180 **The Surgical Wound**
Caruthers, Bob
Englewood, Colo. : Association of Surgical Technologists, c1995
viii, 110 p. : ill
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SUBJECTS (181-192 of 210)

181 **The Surgical Wound**
Caruthers, Bob
Englewood, Colo. : Association of Surgical Technologists, c1995
viii, 110 p. : ill
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Circulation availability : **1 copy available at SWOCC Main stacks**

182 **Emerging Nursing Care Of Vulnerable Populations ; Contemporary Infection Control For Nurses**
Philadelphia : W.B. Saunders, c1999
xvi, 261-539 p. : ill. : 24 cm
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Circulation availability : **1 copy available at SWOCC Main stacks**

183 **Family-Focused Care**
New York : McGraw-Hill, c1980
xxi, 453 p. : ill. ; 24 cm
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Circulation availability : **1 copy available at SWOCC Main stacks**

184 **Family Nursing : Theory And Assessment**
Friedman, Marilyn M
Norwalk, Conn. : Appleton-Century-Crofts, c1986
xi, 340 p. : ill. ; 28 cm
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Circulation availability : **1 copy available at SWOCC Main stacks**

185 **Group Theory/Process For Nursing Practice**
Wilson, Margo, 1945-
Bowie, MD : Brady Communications Co., c1985
ix, 292 p. ; 24 cm
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Circulation availability : **1 copy available at SWOCC Main stacks**

186 **Nursing Leadership : Concepts And Practice**
Tappen, Ruth M
Philadelphia : F.A. Davis Co., c1983
xi, 458 p. : ill. ; 24 cm
Circulation availability : **1 copy available at SWOCC Main stacks**
Save Add to Cart Request Full Record 1983 BOOK

187 **Power, Politics, And Public Policy : A Matter Of Caring**
New York : National League for Nursing Press, c1995
xxii, 192 p. : ill
Circulation availability : **1 copy available at SWOCC Main stacks**
Save Add to Cart Request Full Record 1995 BOOK

188 **Nursing In Society : A Historical Perspective**
Dolan, Josephine A
Philadelphia : Saunders, 1983
viii, 417 p. : ill. ; 26 cm
Circulation availability : **1 copy available at SWOCC Main stacks**
Save Add to Cart Request Full Record 1983 BOOK

189 **Patient Care Standards : Collaborative Practice Planning Guides**
St. Louis, Mo. : Mosby Year Book, 1996
xviii, 1014 p. : ill. ; 28 cm
Circulation availability : **1 copy available at SWOCC Main stacks**
Save Add to Cart Request Full Record 1996 BOOK

190 **Clinical Teaching In Nursing Education**
Reilly, Dorothy E
New York : National League for Nursing, c1992
xiv, 507 p. : ill. ; 23 cm
Circulation availability : **1 copy available at SWOCC Main stacks**
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191 **Cultural Diversity In The Nursing Curriculum : A Guide For Implementation**
Kansas City, Mo. (2420 Pershing Rd., Kansas City 64108) : American Nurses' Association, c1986
iii, 11 p. ; 23 cm
Circulation availability : **1 copy available at SWOCC Main stacks**
Save Add to Cart Request Full Record 1986 BOOK

192 **Expertise In Nursing Practice : Caring, Clinical Judgment, And Ethics**
Benner, Patricia E
New York, NY : Springer Pub. Co., c1996
xviii, 410 p. ; 24 cm
Circulation availability : **1 copy available at SWOCC Main stacks**
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SUBJECTS (193-204 of 210)

193 **Humanizing Nursing Education : A Confluent Approach Through Group Process**
King, Virginia G
Wakefield, Mass. : Nursing Resources, c1981
ix, 206 p. ; 25 cm
Circulation availability : **No copies available**
Save Add to Cart Request Full Record 1981 BOOK

194 **Study Guide**
Van Leuven, Karen
Redwood City, Calif. : Addison-Wesley, c1995
348 p. : ill. ; 28 cm
Circulation availability : **1 copy available at SWOCC Main stacks**
Save Add to Cart Request Full Record 1995 BOOK

195 **Toward A Caring Curriculum : A New Pedagogy For Nursing**
Bevis, Em Olivia
New York, NY : National League for Nursing, c1989
xix, 396 p. : ill., charts ; 23 cm
Circulation availability : **1 copy available at SWOCC Main stacks**
Save Add to Cart Request Full Record 1989 BOOK

196 **Reaching Out : Associate Degree Nursing Programs At Work**
Washington, D.C. : American Association of Community Colleges. National Center for Higher Education, c1995
viii, 70 p. : ill. ; 23 cm
Circulation availability : **1 copy available at SWOCC Main stacks**
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197 **The Caring Imperative In Education**
New York, NY : National League for Nursing, c1990
xv, 297 p. : ill. ; 23 cm
Circulation availability : **No copies available**
Save Add to Cart Request Full Record 1990 BOOK

198 **Curriculum Revolution : Community Building And Activism**
New York : National League for Nursing, c1991
xv, 138 p. :
Circulation availability : **1 copy available at SWOCC Main stacks**
Request Full Record 1991 BOOK Save Add to Cart

199 **Expertise In Nursing Practice : Caring, Clinical Judgment, And Ethics**
Benner, Patricia E
New York, NY : Springer Pub. Co., c1996
xviii, 410 p. ; 24 cm
Circulation availability : **1 copy available at SWOCC Main stacks**
Request Full Record 1996 BOOK Save Add to Cart

200 **Living A Caring-Based Program**
New York : National League for Nursing Press, c1994
xix, 186 p. : ill. ; 24 cm
Circulation availability : **No copies available**
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201 **Returning To School : A Guide For Nurses**
Englewood Cliffs, N.J. : Prentice-Hall, c1983
x, 294 p. : ill. ; 24 cm
Circulation availability : **1 copy available at SWOCC Main stacks**
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202 **The Surgical Wound**
Caruthers, Bob
Englewood, Colo. : Association of Surgical Technologists, c1995
viii, 110 p. : ill
Circulation availability : **1 copy available at SWOCC Main stacks**
Request Full Record 1995 BOOK Save Add to Cart

203 **Endocrine Disorders**
Philadelphia : Saunders, c1996
vii, p. 689-886 : ill. ; 24 cm
Circulation availability : **1 copy available at SWOCC Main stacks**
Request Full Record 1996 BOOK Save Add to Cart

204 **Nursing In Today's World : Challenges, Issues, And Trends**
Ellis, Janice Rider
Philadelphia : Lippincott, c1995
xii, 527 p. : ill. ; 23 cm
Circulation availability : **1 copy available at SWOCC Main stacks**
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SUBJECTS (205-210 of 210)

205 **The Advance Of American Nursing**
Kalisch, Philip Arthur
Boston : Little, Brown, c1978
viii, 757 p. : ill. ; 24 cm
Circulation availability : **1 copy available at SWOCC Main stacks**
Request Full Record 1978 BOOK Save Add to Cart

206 **The Changing Image Of The Nurse**
Kalisch, Philip Arthur
Menlo Park, Calif. : Addison-Wesley Pub. Co., 1986
xii, 259 p. : ill. ; 25 cm
Circulation availability : **1 copy available at SWOCC Main stacks**
Request Full Record 1986 BOOK Save Add to Cart

207 **Real Nurses**
1994
1 videocassette (60 min.) : sd., col. ; 1/2 in
Circulation availability : **1 copy available at SWOCC Video**
Request Full Record 1994 VHS Save Add to Cart

208 **AJN Career Guide For ..**
New York, N.Y. : American Journal of Nursing Co., c1993-
v. : ill. ; 28 cm
Circulation availability : **No copies available**
Request Full Record 1993 PERIODICAL Save Add to Cart

209 **Fluid And Electrolyte Balance : Nursing Considerations**
Philadelphia : Lippincott Williams & Wilkins, c2000
xv, 440 p. : ill. ; 25 cm
Circulation availability : **No copies available**
Request Full Record 2000 BOOK Save Add to Cart

210 **Wound Care Management**

Philadelphia : Saunders, c1999
xiv, p. 777-982 : ill. (some col.) ; 24 cm

Circulation availability : **1 copy available at SWOCC Main stacks**

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AJN Career Guide
American Anthropologist
American Archaeology
American Art Review
American Artist
American Atheist
American Craft
American Forests
American Historical Review
American Journal of Nursing
American Journal of Psychiatry
American Journal of Sociology
American Journal of Sports Medicine
American Libraries
American Mathematical Monthly
American Poetry Review
American Psychologist
American Scientist
American Sociological Review
American Theatre
Americas
Annals of the American Academy of Political & Social Science
Archaeology
Architectural Record
Art in America
Artforum International
Artists Magazine
Artnews
Athletic Therapy Today
Atlantic Monthly

Attention!
Audubon

Barron's National Business and Financial Weekly
Bioscience
The Bloomsbury Review
Booklist
Brookings Papers on Economic Activity

Business Week

CA: A Cancer Journal for Clinicians
Cancer Nursing
Ceramics Monthly
Chemical & Engineering News
Child Development
Childhood Education
Christianity Today
Chronicle of Higher Education
Civil Engineering
College & Research Libraries
College & Research Libraries News
College Composition and Communication
College English
College Mathematics Journal

Community College Journal
Computers in Libraries
Congressional Digest
Conservation in Practice
Consumer Reports
Consumer's Research Magazine
Control Design
Coos County Historical Society Museum Newsletter
Coos County RSVP Volunteer
Coquille Valley Sentinel
Corrections Today
Cultural Survival Quarterly
Current Anthropology
Current Directions in Psychological Science
Current History
Curry Coastal Pilot

Denver Quarterly
Discover
Dispatcher
Dissent
Distance Education Report

Ebony
Economic Indicators
Economic Trends
Economist
Education Digest
Educational Leadership

El Puente: the bridge to better Spanish
ELT Journal
Emergency Medical Services
English Journal
Entrepreneur
Environmental History

Esquire
Exceptional Children

Family Relations
FBI Law Enforcement Bulletin
Federal Register
Fire Engineering
Fireweed
Fishery Bulletin
Forbes
Foreign Affairs
Fortune

Georgia Review
Geriatric Nursing
Gerontologist
Glimmer Train Stories

Harper's
Harvard Business Review
Harvard Educational Review
Health
Herald (Myrtle Point Herald)
Humanist

Inc
Industry Week
Iowa Review

JAMA: Journal of the American Medical Association
JEMS: A Journal of Emergency Medical Services
Journal of Abnormal Psychology
Journal of Adolescent & Adult Literacy

Journal of Aging and Physical Activity
Journal of American History
Journal of Anthropological Research
Journal of Basic Writing
Journal of Community Health Nursing
Journal of Consulting and Clinical Psychology
Journal of Counseling and Development
Journal of Criminal Law and Criminology
Journal of Experimental Psychology
Journal of Forestry
Journal of Gerontological Nursing
Journal of Human Resources
Journal of Marriage and the Family
Journal of Nursing Education
Journal of Personality & Social Psychology
Journal of Psychosocial Nursing and Mental Health Services
Journal of Research in Childhood Education

Kenyon Review
Kiplinger's Personal Finance Magazine

The Lamp
Lancet
Law and Order
Law Enforcement News
Library Journal
Loggers World

Maclean's Magazine
Macworld
Magazine of History
MCN: The American Journal of Maternal Child Nursing
Mechanical Engineering
Mexico Desconocido
Monographs of the Society for Research in Child Development
Monthly Labor Review
Mother Earth News
Motor Trend
MS
Multinational Monitor

Nation
National Geographic
National Review
Native Americas
Nature
New American
New Architect
New Directions for Student Services
New England Journal of Medicine
New Republic
New Scientist
New York Review of Books
New York Times
New York Times Book Review
New York Times Magazine
The New Yorker
News Bulletin (National Council of Teachers of Mathematics)
Newsweek
Nursing

OAH (Organization of American Historians) Newsletter
Occupational Outlook Quarterly
OCLC Newsletter
Oregon Business
Oregon Coastwatch
Oregon Historical Quarterly
Oregon Mathematics Teachers
Oregon Quarterly

Oregon Real Estate News Journal
The Oregonian

Pacific Friend
Pacific Northwest Quarterly
Parabola
Parenting
Parents
Paris Review
PC Magazine
PC World
Pediatric Nursing
Phi Delta Kappan
Physics Today
Poetry
Poets & Writers Magazine
Police Chief
Political Science Quarterly
Postsecondary Education Opportunity
Prevention
Prospectus
Psychology Today
Publications of the Modern Language Association of America
Public Interest
Public Opinion Quarterly

Quill

Reading Today
Register Guard
Research Quarterly for Exercise and Sport
RN
Rolling Stone
Rotarian
Rural Sociology

Saudi Arabia
Saudi Arabia Newsletter
Science
Science News
Scientific America
SGI
Sky & Telescope
Smithsonian
Sociology of Education
Southwester (Coos Bay, OR)
Strategic Finance

T.H.E Journal
Teaching Children Mathematics
Teaching English in the Two Year College

Kenyon Review
Kiplinger's Personal Finance Magazine

The Lamp
Lancet
Law and Order
Law Enforcement News
Library Journal
Loggers World

Maclean's Magazine
Macworld
Magazine of History
MCN: The American Journal of Maternal Child Nursing
Mechanical Engineering
Mexico Desconocido
Monographs of the Society for Research in Child Development
Monthly Labor Review
Mother Earth News
Motor Trend
MS
Multinational Monitor

Nation
National Geographic
National Review
Native Americas
Nature
New American
New Architect
New Directions for Student Services
New England Journal of Medicine
New Republic
New Scientist
New York Review of Books
New York Times
New York Times Book Review
New York Times Magazine
The New Yorker
News Bulletin (National Council of Teachers of Mathematics)
Newsweek
Nursing

OAH (Organization of American Historians) Newsletter
Occupational Outlook Quarterly
OCLC Newsletter
Oregon Business
Oregon Coastwatch
Oregon Historical Quarterly
Oregon Mathematics Teachers
Oregon Quarterly

Oregon Real Estate News Journal
The Oregonian

Pacific Friend
Pacific Northwest Quarterly
Parabola
Parenting
Parents
Paris Review
PC Magazine
PC World
Pediatric Nursing
Phi Delta Kappan
Physics Today
Poetry
Poets & Writers Magazine
Police Chief
Political Science Quarterly
Postsecondary Education Opportunity
Prevention
Prospectus
Psychology Today
Publications of the Modern Language Association of America
Public Interest
Public Opinion Quarterly

Quill

Reading Today
Register Guard
Research Quarterly for Exercise and Sport
RN
Rolling Stone
Rotarian
Rural Sociology

Saudi Arabia
Saudi Arabia Newsletter
Science
Science News
Scientific America
SGI
Sky & Telescope
Smithsonian
Sociology of Education
Southwester (Coos Bay, OR)
Strategic Finance

T.H.E Journal
Teaching Children Mathematics
Teaching English in the Two Year College

Technological Review
Time
TLS: Times Literary Supplement

US News & World Report
University of California Berkeley Wellness Letter
Update: Friends of Coos Bay Library

USA Today

Vital Speeches of the Day

Wall Street Journal
Western World
The World
World Press ReviewWriter's Digest
Writer's N.W.
Writing Center Journal

Young Children

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Appendix L

Health Videos

R	MEDICINE		
R726.R55 1989	THE RIGHT TO CHOOSE TO DIE	National Hemlock Society.	35 min.
RA413.7.A4 C36 1989v	CAN'T AFFORD TO GROW OLD	Describes the problems faced by the elderly in obtaining & paying for nursing and health care.	59 min.
RA644.A25 J64 1993	THE JOHNSONS	Designed to increase awareness of HIV/AIDS relative to a heterosexual population.	31 min.
RA644.A25 U5 1989	UNIVERSAL PRECAUTIONS	Stresses proper technique in handwashing, use of disposable supplies, and protective clothing.	20 min
RA645.5.E43 1991	GERIATRIC EMERGENCIES	A training lecture with role playing, questions and examinations.	60 min.
RA645.5.P3	PATIENT ASSESSMENT	Concepts in Emergency Care	28 min.
RA645.5.S34 1991	SCENE MANAGEMENT	Leadership on the scene is the focus. Concepts in Emergency Care.	15 min.
RA650.G7 1999 pt.1	2000 AND BEYOND: Confronting the Microbe Menace	pt.1: Microbe Hunters: Tracking Infectious Agents (documentary "Micro vs. Macro" follows the lecture 29 min.)	60 min.
RA650.G7 1999 pt.2	2000 AND BEYOND: Confronting the Microbe Menace	pt.2: The Microbes Strike Back	60 min.
RA650.G7 1999 pt.3	2000 AND BEYOND: Confronting the Microbe Menace	pt.3: Outwitting Bacteria's Wily Ways	60 min.
RA650.G7 1999 pt.4	2000 AND BEYOND: Confronting the Microbe Menace	pt.4: Emerging Infections: How Epidemics Arise	60 min.
RA995.A6 D7 1990	DRIVING THE AMBULANCE	Concepts in Emergency Care	15 min.
RA997.A3 T4	TIME TO CARE: The Nursing Home Clinical	The aging population & health care outside the hospital are discussed.	17 min.
RB127.C455 1995	CHRONIC NEUROPATHIC PAIN SYNDROMES	Teleconference June 22, 1995.	120 min.
RC49.C674 H3 1987	THE HEALING FORCE	Explores the beneficial effects of diet, exercise, humor, and a patient's sense of control over his treatment & body.	76 min.
RC86.7.A56 1988	AMERICAN RED CROSS STANDARD FIRST AID	Teaches lifesaving skills to apply in emergency situations.	120 min.
RC86.7.B3 1979	BASIC SKELETAL ANATOMY	Emergency Care Video Cassette Series; v.10	33 min.
RC86.7.C4 1986	CHOKING EMERGENCY		13 min.
RC86.7.C7 1986	THE CPR LEARNING SYSTEM.	First title: (4 min.) explains the Actronics Interactive Video Learning System. Second title: (40 min.) a training film to describe and demonstrate changes in CPR procedure that were adopted in 1985.	44 min.
RC86.7.E4 1993 pt.1	EMERGENCY MEDICAL CARE: Part 1	Demonstrates how to make the initial survey, establishing an airway, perform rescue breathing, identify cardiac arrest, CPR, & controlling bleeding.	38 min.
RC86.7.E4 1993 pt.2	EMERGENCY MEDICAL CARE: Part 2	Demonstrates how to prevent & treat shock & protect oneself from blood borne pathogens. Treating burns, fractures, poisoning, & drug overdose.	44 min.
RC86.7.E43 1990	EMERGENCY CHILDBIRTH	Concepts in Emergency Care	12 min.
RC86.7.F8 1979	FRACTURES AND DISLOCATIONS I: The Upper Extremity	Emergency Care Video Cassette Series; v.12	19 min.
RC86.7.F82 1979	FRACTURES AND DISLOCATIONS II: The Pelvis and Lower Extremities	Emergency Care Video Cassette Series; v.13	15 min.
RC86.7.F83 1979	FRACTURES AND DISLOCATIONS III: The Spine	Emergency Care Video Cassette Series; v.14	20 min.
RC86.7.P8 no.1 - no.6	PRE-HOSPITAL TRAUMA CARE	no.1: Assessing the Trauma Victim no.2: Airway, Ventilation, Oxygenation, & Shock no.3: Thoracic & Abdominal Trauma no.4: Head & Spine Trauma no.5: Extremity Trauma & Burns no.6: Managing the Multi-systems Trauma Patient	56 min.
RC86.7.S4 1979	THE SKIN AND MUSCULAR SYSTEMS	Emergency Care Video Cassette Series; v.9	20 min.
RC86.7.68 2000 v.1 - v.10	PL YOU ARE THE EMT		25 min. ea.
RC87.9.B41 no.1	BASIC LIFE SUPPORT	no.I: Introduction	9 min.
RC87.9.B41 no.2	BASIC LIFE SUPPORT	no.2:One rescuer CPR-adult	12 min.
RC87.9.B41 no.3	BASIC LIFE SUPPORT	no.3:Foreign body in airway construction	12 min.
RC87.9.B41 no.4	BASIC LIFE SUPPORT	no.4:Pediatric CPR and foreign body airway construction	18 min.
RC87.9.B41 no.5	BASIC LIFE SUPPORT	no.5:Special techniques	6 min.
RC87.9.B41 no.6	BASIC LIFE SUPPORT	no.6:Safety in CPR	7 min.
RC280.B8 F6 1998	FOCUS ON HEALING THROUGH MOVEMENT & DANCE: For the Breast Cancer Survivor	Using the "Lebed Method" of exercises to help regain full range of motion, reduce risk of lymphedema, and improve self image.	49 min.
RC348.I33 1989	IDENTIFYING NEUROLOGIC DEFICITS	Demonstrates neuroassessment skills performed by nurses.	30 min.
RC454.W67 no.1	THE WORLD OF ABNORMAL PSYCHOLOGY	no.1: Looking at Abnormal Behavior	60 min.

RC454.W67 no.2	THE WORLD OF ABNORMAL PSYCHOLOGY	no.2: The Nature of Stress	60 min.
RC454.W67 no.3	THE WORLD OF ABNORMAL PSYCHOLOGY	no.3: The Anxiety Disorders	60 min.
RC454.W67 no.4	THE WORLD OF ABNORMAL PSYCHOLOGY	no.4: Psychological Factors and Physical Illness	60 min.
RC454.W67 no.5	THE WORLD OF ABNORMAL PSYCHOLOGY	no.5: Personality Disorders	60 min.
RC454.W67 no.6	THE WORLD OF ABNORMAL PSYCHOLOGY	no.6: Substance Abuse Disorders	60 min.
RC454.W67 no.7	THE WORLD OF ABNORMAL PSYCHOLOGY	no.7: Sexual Disorders	60 min.
RC454.W67 no.8	THE WORLD OF ABNORMAL PSYCHOLOGY	no.8: Mood Disorders	60 min.
RC454.W67 no.9	THE WORLD OF ABNORMAL PSYCHOLOGY	no.9: The Schizophrenias	60 min.
RC454.W67 no.10	THE WORLD OF ABNORMAL PSYCHOLOGY	no.10: Organic Mental Disorders	60 min.
RC454.W67 no.11	THE WORLD OF ABNORMAL PSYCHOLOGY	no.11: Behavior Disorders of Children	60 min.
RC454.W67 no.12	THE WORLD OF ABNORMAL PSYCHOLOGY	no.12: Psychotherapies	60 min.
RC454.W67 no.13	THE WORLD OF ABNORMAL PSYCHOLOGY	no.13: An Ounce of Prevention	60 min.
RC489.B4 A3 1989 no.1	ADDICTIVE RELATIONSHIPS: Compulsive Relationships	Helps viewer to understand addictive relationships and how to begin the recovery process towards making healthy relationships.	38 min.
RC489.B4 A3 1989 no.2	ADDICTIVE RELATIONSHIPS: Relationship Styles	Essential information for individuals and couples working on building healthy relationships.	30 min.
RC489.B4 A3 1989 no.3	ADDICTIVE RELATIONSHIPS: Relationship Building	Description of a normal relationship and what steps are needed to achieve one	33 min.
RC489.C63 C6 1998	COGNITIVE-BEHAVIOR THERAPY WITH DR. JOHN KRUMBOLTZ	An introduction of cognitive-behavior therapy. An initial therapy session and discussion.	120 min.
RC489.R3 C66 1993	COPING WITH ANGER	Designed to teach students and mental health professionals about the basic concepts and techniques of rational emotive behavior therapy (REBT).	49 min.
RC489.R3 O9 1993	OVERCOMING LOW FRUSTRATION TOLERANCE: 43-Year-Old Male With Anger Problems That Are Interfering With Close Relationships and Effective Health Management. Therapist: Janet L. Wolfe	In this session, the therapist works with an emotional, talkative man whose presenting problem is explosive anger.	48 min.
RC489.R3 R37 1993	RATIONAL-EMOTIVE THERAPY: With Children and Adolescents	Explains the basics of REBT for use with children and adolescents.	105 min.
RC489.R31 C582 1981	CONVERSATIONS WITH ALBERT ELLIS: Introductory	Dr. Albert Ellis discusses his theory of rational emotive therapy with students.	30 min.
RC489.R31 C583 1981	CONVERSATIONS WITH ALBERT ELLIS: Intermediate Level	Dr. Albert Ellis discusses his theory of rational emotive therapy and the future of psychotherapy with students.	30 min.
RC489.R37 R4 1998	REALITY THERAPY	An introduction of reality theory, followed by an initial therapy session, then a discussion.	110 min.
RC489.S65 S643 1998	SOLUTION FOCUSED THERAPY	Begins with a discussion about the theory and its application, followed by an actual counseling demonstration.	115 min.
RC523.A49 1991	ALZHEIMER'S DISEASE: A Scientific And Clinical Update	Updates the latest management of patients at different stages. Provides an identification & possible prevention of Alzheimer's. Distinguishes between symptons of normal aging & disease.	90 min.
RC523.A59 1989	ALZHEIMER'S 101: The Basics for Caregiving	A course designed to equip the student with essential skills and knowledge concerning care to Alzheimer's victims.	85 min.
RC523.A59 1992	ALZHEIMER'S DISEASE: Hope For The Future.	Reviews the most visible & promising on the new therapies.	90 min.
RC523.L33 1994	LEGAL AND FINANCIAL CONSIDERATIONS FOR FAMILIES AFFECTED BY ALZHEIMER'S DISEASE AND OTHER RELATED DISORDERS: Teleconference	Discusses legal & financial planning necessary when caring for those with Alzheimer's disease or other related disorders.	120 min.
RC535	CLINICAL PERSPECTIVES FOR PANIC DISORDER IN THE NINETIES	Focuses on the etiology of panic disorder, including social, develop-mental, genetic, and family causative factors.	90 min.
RC537.D3 1983	DEPRESSION, BEATING THE BLUES	Suzuki examines the manifestations of mental depression and a variety of medicel and psychotherapeutic approaches to its management.	30 min.
RC537.D9.1993	OVERCOMING DEPRESSION: 34-Year-Old Male With Depression and Low Self-Acceptance. Therapist: DiMattia	The therapist works with a very depressed client who experiences some suicidal thoughts.	38 min.
RC555.P79 1996	THE PSYCHOPATHIC MIND	Who and what makes someone a psychopath and how are the classified medically?	27 min.
RC564	CORRALLING YOUR CRAVINGS	Explains how chemical act on the brain's pleasure centers. Helps viewers understand compulsive behavior & points toward ways to break addictive habits.	30 min.
RC581.H8 1990	THE HUMAN IMMUNE SYSTEM: The Fighting Edge	Provides information on how the immune system works, and explains why some treatment work and others don't.	44 min.

RC630.M3 1989x	ASSESSING FLUIDS AND ELECTROLYTES	Presents a graphic demonstration of normal fluid and electrolyte physiology.	30 min.
RC439.5.A65 2002	60 MINUTES ALL IN THE FAMILY	It examines the deinstitutionalized treatment of the mentally ill patients in the city of Geel in Belgium.	14 min.
RC660.P46	PEOPLE WITH DIABETES CAN ENJOY HEALTHIER LIVES!	Shows that if you keep your blood sugar level as near normal as possible you can reduce long-term complications.	15 min.
RC672.H4 1987	HEART DISEASE	Describes the often subtle symptoms of heart disease and what to do when one experiences such signals. Explains the risk factors.	19 min.
RC685.I6 H69 1990	HOW TO PREVENT A HEART ATTACK	Presents latest findings about heart disease, warning symptoms, and ways to prevent heart attacks.	60 min.
RC941.A87 1989	ASSESSING CHEST PAINS	Helps develop skills to identify the common causes of chest pain.	30 min.
RC954.N891 1991	A NURSE LIKE MARY	A teaching video for beginning geriatric care givers.	17 min.
RD121.U7 1993	UNDESTANDING YOUR BONE MARROW TRANSPLANT: A Video For Patients		22 min.
RG580.D76 S5 1992	SHE'S PREGNANT AND SHE'S A JUNKIE	Documentary on the lives of three pregnant drug addicts.	43 min.
RG629.F45 F47x 1992	FETAL ALCOHOL SYNDROME	Examines the cause & effect of fetal alcohol syndrome. Shows how alcohol and other drugs can injure a fetus.	19 min.
RJ101.L43 2000	LAMAZE: lo Mejor Para su Bebe	IN SPANISH - Provides information on the care of newborn infants for first-time parents.	
RJ131.H85 1992 no.1 - no.3	HUMAN DEVELOPMENT: 2 ½ to 8 Years	Traces the factors that contribute to the metamorphosis of a child from a toddler to preschooler.	94 min.
RJ240.V3 2002	VACCINES AND YOUR BABY	Answers questions and explains why, after food and shelter, vaccines are probably the most effective means we have of protecting our children from harm.	
RJ240.V29 2001	VACCINES: Separating Fact From Fear	Provides answers that are comprehensive, easy to understand, and based on the best scientific evidance available.	
RM146.A9 1989x	AVOIDING MEDICATIONS ERRORS		30 min.
RM147.M42 1990 no.1 - no.4	MEDICATIONS: ADMINISTRATION & ABSORPTION	Describes preparation, administration, and documentation.	25 min. ea.
RM161	EQUIPMENT AND OXYGEN THERAPY	Demonstrates use of nasal cannula, nasal catheter, oxygen masks, transtracheal oxygen and home delivery systems	22 min.
RM170.D4 1988x	DETECTING AND MANAGING I. V. THERAPY PROBLEMS	Discusses preparations & techniques for administering IV therapy, assessing problems & proper intervention when problems occur.	30 min.
RS111.O7 P46 1992	PHARMACY TECH ORIENTATION	Orientation for prospective students of the newly formed pharmacy technician program at Southwestern Oregon Community College.	50 min.
RT41.B37 1978 no.3	BASIC PATIENT CARE: Comfort and Hygiene	no.3:Making an Occupied Bed	22 min.
RT41.B37 1978 no.6	BASIC PATIENT CARE: Comfort and Hygiene	no.6:Bathing, Part 1	22 min.
RT41.B37 1978 no.7	BASIC PATIENT CARE: Comfort and Hygiene	no.7:Bathing, Part 2	22 min.
RT82.R3 1994	REAL NURSES	Teleconference 7/28/94. Portrays the work of hospital nurses in a variety of care units.	60 min.
RT85.5.A33 1988	AGE-SPECIFIC COMPETENCIES	The JCAHO requires that all health care staff annually meet competency expectations in performing age specific care. Covers the nine primary stages of growth and development.	29 min.
RZ401.T4 1992	THERAPEUTIC TOUCH: Healing Through Human Energy Fields	The viewer is led through "centering" and other practice exercises for developing sensitivity.	47 min.
T	***TECHNOLOGY***		
T55.3.H3 H38 1990	HAZARDOUS MATERIALS AND EMS RESPONSE	Key lectures in EMS	62 min.
TH9151.T42 1999	TEST OF COURAGE: The Making of a Firefighter	Shows the grueling training and preparatioon firefighters go through.	57 min.

Southwestern Oregon Community College
Public Safety Training and Education Department

EMT Training Videos

6101 Making a Difference
The History of Modern EMS

6103 Emergency Medical Care, Part I

6104 Emergency Medical Care, Part 2

6201 The Silent Attack

6203 EMT: Injury Free

6205 Blood borne Pathogens

6207 Blood borne Pathogens

6301 EMS Safety Series: First Aid & CPR Instructor Certification

6303 Keep it to yourself: Patient Confidentiality

6305 Child Abuse - Recognition, Response & Reporting

6306 Child Abuse - Recognition, Response & Reporting

6401 HARE Traction Splint

6403 HARE Folding Scoop Stretcher

6405 SAGER Traction Splints

6407 CPR-2300 MegaCode Kelly
CPR-7500 MegaCode Kid

6502 Emergency Pediatrics Care for EMT, Workshop 2

6503 Emergency Pediatrics Care Workshop 3

6507 Intra osseous Infusion

6605 EMT Core Communication and Documentation

6607 Patient Assessment

6609 Medication & Pharmacology

6701 Vital Signs: Blood Pressure

6702 Chest Pain

6703 Heart Sounds

Appendix M

Equipment needs 2004	Quanity					Comments
Item	2005	2006	2007	2008	2009	
KED		1	1			
MAST / PASG	1	1				
Backboards				2	1	
Spider Straps		5				
Traction Splint (combo)	1			1		Hare to MP
C-collars No-neck, short, reg, tall (ea)			5			
C-collars Ped, infant (ea)			2			
BP Cuffs			5		5	
Stethascopes		5		5		
Lifepak 500 Trainer		1				MP
Scoop Stretchers	1				1	
IV arm Full			1			
Replacement skins/ veins		2				
Gomco-Optivac Suction				1		MP
BVM Adult	2	2				
BVM Child		2	2			
BVM Infants			2	2		
Airway mannequin					1	
Airway mannequin (ped)				1		
I/O trainer			1			MP
Combi-tube trainer			3			
OPA sets		3				
NPA sets		3				
Trauma shears	5				5	
Glucometer			1	1		
Glucometer Elite test strips (boxes)	5			5		
Lancets (boxes)	5			5		
Sharps Containers			3			
Nasal cannulas		50				
Non-rebreather masks				50		
IV catheters 20g	50		50	50	50	
IV fluid 250ml N.S (cases)			1			
Drip sets		20				
EKG electrodes (bulk pkg)			10			
2x2 (boxes)		5		5		
4x4		5		5		
2" Tape			5		5	
1" Tape			5		5	
Gloves (cases)						
Large	2				2	
Medium		1		1		
Small			1			
Penlights		10		10		

Appendix N

Southwestern Oregon Community College

EMERGENCY MEDICAL TECHNICIAN PROGRAM

BASIC

For office use:			
Placement Scores (For EMT Basic)	____ Read	____ Write	____ Math
Accept **yes/no**			

COURSE ENROLLMENT APPLICATION AND PREREQUISITE VERIFICATION FORM

This course application and verification form **must be completed in its entirety and copies of documentation must be attached before a student can enroll in an EMT course.** Students may not attend classes without completing registration for courses in advance. Questions about this application should be directed to Paul Reynolds (888-7296) or Robbie Kirch (888-7432).

Course Information

Course Beginning Term (check one): _____Fall _____Winter _____Spring // Year_____

Location of Course: _____Southwestern Other Site:_____

Personal Information

Drivers License No._____State____

Name_____ Soc. Sec. No._____

Address_____ Date of Birth_____

City_____ State_____ Zip_____ Phone_____

Are you enrolled in the one year EMT certificate program at SWOCC? _____Yes _____No

Do you work with an agency providing emergency medical services? _____Yes _____No

EMS Agency Information

This section needs to be completed **ONLY** if you answered **YES** to the last question in the Section above. Applicants should obtain the assistance of their agency administrator in order to provide the following information.

Agency Affiliation_____ Training Officer_____ Phone_____

Address_____City_____ State_____ Zip_____

Applicant's Agency Status (circle one): paid employee volunteer

Oregon law requires that students participating in clinical/ambulance experiences be covered by professional liability insurance in the amount of not less than $1,000,000 per occurrence (OAR 581-498-020). An administrative officer from your agency must verify the following information.

Agency Insurance Provider_____ Phone No._____

Address_____ Policy No._____

I certify that the individual named in this application is covered by professional liability insurance through the agency identified in the amount indicated above.

_____ _____

Signature of Agency's Authorized Representative Date

EMT-Basic Course Prerequisites

Students pursuing the EMT Certificate Program and/or EMT-Basic course must satisfy the following prerequisites prior to registering in courses. Certificate Program students should consult with their advisor.

1) 18 years of age minimum
2) high school diploma or GED
3) documentation of immunizations (see section E below)
4) urinalysis required before clinical / field study time (arrangments made by college)
5) Southwestern placement exam results demonstrating skill level to (see note below):

Math 70	Reading 101	Writing 121
(minimum score of 48)	(minimum score of 47)	(minimum score of 43)

NOTE: The Southwestern placement test is used for advising purposes. Students scoring below the minimum levels listed will be referred to the EMT Program Coordinator for approval to register for EMT-B. Students scoring lower than the levels indicated should consider enrolling in courses that will build their skills and improve their chances of succeeding in the EMT-Basic course.

Documentation of Immunizations

Entrance into EMT courses is restricted to individuals who have the immunizations as required by Oregon Administrative Rules. The immunizations are required to work in health occupations. You must attach a signed immunization record and/or titers indicating immunization for the following:

Measles (MMR)
Hepatitis B
Chicken Pox
Diphtheria Tetanus (DPT) series
Oral Polio (OPV)
Tuberculosis: A negative PPD within two months of starting clinical is mandatory

All records must be signed, dated, have the letterhead of the clinic and be legible.

Waivers and Acknowledgements

Read each of the following statements and through your signature verify that you understand and accept that which is stated.

INVASIVE PROCEDURE

I understand that as an EMT student at Southwestern Oregon Community College I will be performing invasive procedures and may have invasive procedures performed on me by fellow students under the supervision of the instructor. I am aware of, understand, and fully accept any of the physiological and psychological risks involved in this procedure.

_____ / _____
Signature of Applicant Date

OREGON HEALTH DIVISION EMT CERTIFICATION

The Oregon Health Division requires applicants for certification to complete an extensive personal history form addressing the applicants physical, mental, and emotional health. I understand that Southwestern Oregon Community College cannot guarantee that I will become certified as an EMT and that certification is a matter between me and the state.

_____ / _____
Signature of Applicant Date

CERTIFICATION OF APPLICATION

I have read and understand the admission requirements for enrollment in the EMT Certificate Program and EMT courses at Southwestern Oregon Community College. I certify that the information contained in this application, or attached to it, is correct and that any deficiencies will be remedied. I understand that failure to remedy a deficiency within a reasonable period of time will result in my being withdrawn from the EMT program or course.

_____ / _____
Signature of Applicant Date

Appendix O

Southwestern
Oregon
Community
College

Public Safety Training and Education

EMERGENCY MEDICAL TECHNICIAN CERTIFICATE PROGRAM

STUDENT HANDBOOK

2003 - 2004

(541) 888-7432

Emergency Medical Technology Program

Student Handbook

Welcome To Students

Welcome to Southwestern Oregon Community College and the Emergency Medical Technician (EMT) Program. You are enrolling in an innovative program, statewide in scope, that has become a model for emergency medical technician programs beyond Oregon's borders. We hope you will find your experience in the EMT Program rewarding and that you will further your professional studies by earning a two-year degree in paramedic technology once you complete your EMT Certificate Program at the college.

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The Mission of The Emergency Medical Technician Program

The Emergency Medical Technician Program at Southwestern Oregon Community College exists to:

- prepare students for career opportunities in the field of emergency medical technology;
- to provide volunteers and professionals in the emergency medical technology field with the opportunity to obtain the training they need to effectively serve the communities in which they reside.

Southwestern Oregon Community College is a participating institution in Oregon's statewide program leading to the Associate of Applied Science Degree in Paramedic Technology. The program is an innovative program in which community colleges have joined together to make a degree in paramedic technology accessible to students throughout Oregon. Upon completing the one-year certificate program at Southwestern Oregon Community College, a student can transfer to one of the community colleges offering paramedic level training and complete their associate degree within one additional year.

The historical role of the college in emergency medical services has been in training area emergency medical technicians to staff paid and volunteer positions in area emergency services agencies. This tradition continues today alongside the delivery of the one-year certificate program. In providing training to support area agencies, the Emergency Medical Technician Program administers First Responder classes, EMT-Basic and EMT-Intermediate classes, and special training opportunities throughout the region.

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Purpose of the Handbook

The purpose of the EMT Program Handbook is to provide information of interest to EMT students. The information will assist students to maximize their educational experience while enrolled in the EMT Program. As an EMT student, you should familiarize yourself with the materials included in the Handbook. In addition, read the Southwestern Oregon Community College Catalog. The catalog provides information to students including policies, procedures, and rules of the institution.

Program Coordination

The EMT Program is administered by the Coordinator of Public Safety Training and Education Department at the College. The coordinator provides leadership to the program and serves as a primary resource for students. Questions and concerns students have about the program or about their experiences should be directed to:

Paul Reynolds, Coordinator
Public Safety Training and Education Department
(Fire Science, Criminal Justice and EMS Programs)
Southwestern Oregon Community College
1988 Newmark Avenue
Coos Bay, OR 97420

Office: Fire Science Building
Phone: (541) 888-7296
Email: preynolds@socc.edu

Program Secretary: Robbie Kirch
Phone: (541) 888-7432
Email: rkirch@socc.edu

Admission to the Program

Admission to the EMT Program is open to all students who can profit from instruction provided. Students should register for courses early in order to avoid the possibility that a class will close. The EMT-Basic class, in particular, is prone to fill early and close.

Special Enrollment Applications for EMT-Basic / Intermediate Course

The EMT-Basic course, a core course required in the EMT Program, and the EMT-Intermediate course, have special provisions that must be satisfied in order to enroll in these classes. EMT Enrollment Application and Prerequisite Verification Form must be completed by all students intending to enroll in EMT-

Basic and EMT-Intermediate courses prior to registering. Copies of these special applications are available at the admissions office or may be obtained from the Program Secretary.

Certification as an EMT

Southwestern Oregon Community College cannot guarantee that you will become certified as an EMT at a specified level. In order to become certified, you must satisfy Department of Human Services requirements and successfully complete state administered practical and written exams. The role of the college is to provide training specific to the level of certification sought. Certification, however, is a matter between a student and the DHS - Health Services EMS and Trauma Systems.

Required Background Information for Certification

The Oregon Emergency Medical Serivices application to become an EMT requires that you provide considerable personal history related to your criminal past, drug use, and physical and mental health problems that could affect your ability to perform as an EMT. If you are concerned about this talk to the EMT Program Coordinator. By all means, don't lie on your application; instead, answer questions honestly. Evidence of dishonesty is certain to disqualify you for certification.

Clinical and Ambulance Experience

As part of the EMT-Basic course, students participate in on-site learning experiences in hospitals and with ambulance services. These experiences are recorded on check-off sheets, examples of which are provided on pages -37- and -38- of this Handbook. Achieving objectives for clinical and ambulance experience is considered an important component of the EMT-Basic. The experiences afford students an opportunity to obtain real-world experiences in emergency medical services.

It is the responsibility of course instructors to arrange student schedules for practical experience with staff of area hospitals and ambulance services. Once a student's schedule is established, they should attend the location scheduled on time and present themselves professionally. Each student represents the EMT Program at the college as well as an agency for which they may be working. In light of this, students cannot be reminded to many times of the importance of professional behavior and personal appearance when working in clinical and ambulance environments.

Unprofessional behavior and appearance is justification to remove students from assigned sites at the discretion of a clinical or ambulance site coordinator, the instructor of the EMT-Basic course, or other health professional in authority. Removal of a student from a site may result in their failing to complete requirements for the EMT-Basic course.

Professional Behavior and Attire

All students participating in clinical and ambulance experience are expected to behave and present themselves in a professional manner. Behavior exhibited that indicates drug or alcohol use, inability to perform required skills, poor judgment, unsafe behavior, or failure to conform to standards of medical custom and courtesy will be deemed to provide justification for disciplinary action of the student consistent with college policy.

Appearance

All students must consider the importance of personal cleanliness and professional appearance when working in clinical and ambulance settings. It is recommended that students tend to their personal hygiene prior to arriving at an assigned site and dress in professional looking clothing. Denim should be avoided.

Confidentiality

When working in clinical and ambulance settings, any information a student learns about a patient is confidential. This means that a student may not share information about patients except with health care staff and legal authorities. Violating confidentiality is a serious act and will result in disciplinary action against the student in accordance with established policy.

Working with the Medical Community

As a student in the EMT Program, you must recognize the critical role that courtesy and respect play in the medical community. You must also respect the role and responsibility of physicians in the care of patients. It is expected that you will uphold the standards of courtesy and respect when working with other professionals in emergency services areas and you will closely follow health facility and ambulance protocols. Consider that derogatory, disruptive, harassing and critical behavior by students will not be tolerated and will be dealt with in accordance with established policy at the college.

Field Experience Opportunity

The EMT Program offers students the opportunity to earn additional college credits and field experience hours by working additional hours, beyond those specifically required in courses, in emergency services settings. Students who are interested in these opportunities should contact the Coordinator of the EMT Program for more information.

Placement Tests

Placement tests are administered to students applying for admission to Southwestern Oregon Community College by the Ecucational Support Programs and Services located in Stensland Hall. The purpose of placement testing is to assist program advisors in placing students in courses most appropriate to their needs and to insure their ultimate success in classes. Tests measure basic academic skills and will not be used to keep a student from enrolling in the EMT Certificate Program. Placement tests are also requested from students affiliated with EMS agencies prior to their enrolling in an EMT-Basic course. The results of the placement tests are used to assist agency affiliated students to determine appropriate strategies useful for their own success and will not prevent them from enrolling in an EMT-Basic class.

Assignment of Program Advisor

Upon submitting their application to attend Southwestern Oregon Community College, students will identify their intent to major in the EMT Program. An academic advisor will be assigned to assist students in selecting courses and in planning career-related objectives. Students who originally are undecided and who later declare EMT as their major will need to file a change of major form with Educational Support Programs and Services and request an advisor in the EMT Program area. Students may change their advisor at any time by submitting a request for a new advisor through Educational Support Programs and Services.

Class Schedules

Prior to each term a schedule of available classes is published and distributed throughout the college district and to students on campus. The class schedule contains important information related to registering for classes. Students should familiarize themselves with the class schedule prior to scheduling an appointment with their advisor to discuss registering for courses in any term.

Student Responsibilities

All students have the responsibility to familiarize themselves with the College Catalog, the contents of this Handbook, student rules and regulations established by the college, and the syllabi of courses in which they enroll. Students are expected to be aware of specific requirements established by instructors for each course in which they enroll. Instructors will identify assignments, along with testing and grading requirements, in a course syllabus that they prepare for each course and distribute to students.

Many courses required in the EMT Program have prerequisites that must be satisfied before students can register for the course. For instance, a student cannot enroll in Anatomy and

Physiology without one year of high school chemistry or equivalent taken within the last five years. In addition, many of the course sequences required to complete the EMT Program must be taken in a certain order. Consulting advisors prior to registering for classes will help students avoid possible conflicts in planning class schedules each term.

The faculty in the EMT Program expect students to maintain high ethical standards. Academic dishonesty will not be tolerated. Plagiarizing materials in order to complete assignments, cheating on examinations, abusive conduct directed to staff or other students, and other conduct in violation of established rules and policies of the college will be dealt with in accordance with the disciplinary policy of the institution.

Library Facilities

The library is considered an indispensable resource to EMT students (on or off campus). New books related to the emergency medical field are purchased each year and several magazines and professional journals related to emergency medical services are available for use by students. The faculty in the EMT Program expect students to become familiar with the library and its up-to-date services since class assignments may include research projects that will require library familiarity. A library user's guide is included in this Handbook to introduce you to available services.

Learning Hub and Computer Resources

The fourth floor of the Tioga building is available to all students (on or off campus) for computer access for individual needs. All computers on this floor have Internet access.

Testing Lab

Occasionally as a student you must miss a quiz or test. Southwestern offers a testing lab that allows a student to make up the test without causing the instructor or the student unnecessary inconvenience in coordinating a time to re-test. To find out current hours, contact ext. 7325.

Student Portfolios

EMT students are encouraged to organize and maintain a portfolio of the work they produce while enrolled as an EMT student at the college. Portfolios will have value when students graduate and begin looking for employment. Portfolios can be used by students to present themselves and their work product to potential employers. Care should be devoted to compiling portfolios. Information included will vary from student-to-student but can include samples of papers and projects completed, evaluations offered by faculty, a resume, transcripts and other materials. Students who intend to transfer to community colleges offering paramedic level training are strongly encouraged to maintain portfolios of their work. This may enable them to complete the transfer process to another program more conveniently.

Article adopted from The Successful EMS Job Campaign (Jems, Career Supplement Vol. 19, No. 8, August 1994, pp. 60,61,63,64,65,68)
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The Successful EMS Job Campaign

By John M. Becknell, EMT-P

This article is an excerpt from John M. Becknell's forthcoming Jems book on creating success in EMS.

FINDING A JOB you really want can be stressful and frustrating. In fact, going out and selling yourself to strangers and facing possible rejection ranks right up there with losing at poker and getting kicked in the shins. The whole process is ambiguous and full of game-playing. Consequently, many people approach the job search using the least painful method—instead of pursuing the job they really want, they employ a passive approach of asking around, checking the classifieds, and mailing off a few résumés and applications. As a result, most of their time is spent waiting, never really feeling in control of their destiny.

Along with the excitement of 9-1-1 trauma calls, a large part of EMS is providing the patient with care and comfort.

But job hunting doesn't have to be a black hole. While it may never be easy, you *can* take control. You can find a job you want and decrease the stress and mystery of the process by conducting an organized, systematic job campaign.

Considering Opportunities in EMS

Before working on the job campaign, let's talk about opportunities in EMS. People often have the mistaken notion that EMS is saturated with workers and limited in opportunity. But in reality, EMS is just beginning to open up. While the profession barely existed and opportunities were slim 20 years ago, the field has recently exploded; each year, EMS continues to grow and diversify.

Although working in EMS has traditionally meant working on a rescue squad or ambulance, there are now many more places—and ways—to apply your skills. There are endless opportunities in education, management, research, publishing, communications, support services and sales. Your opportunities in this field are limited only by your vision.

1 STEP Clarifying the Job You Want

What sort of job are you looking for in EMS? Instead of looking at the market around you and settling for what's there, you need to have a vision of what the job you really want looks like.

Consider what your purpose is in this profession. What are you really looking for? Where do you ultimately want to go in this field? After a little reflection, sit down with a pen and paper and describe that job in detail.

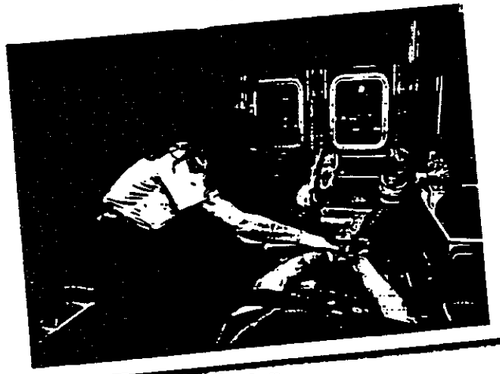
Once you have an idea of what the job you want looks like, you'll need to determine if you meet the qualifications for the position. This process involves gathering data.

The best way to gather reliable data on qualifications is to consult at least five different sources. This may sound like a lot of work, but the more reliable the information, the better your chances of getting the job you want. Talk with people who are actually doing the job you want. Do a search of the professional journals for additional information about qualifications, and contact organizations that have positions similar to the one you're interested in.

Let's say you are interested in becoming a helicopter flight paramedic. Place a call to a flight service, introduce yourself, and tell the person answering the phone that you're an EMS person gathering information about the qualifications of flight paramedics. Your introduction might go something like the following:

> *Hi. My name is _____, and I'm a paramedic exploring career possibilities in EMS. Your organization was recommended as a quality flight service, and I'm interested in learning about the qualifications of a flight paramedic. Can you connect me to someone who can answer some questions for me?*

I have done this numerous times, and people are almost always willing to provide information. I've found that most EMS people enjoy talking about their work as long as you remain polite, brief and clear about what you are asking for. You may be shuffled around or be asked to call back, but eventually you will find someone to talk with. If you are instructed to call back, though, ask for the name of someone specific; having a name always gets you further.



Some EMS environments offer challenges beyond providing typical prehospital care.

Once you've made your first call, don't stop. You may feel discouraged as you compare your current qualifications with what you've learned, but push ahead. Keep in mind that you're just gathering data, and move on to the next call until you have a pile of notes on what it takes to qualify for the job you want.

If you do need additional experience, try to determine specifically what experience you need. For example, most flight services require that you have advanced life support ground experience. In this instance, then, you would want to find an ALS job with a service that has a good reputation, is respected by the community at large and will allow you to sharpen the skills you'll need for your flight position.

Those middle-of-the-night calls can be tough, so be sure to determine whether you can—or are willing to—work the variety of shifts EMS typically requires.

One paramedic I know wanted to work for a big-city EMS service known for its high action and trauma. The problem was, the service required at least a year of ALS experience, which he didn't have at the time. But instead of giving up, he had the organization clarify what it considered experience and then moved to a suburb that had a fire department-run volunteer ALS service. For a year, he worked as a nursing assistant in an emergency department and responded with the volunteer ALS service. It was a hard year, but he finally earned the qualifications required and got the position he wanted.

One additional note on qualifications: There may be a way to get past an experience requirement. If you interview well, have a good employment history and can offer something unique to the organization, you may be hired without the experience. Don't count on it, but don't be afraid to try.

2 STEP Setting Parameters for Your Job Search

If work were our entire life, we could move anywhere and make any sacrifice for the job we wanted. For those of us who do try to lead balanced lives, though, most would like to find our ideal jobs close to home, on our own terms and paying the wages we need. But the position you want may in fact mean a move, more education, less money or a difficult work schedule. In deciding which job to pursue, then, you will need to balance work with the rest of your life and set parameters for your job search (see "Defining What You Want," on page 64).

3 STEP Identifying Potential Organizations and Jobs

Once you've spelled out the job you want and have an understanding of the parameters of your job search, you can begin looking at the market and identifying organizations you might be interested in working for.

First, get a map of the geographic area you are willing to work in. If the area is smaller than the map, draw a boundary line around the area you're willing to work in. Using telephone books, employment guides from the library and computer bulletin boards, and by calling municipal offices and hospitals, make a list of the organizations that have positions fitting your job description (regardless of whether any are currently available).

Next, using 3x5 cards, write the name of each organization at the top of a card (use one card per organization). Then begin filling each card with information about the organization. Try to answer these questions:

1. Does this organization have the job I'm looking for?
2. How can I get hired by this organization?

These answers will come by doing some focused detective work.

Begin by gathering all the general information you can about each organization—name, address, phone number, director's name, number of employees, volume of business, etc. You can obtain most of this information by simply calling the organization, checking with the marketing department or talking with someone who works there.

Your real information, however, will come from developing a network and contacts.

A Pep Talk on Networking

Networking is the lights and siren of your job search; it opens up pathways that enable you to reach your goal. Unfortunately, however, many EMS people are turned off by the concept; they view networking as "brown nosing" and playing politics. One EMS job hunter put it this way: "Why can't I just be accepted for all the good things I do? Why can't I be hired for my skills and abilities? Sucking up to someone so I can get a job rubs me the wrong way." This view is inaccurate, though—networking isn't about seeking personal approval from others; it's about building professional relationships to share information with others.

A network is built by meeting and talking with people. And every EMS person you meet is an opportunity to build your network. Conferences, training meetings and conversations in emergency departments are all great places to start.

When you do meet people, introduce yourself. Take careful note of their names, and ask questions about them, their work and their organizations. Try not to talk about yourself; most people enjoy being asked about themselves and their work much more than they enjoy being told about you or yours. Also, don't mention that you're looking for a job unless someone asks. People may be turned off if they think you simply want to use them in your job search. Be honest, however—tell people you're gathering information about different EMS organizations and careers.

Act confident and relaxed; don't act desperate, hungry or worried. Be a good listener, and don't be afraid to ask people if they know someone else you should talk to. Finally, ask if you can use their names when contacting people they've told you about.

As you begin to make contacts, you will develop your own way of approaching people. Remember that you're just asking for information—you're not trying to sell a vacuum cleaner. If someone brushes you off or treats you rudely, shrug it off (unfortunately, there are some arrogant, insecure people in EMS, just like in every other field).

4 STEP Narrowing Your Focus

Once you've gathered data on the organizations within your job search area, you'll have a good idea of which ones you want to pursue. Go through your 3x5 cards and weed out the organizations you don't want to work for (don't weed out the ones you might want to work for but doubt you'll be hired). Now focus on these organizations.

To figure out the mystery of how to get hired, you'll need a contact within or close to each organization. This contact need not be a management person, and in fact, you may get more information from a nonmanagement person. You can let your contact know you're conducting a job campaign, but don't come off as desperate. Present yourself as enthusiastic about working for his or her organization, but also be patient.

Develop relationships with your sources, and then build your relationships by investing in them. Show an inter your contacts as people. Take them for coffee. See if you can do a rideal or develop the relationship in some o nonintrusive manner.

As you work with your contacts, g data about the following: How did past few people get hired, and was t something distinguishing about th What can you do to prepare yourself f position? Is there currently an open How often does the company hire? planning an expansion in the futu What specifically does the managem look for in a new employee? While may never ask your contact these qu tions directly, as you learn more about organization, you will uncover the a swers.

Several years ago, I was working wit graduating paramedic class during a ti when the job market was extremely tig Every door seemed closed. Many of t students stopped working their netwo and either left town or found work ou side of EMS. However, one young m stayed at his job and worked his netwo making polite contacts, calling old on and staying on top of things. But nothi seemed to be open.

One day, he called a contact at a mi sized hospital ALS service and asked ho things were going. His contact said th service had three paramedics out due t injuries and that it needed someone rig away on a temporary basis. To make long story short, the paramedic was hire for a temporary on-call position. Within month, the position led to part-tim

Networking Rules

1. Don't wear out a contact; always end a conversation before it becomes laborious.
2. If a conversation goes well, ask if you may contact that person in the future. If so, write down his or her name and phone number.
3. Always thank a contact for his or her help. Following a short conversation, a spoken thank you is fine, but if someone talks with you for an extended period of time, send a thank you card.
4. Keep track of all your contacts on 3x5 cards. Record the person's name, title, organization, address, phone, what your conversation was about and the date of your contact. You may need this person in the future and will want to remember exactly what you talked about and when.

work, and in less than six months, the paramedic had a full-time position. The position was never advertised; this paramedic was hired only because he exercised his network.

Another student took a job working for a nonemergency service doing wheelchair transfers. He used the position to develop contacts with ALS people everywhere he went. Before long, he became well-known as a friendly, helpful person. He looked for opportunities to chat with people, and occasionally he would stop by a station to deliver equipment he had found in emergency departments. When the county service began its formal hiring process nine months later, he came with such high recommendations that he was hired over a large group of more experienced people.

5 STEP Presenting Yourself

Once you're ready to apply for a specific position, you will need to present yourself through letters, applications, résumés and interviews.

Presenting yourself in the best possible light requires confidence in your qualifications and an intimate familiarity with what you have to offer. And the best way to present yourself is by building an accomplishment-oriented résumé. Constructing an accomplishment-oriented résumé can be a confidence-building process that will help you identify exactly how much you've done and how qualified you really are.

Make a list of your accomplishments both in and out of the workplace, going back to high school if needed. List things that relate to EMS, but don't overlook those in other areas. Have you organized something, taught a class, led a group or researched a topic? What were your accomplishments in the jobs you've had? Did you coordinate a program, design a better way of doing something or manage a team? It doesn't matter how insignificant the accomplishment may seem to you—just write it down.

Now use these accomplishments to construct a résumé that lists all the things you've done. List them in a manner that will demonstrate your diversity, self-motivation and interest in the field. Choose accomplishments that are credible and applicable to the position you want. If you're seeking a leadership position, be sure to show leadership accomplishments; if you are applying for an educational position, lead with teaching experience.

When describing your accomplishments, use big, exciting action verbs such as *coordinated, responded, taught, founded* and *participated*. Limit your accomplishments to the ones that portray you best, keeping in mind that the employer is only glancing at your résumé. Granted, no one is going to hire you on the basis of your résumé alone, but it may entice a prospective employer to consider you for an interview. Finally, your résumé should be short, interesting and professionally done. One page is usually enough. (For a different perspective on job-winning résumés, see "The Fine Art of Résumé Writing," on page 67.)

At the same time you do your résumé, make a list of three to five references. Use people who know you, are familiar with your work and have good connections in EMS, such as a paramedic; an EMS supervisor, director or chief; and a physician or emergency department nurse. An EMS instructor is also a good bet, as are previous employers. Make sure you contact all your references and tell them you are conducting a job campaign and would like to add them to your reference list. Then, in drafting your references, list people's names, titles, employers, and business addresses and phone numbers so they can be easily contacted.

Defining What You Want

To get a better understanding of your job-search parameters, answer the following questions.

1. I am seeking a job in the following locations: _____
2. I am willing to move for a job under the following circumstances: _____
3. My job must pay at least _____
4. I am willing to work for less money if this job will take me closer to my ideal job. ☐ Yes ☐ No
5. Other conditions I have for the job I seek (any other essentials, such as an unwillingness to work in a specific area, restrictions on shifts you will work, or anything else that is important in clarifying what you will or will not do in regard to an EMS position): _____

Now, take a few minutes and describe that job as completely as you can. The following is an example, again in regard to the paramedic student seeking a flight paramedic position.

I am seeking a full-time paramedic position with a busy emergency ALS service. The service must respond to 9-1-1 emergency calls and transports. The position must be in an environment that will help me perfect my patient care skills and give me the experience I need for future employment as a flight paramedic. The service I work for must have a good reputation and be known and respected by the flight services I'm interested in working for in the future. I'm willing to move to any location except the inner city or to a hot, humid climate. I need to make at least $25,000 per year. I am willing to work some overtime and extra shifts, but my personal health and time for myself are important.

Applying for a Job

While you may simply send your résumé to the organizations you'd like to work for along with a brief letter of introduction, keep in mind that this is a very ineffective way to get hired. Rather, you'll need to follow the employment process outlined by each organization, which will probably include completing an application to be kept on file. When you complete the application, send along a résumé, but don't rest. Continue to work your network.

When you hear about a possible opening, call the organization's personnel office to make sure your application is on file and is up-to-date. If in doubt, send in another application and résumé with a one-paragraph letter to the director or person doing the hiring. This puts your name in front of the director (if only for a moment) and demonstrates your interest without being irritating. It's generally not a good idea to call the director with employment questions.

Once you've applied for a job, be patient. Employers rarely make decisions when they say they will, and most do not like being bothered by impatient applicants.

Interviewing

The day will finally come when you are called for an interview and you have a chance to demonstrate why you should be hired over the 500 or so other applicants. You'll finally get to speak directly to a person who can make decisions. This is what makes interviewing so stressful, but you can approach your interview with confidence if you prepare with research, question preparation and practice.

Research. Go back to your 3x5 cards on the organization you'll be interviewing with. What is the exact scope of the service it offers? How many employees does it have? How many calls does it respond to each month? What are its standing orders like? What is the relationship between this organization and the community? What accomplishments has this organization made in the past five years? Have there been any recent advances or setbacks?

Once you've applied for a job, be patient. Employers rarely make decisions when they say they will.

Recently, a paramedic told me a
going to an interview. As he sat dow
employer asked him how he thoug
would fit into the organization's cu
climate. The organization was a hos
based ALS service that had just been
chased by a large HMO. The inform
had been all over the paper and ta
about throughout the EMS commu
but the paramedic had not bothered t
any research and had no idea wha

continued on page 60

The Best Training
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You're there at the crash site. You're there at pediatric emergencies. American Safety brings you a variety of BLS and ALS training materials, offering *Total Curriculum Support.*

All videotapes combine street scenes with experts sharing their knowledge. And since our staff includes instructors, we know you need more than just pictures. You need *Total Curriculum Support.*

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Job Campaign *continued from page 65/S-23*

current situation was. Needless to say, he was at a loss as to how to respond and was not hired.

Question Preparation. You will want to prepare a list of questions you may be asked and plan your answers. No one can say for sure how the interviewer will approach you—some interviews will be highly planned, while others will be punted.

Despite a long list of questions they may ask (see "Potential Interview Questions" below for a sample list), all interviewers are essentially looking for the answers to three basic questions: Why do you want to work in this organization? What can you do for this organization? What kind of person are you?

In preparing for your interview, write out detailed answers to these three questions. Then take a stack of 3x5 cards and write down 10 or so questions from the list below and any others you think might be asked, listing one question per card. Go over the questions by yourself and think through your answers.

Beyond questions, many EMS employers will give you a medical or rescue scenario with a potential conflict that has a hidden issue of patient care, organization loyalty or personal leadership. The scenario will be presented, and you'll be asked how you would handle it. Don't be thrown off by this; simply imagine yourself in the scene and then tell what your priorities are. Also, be sure to mention that you will always try to represent the organization in a professional manner—the manager is interested in your ability to think broadly, make the organization look good and not have tunnel vision.

Practice. The most valuable preparation for the interview is actually rehearsing the interview. Have someone sit across from you and ask the questions from your cards. While your first time answering these questions will be rough (that's why you're practicing), the second time through will be much better, and by the third time, you will begin to feel comfortable and relaxed. Most people neglect to do this practice and wind up fumbling in the interview when they really had good things to say. Remember, this is your big chance to get the job you really want.

Job Offers

Your interviews will eventually lead to a job offer. When an offer is made, consider it carefully and make certain it's the job you want. Most employers will give you several days to consider an offer.

Generally, you do not have much bargaining power in entry-level EMS positions. While pay scales are fairly fixed, you may be able to discuss certain issues as long as you remain calm and straightforward and don't try to play games. You can discuss hours, start dates and how much of your experience will be applied in the pay scale. The research you conducted during your job campaign will have given you a good idea about pay scales and benefits.

Perseverance

Following these guidelines for finding a job in EMS will not guarantee success, but it will greatly improve your chances. If you fail to land a job in the organization you want, regroup and try again, or simply try a different organization. Keep in mind that not being offered a job is not a statement about your worth, value or potential.

You can learn something from every job you try for. Chalk every application and interview up to learning, and continue on. Persistence is truly the most important virtue in job hunting. Everything in this business is always in a state of change. People quit or are injured or promoted all the time. Keep trying, and focus on what you really want. Above all, don't stop networking and talking with others. Inactivity is a death blow to your job search.

I don't know a single person who has truly wanted a career in EMS who has not been able to find work. Some have had to work much harder than others. Some have even had to widen the parameters of their search, but eventually they find work. You can create your success. It may not come easily, but easy things rarely satisfy.

Potential Interview Questions

1. Tell us about yourself.
2. What brings you to EMS work?
3. What brought you to this job and this organization?
4. Where do you see EMS going in the near future?
5. What are the most satisfying aspects of EMS work to you?
6. What are your major strengths?
7. What are your major weaknesses?
8. Tell me about some of your accomplishments in life.
9. Tell me about your greatest mistake.
10. What are your long-range goals in EMS?
11. What makes a good EMT or paramedic?
12. How do you get along with other people?
13. If I was to ask former employers to describe you, what would they say?
14. How do your education and experience relate to this job?
15. How do you handle conflict?
16. How do your education and experience fit in with this job?

John M. Becknell, EMT-P, a writer and consultant in the Twin Cities, is a frequent contributor to *JEMS*. He has 18 years of experience in EMS and is the author of a forthcoming Jems book about creating success in EMS.

Frequently Asked Questions

What courses should I take in high school to prepare myself for the EMT Program?

Most students graduating from high school have sufficient academic preparation to succeed in the EMT Program. A common deficiency, however, is that students often have no chemistry background. Although chemistry can be taken at the college, students are encouraged to enroll in chemistry before graduating from high school. In addition, students should take courses that build their math and writing skills while in high school.

How do I go about transferring to a community college in order to complete the paramedic level of my associate degree?

Each participating community college offering the paramedic level of the two-year program has agreed to set aside a percentage of the total openings they have in their programs. These openings are specifically for students who have obtained EMT certificates. Application processes vary with each institution, but generally include submitting a program application to the college the student hopes to attend in addition to the college's application. Students should obtain the assistance of the Program Coordinator upon initiating the transfer process.

How do I get certified as an EMT when I've completed my courses?

Instructions on the process for obtaining certification are provided in EMT-Basic and EMT-Intermediate classes. In general, you will complete an application for certification, pay required fees, and take certification exams that are scheduled as part of a class. Your instructors will assist you with the process, but obtaining certification is ultimately your responsibility. Southwestern Oregon Community College will assist you with the application process and prepare you to take your exams. It is the Oregon DHS Emergency Medical Services and Trauma Systems, however, that will oversee your certification.

What happens if I fail a certification test?

If you fail a written or practical exam of the Oregon DHS you will need to follow rules established for taking the exam a second time. If you are ineligible for a same-day practical exam retake or need to take the written exam again, steps must be followed. You will need to contact the Oregon DHS, pay appropriate fees, and contact the EMT Program Secretary at the college for assistance in scheduling another exam.

Why do I have to take a placement test to take EMT classes?

All students enrolling in regular programs at the college are required to take placement exams. The results of the exams assist advisors to select courses for a student that will lead to their success. The college wants to insure the success of every EMT student. Volunteers affiliated with area fire and EMS agencies are also expected to complete placement tests prior to enrolling in an EMT-Basic course. The tests help advisors assist and support students who may need to work on basic academic skills in order to complete an EMT course. A student's placement test scores will not prevent them from enrolling in an EMT Certificate Program or EMT-Basic class.

	D E	NO.	TECHNICIAN CERTIFICATE 1999-2000	CREDIT	Terms Offered F	W	S	PREREQUISITES OR PLACEMENT TEST SCORES & NOTES Instructor Consent always overrides prerequisites
		FIRST TERM						
		BI231	Anatomy and Physiology	4	X			Chemistry
		HE942	Intro to Emergency Medical Services	3	X			
		MTH70	Elementary Algebra	4	X	X	X	MTH20 or MTH30 w/B
		QA2221	Medical Terminology	3	X			
		WR121	English Composition	3	X	X	X	WR90 or Placement Test Score
		SECOND TERM						
		BI232	Anatomy and Physiology	4		X		
		HE257A	EMT Basic - Part A	5		X		
		HE944	Emergency Communication/Patient Transport	3		X		
		———	Social Science Course	3	X	X	X	
		THIRD TERM						
		BI233	Anatomy and Physiology	4			X	
		CJ203	Crisis Intervention	3			X	
		HE257B	EMT Basic - Part B	5			X	
		HE943	EMT Rescue	3			X	

KK: May 19, 1999

NOTE: Courses may be offered in terms other than those specified above. This is only a guideline. Contact your advisor for the most accurate term offerings.

Course Descriptions of Required Classes for the Emergency Medical Technician Certificate Program

Emergency Medical Requirements

BI 231 - Human Anatomy and Physiology - 3 Credits - 3 Lecture Hrs/Wk
A review of inorganic and organic chemistry including discussion of metabolic pathways. In addition, cell structure, tissues, and the integumentary, skeletal, and muscular systems are considered.

BI 232 - Human Anatomy and Physiology - 3 Credits - 3 Lecture Hrs/Wk
A detailed study of the anatomy and physiology of the respiratory, digestive, urinary, endocrine, and reproductive systems are included.

BI 233 - Human Anatomy and Physiology - 3 Credits - 3 Lecture Hrs/Wk
A detailed study of the anatomy and physiology of the cardiovascular, lymphatic, nervous systems, and special senses are included.

HE 257A/B - Enhanced Emergency Medical Technician-Basic A/B - 10 Credits - (80 Lecture Hours - 60 Lab Hours - 10 Field Study Hours Total)
This course prepares individuals for certification in Oregon as an Emergency Medical Technician-Basic. Develops skills in recognition of symptoms of illness and injuries and proper procedures of emergency care.
Prerequisites: Students are required to complete a special application and meet minimum entrance requirements to register for the course. Application information can be obtained through the EMT Program Director's Office or the Student Services Office.

HE 942 - Introduction To Emergency Medical Services - 3 Credits - 3 Lecture Hrs/Wk
This course covers the role and responsibilities of the paramedic, emergency medical services systems, medical-legal considerations, major incident response, hazardous materials awareness and stress management.

HE 943 - Emergency Medical Technology Rescue - 3 Credits - 3 Lecture Hrs/Wk
This course covers elementary procedures of rescue practices, systems, components, support, and control of rescue operations including ladder procedures and basic rescue tools of patient extraction, emphasizing application to traffic accidents, as required for paramedic certification.

HE 944 - Emergency Communication and Patient Transport - 3 Credits - 2 Lecture-3 Lab Hrs/Wk
This course covers ambulance operation, laws, maintenance, and safety; emergency response driving and route planning; communication systems, radio types, HEAR system, codes, and correct techniques.

OA 2221 - Medical Terminology I - 3 Credits - 3 Lecture Hrs/Wk
Introduction to medical terminology including medical prefixes, suffixes and word stems. Study in each system is categorized into additional prefixes and suffixes, diagnostic, symptomatic and operative terminology. Basic coverage of body systems and of skeletal structures.

Other Required Classes

CJ 203 - Crisis Intervention - 3 Credits - 3 Lecture Hrs/Wk
Crisis intervention covering domestic violence, problems with juveniles, substance abuse, legal and social restrictions and implications and methods of prevention and intervention.

MTH 70 - Elementary Algebra - 4 Credits - 4 Lecture Hrs/Wk
The transition from arithmetic to algebra for students with little or no previous experience in algebra. Includes concepts of numbers, integers, inequalities, solving linear equations and rational expressions, their generalization and simple algebraic procedures and applications.
Prerequisite: Appropriate score on placement test or successful completion of MTH 20 or MTH 30 with a C or better or instructor consent.

WR 121 - English Composition - 3 Credits - 3 Lecture Hrs/Wk
Presents the fundamentals of expository prose through the development and frequent exercise of writing abilities. Designed to help students learn the use of unity, clarity, coherence and detail in the development of written ideas.
Prerequisite: WR 90 with a grade of C or above, placement test score or instructor consent.

Please refer to the Southwestern Oregon Community College Catalog for a description of the Social/Behavioral Science elective courses offered to fulfill this requirement. Please note that ANTH 103 General Anthropology is recommended to fill the Social/Behavioral Science elective, but it is ultimately your choice.

Steps You Must Take To Enroll In The Emergency Medical Technician Program

Fill out the application for admissions at Southwestern Oregon Community College (to obtain an application stop by Southwestern or call (541) 888-7405).

Contact the Counseling Center at Southwestern and arrange an appointment to take the ASSET /COMPASS placement test. (You may stop by Educational Support Proggrams and Services in Stensland Hall at Southwestern, or call (541) 888-7405).

Complete the EMT Program Enrollment Application and Prerequisite Verification Form before enrolling and attending an EMT-Basic or EMT-Intermediate class. (Applications may be obtained from Paul Reynolds or Robbie Kirch at their office located in the Fire Science building or from the Registrar's office located in the Administration Office in Dellwood Hall.)

Make an appointment with Paul Reynolds the Coordinator of the EMT Program or another EMT advisor. Be sure to bring a copy of the placement test results with you to your appointment.

If you are planning on receiving financial aid you will need to stop by the financial aid office in Dellwood Hall at Southwestern, or call (541) 888-7410.

Register for classes after meeting with your advisor and obtaining all required signatures.

Show up for class at least one class period of each class on the first week of school so you won't be automatically dropped from your classes. If for some reason you will be unable to make it to the first week of classes you must contact your instructors and request that you not be dropped from the class.

Be prepared for a challenging and enjoyable experience at Southwestern Oregon Community College.

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Southwestern Oregon Community College

Application for Admission

Follow these Steps to Enroll

Are you pursuing a degree? Taking 12 or more credits?
Applying for Financial Aid, Veterans Benefits,
Scholarships, or Internships?
If you answered yes to any of the above...

1. **Complete this application form**, enclose a check or money order for $27.00 (non-refundable), mail it to the Cashier at Southwestern:

   Southwestern Oregon Community College
   Attn: Admissions Office
   1988 Newmark Ave.
   Coos Bay OR 97420

2. **If you are transferring** from another college or university, ask that institution to forward your official transcript to the below address:

   Southwestern Oregon Community College
   Attn: Transcript Evaluator
   1988 Newmark Ave.
   Coos Bay OR 97420

3. **Take the placement exams**. Applicants with prior college credit in Math, Reading and Writing may be exempt. Applicants who have ACT scores may be able to use those instead. Please call (541) 888-7405 for details.

4. **All out-of-district/out-of-state students** attending Southwestern with less than 45 earned college credits, are required to live in student housing unless you have a dependent, are a veteran, are 21 years of age prior to the first day of classes, or if student housing is full. If you have further questions, please call (541) 888-7635.

You will receive a letter of acceptance after your application is processed

Where [illegible] begin . . .

Application For Admission

A non-refundable fee of $27.00 must accompany this application

Southwestern Oregon Community College
Admissions Office
1988 Newmark Ave.
Coos Bay OR 97420

Personal Information: Providing your social security number is voluntary. If you provide it, the college will use your social security number for keeping records, doing research, and reporting. The college will not use your number to make any decision directly affecting you or any other person. Your social security number will not be given to the general public. If you choose not to provide your social security number, you will not be denied any rights as a student. Please read the statement in your class schedule, which describes how your number will be used. Providing your social security number means that you consent to use of the number in the manner described. Under Federal law, address information may be considered directory information for military recruitment purposes. Personally identifiable data may be reported to the IRS for tax credit eligibility.

El proveer su numero social es una accion voluntaria. El colegio lo utilizara para mantener sus archivos, hacer estudios, agrega relatando, extendido credito y cobrando las duedas. Su numero no ser proveido al publico en general. Si Ud decide no proveer su numero social no se la negara ningun derecho como estudiante. Favor de leer la frase en la pagina dos de su formulario de classes que describe como sera usado su numero. El proveer su numero indica que Ud da permiso que se use su numero en la manera descrita. Debajo de la le federal, la informacion de la diression puede ser consideria el directorio de informacion para intenciones de reclutarmente militar. Data personal de identificacion tal vez reportaria a la IRS para credito impuesto aceptabilidad.

1. Social Security Number or ID number: _____ / _____ / _____
(Required for all Financial Aid applicants)

2. Today's Date _____ / _____ / _____

3. Complete Legal Name: _____
Last First Middle Date of Birth / /

Former Legal Name: _____

Preferred Name: _____

4. Permanent Mailing Address: _____
Street & Number City or Town State or Country Zip Code

County ( ) Home Phone

Local Mailing Address: _____
Street & Number City or Town State or Country Zip Code

County ( ) Home Phone Email Address

5. **Gender:** (Voluntary question, but required for federal and state reports)
☐ Male ☐ Female

6. **Racial/Ethnic Information:** (Voluntary question, but required for federal and state reports)
☐ American Indian/ Alaskan Native ☐ Asian ☐ African American/Black ☐ White
☐ Hispanic/Latino ☐ Native Hawaiian/Pacific Islander ☐ Other

7. **Residency:**
☐ In-State Resident? US Citizen residing in OR, CA, ID, WA, NV
☐ Out of State Resident? US Citizen Non-OR, CA, ID, WA, NV Resident
Non-Resident Alien? ☐ Have you lived in Oregon the last 90 consecutive days? ☐ Yes ☐ No

8. Is English your native language? ☐ Yes ☐ No

Would you like information sent to you about accommodation services? ☐ Yes ☐ No

Did either of your parents graduate from a four year college before your 18th birthday? ☐ Yes ☐ No

9. **Employed?**
☐ No ☐ Part-time ☐ Full-time

10. **Educational Background:**

Last High School attended: _____
Name City State

Are you a high school graduate? Yes ☐ No ☐
If yes, year of graduation_____
If no, do you have a GED? Yes ☐ No ☐
Do you have an Adult High School Diploma? Yes ☐ No ☐
Are you still attending high school? Yes ☐ No ☐

Institution where GED was earned: _____

Date GED was earned: _____

11. **Enrollment Status:** (Please Circle One)

I will be starting Southwestern:
Fall Term ☐ **Winter Term** ☐ **Spring Term** ☐ **Summer Term** ☐ **Year**_____

I am attending college for the first time. Y N
I have attended Southwestern before. Y N
I have attended other colleges. (See #12) Y N

12. **Previous Colleges Attended:** List all institutions you have attended or are now attending. If you have never attended a college institution, write "NONE." Please, no abbreviations.
Transfer students must contact their previous institutions to have an official transcript sent to the college.

Name: State:	Dates Attended:	Degree Earned:
Name: State:	Dates Attended:	Degree Earned:
Name: State:	Dates Attended:	Degree Earned:

13. **Educational Goals:** (Enter the 4-digit code from the back of the application)
☐☐☐☐ _____

If you entered 1002 above (the Associate of Arts Oregon Transfer), enter the 3-digit code from the back of the application that specifies the area of specialization you plan to pursue at a four-year institution:

1002-☐☐☐ _____

14. **Education Objective:** (Circle all that apply) Do you plan to earn a degree/certificate at Southwestern?
1. Yes, Certificate or 2-year degree
2. Yes, High School diploma or GED
3. No, Here to take classes
4. Transfer to another 2-year college
5. Take classes to transfer to a 4-year college
6. Undecided

15. **Primary Goal:** Which of the following is your primary goal in attending Southwestern?
Please circle only one:
1. Take classes to transfer to a 4-year college
2. Learn skills to get a job
3. Improve job skills
4. Explore career or educational options
5. Take classes to finish high school or GED
6. Improve writing, reading, or math skills
7. Learn English
8. Personal interest/enrichment
9. Other

16. I CERTIFY THAT THE INFORMATION ON THIS FORM IS CORRECT.

_____
Signature Date

Thank you for your application.

Southwestern Oregon Community College is an equal access/opportunity institution in compliance with state and federal laws and does not discriminate on the basis of sex, race, color, creed, religion, national origin, age, disability, sexual orientation, or marital status. The Dean of Administrative Services is available for questions or information on the grievance procedure at (541) 888-7402.

Southwestern Oregon Community College

2003-2004 Degrees Offered

Associate of Arts Oregon Transfer

1002 Associate of Arts Oregon Transfer

AAOT Area of Specialization:

215 Administration of Justice
010 Agriculture-Business
011 Agriculture
220 Anthropology
020 Architecture
100 Art History/Education
194 Biochemistry/Physics
040 Biology Botany
050 Business Administration
804 Business Education
190 Chemistry
211 Community Service/ Public Affairs
070 Computer Science
523 Dental Hygiene
124 Dentistry- Pre Professional
537 Diesel Power Technology
224 Economics
802 Education- Elementary Certification
803 Education- Secondary Certification
900 Engineering
151 English
196 Environmental Sciences
544 Fire Services Administration
603 Foreign Languages
114 Forestry
191 General Sciences
491 General Social Sciences
101 General Studies- Art
490 General Studies- Humanities
226 Geography
195 Geology
836 Gerontology
102 Graphic Design
837 Health and Health Education
838 Health Care Administration
225 History
130 Home Economics
200 Hotel/Restaurant Management
221 Human Services
538 Industrial Management
998 Interdisciplinary Studies
054 International Studies
021 Landscape Architect
141 Law-Pre Professional
142 Law Enforcement and Corrections
201 Library Science
539 Manufacturing Tech
170 Mathematics
525 Medical Tech Prep
126 Medicine
005 Music
203 Nursing
121 Pharmacy
159 Philosophy
835 Physical Education
122 Physical Therapy
192 Physics
227 Political Science
111 Psychology
213 Parks and Recreation Management
229 Religious Studies
228 Sociology
156 Speech
602 Tech Journalism
107 Theater
128 Veterinary Medicine
407 Zoology
999 Undecided Transfer
599 Undecided Vocational

Associate of Science

Emphasis

1043 Athletic Training
1022 Business Administration
1070 Childhood Education and Family Studies
1005 Computer Sciences
1011 Criminal Justice Administration
1040 Engineering
1051 Environmental Technology
1052 Fisheries and Wildlife
1042 Fitness Management
1053 Forestry
1054 Horticulture
1030 Human Services
1050 Mathematics
1048 Music
1055 Natural Resources
1060 Natural Science

Associate of Applied Science

2301 Apprenticeship Trades
2114 Childhood Education and Family Studies
2113 Computer Information Systems: Software Support
2110 Culinary Arts Management Training
2118 Environmental Technology
2116 Fire Science
2127 Medical Assistant
2128 Network Design & Administration
2129 Nursing
2112 Technical Support
2135 Turf and Landscape Technology
2130 Web Dev. & Administration

Business Management

2105 Accounting Option
2107 Marketing Option
2109 Office Management Option
2108 Small Business Entrepreneurship Option

Criminal Justice Administration

2136 Corrections Officer Option
2137 Law Enforcement Officer Option

Human Services

2122 Gerontology Option
2119 Social Services Option
2121 Substance Abuse Option

Manufacturing Technology

2133 Fabrication/Welding Tech Option
2115 Industrial Electronics Tech Option

One Year Certificates of Completion

2151 Accounting
2257 Advanced Network Certification Exam Preparation
2155 Bookkeeping/Clerical
2156 Childhood Education and Family Studies
2186 Computer Technician
2253 Computer Technician Examination Preparation
2183 Culinary Arts: Chef Training
2198 Para Educator/ Educational Assistant
2161 Emergency Medical Technician
2260 Employment Skills Training
2181 Fabrication/Welding Technology
2162 Juvenile Corrections
2165 Machining/Manufacturing Technology
2207 Marketing
2169 Medical Clerical
2171 Medical Transcription
2254 Network Certification Examination Preparation
2255 Network Fundamentals
2188 Network Technician
2178 Office Administration/Office Occupations
2180 Pharmacy Technician
2174 Rural Health Aide
2187 Software Application Specialist
2252 Software Certification Examination Preparation
2185 Surgical Technology
2211 Supervision
2189 Web Production Specialist
2256 Web Site Fundamentals

Training Opportunities

2201 Basic Nursing Assistant
2202 Medication Assistant
2204 Perioperative Nursing

Adult Education Diplomas

3401 Adult High School
3301 GED

Southwestern Oregon Community College

EMERGENCY MEDICAL TECHNICIAN PROGRAM

BASIC

For office use:
Placement Scores ____ ____ ____
(For EMT Basic) Read Write Math
Accept **yes/no**

COURSE ENROLLMENT APPLICATION AND PREREQUISITE VERIFICATION FORM

This course application and verification form **must be completed in its entirety and copies of documentation must be attached before a student can enroll in an EMT course.** Students may not attend classes without completing registration for courses in advance. Questions about this application should be directed to Paul Reynolds (888-7296) or Robbie Kirch (888-7432).

Course Information

Course Beginning Term (check one): _____Fall _____Winter _____Spring // Year_____

Location of Course: _____Southwestern Other Site:_____

Personal Information

Drivers License No._____State____

Name_____ Soc. Sec. No._____

Address_____ Date of Birth_____

City_____ State_____ Zip_____ Phone_____

Are you enrolled in the one year EMT certificate program at SWOCC? _____Yes _____No

Do you work with an agency providing emergency medical services? _____Yes _____No

EMS Agency Information

This section needs to be completed **ONLY** if you answered **YES** to the last question in the Section above. Applicants should obtain the assistance of their agency administrator in order to provide the following information.

Agency Affiliation_____ Training Officer_____ Phone_____

Address_____City_____ State_____ Zip_____

Applicant's Agency Status (circle one): paid employee volunteer

Oregon law requires that students participating in clinical/ambulance experiences be covered by professional liability insurance in the amount of not less than $1,000,000 per occurrence (OAR 581-498-020). An administrative officer from your agency must verify the following information.

Agency Insurance Provider_____ Phone No._____

Address_____ Policy No._____

I certify that the individual named in this application is covered by professional liability insurance through the agency identified in the amount indicated above.

_____ _____
Signature of Agency's Authorized Representative Date

EMT-Basic (8-19-3)

EMT-Basic Course Prerequisites

Students pursuing the EMT Certificate Program and/or EMT-Basic course must satisfy the following prerequisites prior to registering in courses. Certificate Program students should consult with their advisor.

1) 18 years of age minimum
2) high school diploma or GED
3) documentation of immunizations (see section E below)
4) urinalysis required before clinical / field study time (arrangments made by college)
5) Southwestern placement exam results demonstrating skill level to (see note below):

Math 70	Reading 101	Writing 121
(minimum score of 48)	(minimum score of 47)	(minimum score of 43)

NOTE: The Southwestern placement test is used for advising purposes. Students scoring below the minimum levels listed will be referred to the EMT Program Coordinator for approval to register for EMT-B. Students scoring lower than the levels indicated should consider enrolling in courses that will build their skills and improve their chances of succeeding in the EMT-Basic course.

Documentation of Immunizations

Entrance into EMT courses is restricted to individuals who have the immunizations as required by Oregon Administrative Rules. The immunizations are required to work in health occupations. You must attach a signed immunization record and/or titers indicating immunization for the following:

Measles (MMR)
Hepatitis B
Chicken Pox
Diphtheria Tetanus (DPT) series
Oral Polio (OPV)
Tuberculosis: A negative PPD within two months of starting clinical is mandatory

All records must be signed, dated, have the letterhead of the clinic and be legible.

Waivers and Acknowledgements

Read each of the following statements and through your signature verify that you understand and accept that which is stated.

INVASIVE PROCEDURE

I understand that as an EMT student at Southwestern Oregon Community College I will be performing invasive procedures and may have invasive procedures performed on me by fellow students under the supervision of the instructor. I am aware of, understand, and fully accept any of the physiological and psychological risks involved in this procedure.

_____ / _____
Signature of Applicant Date

OREGON HEALTH DIVISION EMT CERTIFICATION

The Oregon Health Division requires applicants for certification to complete an extensive personal history form addressing the applicants physical, mental, and emotional health. I understand that Southwestern Oregon Community College cannot guarantee that I will become certified as an EMT and that certification is a matter between me and the state.

_____ / _____
Signature of Applicant Date

CERTIFICATION OF APPLICATION

I have read and understand the admission requirements for enrollment in the EMT Certificate Program and EMT courses at Southwestern Oregon Community College. I certify that the information contained in this application, or attached to it, is correct and that any deficiencies will be remedied. I understand that failure to remedy a deficiency within a reasonable period of time will result in my being withdrawn from the EMT program or course.

_____ / _____
Signature of Applicant Date

Southwestern Oregon Community College

EMERGENCY MEDICAL TECHNICIAN PROGRAM

INTERMEDIATE

For office use:
EMT-I
Pretest
Score:_____

COURSE ENROLLMENT APPLICATION AND PREREQUISITE VERIFICATION FORM

This course application and verification form **must be completed in its entirety and copies of documentation must be attached before a student can enroll in an EMT course.** Students may not attend classes without completing registration for courses in advance. Questions about this application should be directed to Paul Reynolds (888-7296) or Robbie Kirch (888-7432).

Course Information

Course Beginning Term (check one): _____Fall _____Winter _____Spring // Year_____

Location of Course: _____Southwestern Other Site:_____

Personal Information

Name_____ Soc. Sec. No._____

Address_____ Date of Birth_____

City_____ State_____ Zip_____ Phone_____

Are you enrolled in the one year EMT certificate program at SWOCC? _____Yes _____No

Do you work with an agency providing emergency medical services? _____Yes _____No

EMS Agency Information

This section needs to be completed **ONLY** if you answered **YES** to the last question in the Section above. Applicants should obtain the assistance of their agency administrator in order to provide the following information.

Agency Affiliation_____ Training Officer_____ Phone_____

Address_____City_____ State_____ Zip_____

Applicant's Agency Status (circle one): paid employee volunteer

Oregon law requires that students participating in clinical/ambulance experiences be covered by professional liability insurance in the amount of not less than $1,000,000 per occurrence (OAR 581-498-020). An administrative officer from your agency must verify the following information.

Agency Insurance Provider_____ Phone No._____

Address_____ Policy No._____

I certify that the individual named in this application is covered by professional liability insurance through the agency identified in the amount indicated above.

_____ _____
Signature of Agency's Authorized Representative Date

EMT-Intermediate Course Prerequisites

Students applying for an EMT-Intermediate course must satisfy the following prerequisites prior to formally enrolling in a course. Please provide verification for each prerequisite listed. In addition, students must take an EMT-I Pretest that is scheduled at the beginning of courses.

1) Oregon Certified EMT-Basic: Certificate No._____Expiration_____
2) AHA "Level C" Course Completion Document, or ARC "BLS for the Professional Rescuer" CPR Course Completion Document: Certificate Type_____Expiration_____

Documentation of Immunizations

Entrance into EMT courses is restricted to individuals who have the immunizations as required by Oregon Administrative Rules. The immunizations are required to work in health occupations. You must attach a signed immunization record and/or titers indicating immunization for the following:

Measles (MMR)
Hepatitis B
Chicken Pox
Diphtheria Tetanus (DPT) series
Oral Polio (OPV)
Tuberculosis: A negative PPD within two months of starting class is mandatory

All records must be signed, dated, have the letterhead of the clinic and be legible.

Waivers and Acknowledgements

Read each of the following statements and through your signature verify that you understand and accept that which is stated.

INVASIVE PROCEDURE

I understand that as an EMT student at Southwestern Oregon Community College I will be performing invasive procedures and may have invasive procedures performed on me by fellow students under the supervision of the instructor. I am aware of, understand, and fully accept any of the physiological and psychological risks involved in this procedure.

Signature of Applicant _____ / Date _____

OREGON HEALTH DIVISION EMT CERTIFICATION

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Signature of Applicant _____ / Date _____

CERTIFICATION OF APPLICATION

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Signature of Applicant _____ / Date _____

OREGON EMERGENCY MEDICAL SERVICES

EMS STUDENT REGISTRATION

P.O. BOX 14450 • PORTLAND, OREGON 97214 • 503-731-4011

LAST NAME

FIRST NAME

MI

TODAY'S DATE

MO.	DAY	YEAR
JAN		
FEB		
MAR	0 0	0 0
APR	1 1	1 1
MAY	2 2	2 2
JUN	3 3	3 3
JUL	4	4 4
AUG	5	5 5
SEP	6	6 6
OCT	7	7 7
NOV	8	8 8
DEC	9	9 9

DATE OF BIRTH

MO.	DAY	YEAR
JAN		
FEB		
MAR	0 0	0 0
APR	1 1	1 1
MAY	2 2	2 2
JUN	3 3	3 3
JUL	4	4 4
AUG	5	5 5
SEP	6	6 6
OCT	7	7 7
NOV	8	8 8
DEC	9	9 9

GENDER
○ Male ○ Female

CANDIDATE FOR
- EMT–Basic
- EMT–Intermediate
- EMT–Paramedic
- Other _____

LEVEL OF EDUCATION Mark only one item above the pink line.

①	②	③	④	⑤	⑥	⑦	⑧	⑨	⑩	⑪
○ High School		○ Bachelor's Degree				○ Master's Degree			○ Doctorate Degree	
○ Some College		○ Some Post-Bachelor's				○ Some Post-Master's			○ Post-Doctoral	
○ Associate Degree			○ EMS				○ FIRE			○ OTHER

ETHNIC ORIGIN
- ○ Asian
- ○ Black
- ○ Caucasian
- ○ Hispanic
- ○ Nat. American
- ○ Pacific Islander
- ○ Alaskan Native
- ○ Other

COURSE NUMBER

DATE COURSE COMPLETED

MO.	DAY	YEAR
JAN		
FEB		
MAR	0 0	0 0
APR	1 1	1 1
MAY	2 2	2 2
JUN	3 3	3 3
JUL	4	4 4
AUG	5	5 5
SEP	6	6 6
OCT	7	7 7
NOV	8	8 8
DEC	9	9 9

HOME PHONE ( ) -

WORK PHONE ( ) -

SOCIAL SECURITY NUMBER - -

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OREGON EMERGENCY MEDICAL SERVICES

P.O. BOX 14450 • PORTLAND, OREGON 97293 • 503-731-4011

APPLICATION FOR CERTIFICATION

NAME AND ADDRESS

Last Name _____ First _____ Middle _____

Has your name changed recently? Yes No

If Yes, Previous Name: _____

Mailing Address _____ Apartment # _____

City _____ State _____ Zip Code _____

Has your address changed recently? Yes No

If Yes, Previous Address: _____

SOCIAL SECURITY NUMBER

COURSE NUMBER

PERSONAL HISTORY

This information is used to determine eligibility for certification as an EMT. **IMPORTANT:** If you answer **"YES"** to any of the following questions, you **MUST** attach a complete explanation to this application, in a sealed envelope marked **"CONFIDENTIAL."** If you fail to attach appropriate explanatory material or additional information is required, you will receive a request for additional information from the Section. Failure to provide full and complete explanatory material **WILL** result in a delay of certification. Answering **"YES"** will **NOT** necessarily result in denial of your application for certification.

1. Have you been diagnosed with any mental or physical impairment(s) that may affect your ability to perform all the essential duties and functions of the certification level for which you are requesting, as defined in ORS Chapter 682, the DHS/EMS "Job Description for EMT", and the "Functional Job Analysis" in the most recent DOT EMT curriculum for that level of certification? Yes No
2. Have you engaged in the use of any chemical substance for other than legitimate medical purposes or been treated for addiction or dependency? Yes No
3. Have you engaged in the habitual use of alcohol or received treatment for alcoholism? Yes No
4. Have you ever been convicted of any misdemeanor, felony or other crime? Felony or misdemeanor traffic crimes and any involving driving while impaired, intoxicated, or under the influence of any drug or alcohol (DUI, DUII, etc.) **MUST** be reported. (Minor traffic violations need not be reported.) Yes No
5. Have you been disciplined by your employer or supervising physician? (Discipline would include any of the following: limitation or restriction of scope of practice; suspension, letter of reprimand, or dismissal for cause.) Yes No
6. Have you been named in a lawsuit alleging medical malpractice or misconduct? Yes No
7. Have you been disciplined, denied or revoked by the National Registry of EMTs or any certifying/licensing agency? Yes No

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MAILING ADDRESS

HAIR COLOR: Black, Blonde, Dk. Brown, Lt. Brown, Red, White/Gray

EYE COLOR: Black, Blue, Brown, Gray, Green, Hazel

HEIGHT FT. IN.

WEIGHT (Lbs.)

SCARS/MARKS: None

OREGON DRIVER LICENSE NUMBER: Out of State; State; Number; Expiration Date

CITY

STATE

RESIDENCE/STREET ADDRESS: Same as above. (Enter street address if different than above.)

RESIDENCE COUNTY: Baker, Benton, Clackamas, Clatsop, Columbia, Coos, Crook, Curry, Deschutes, Douglas, Gilliam, Grant, Harney, Hood River, Jackson, Jefferson, Josephine, Klamath, Lake, Lane, Lincoln, Linn, Malheur, Marion, Morrow, Multnomah, Polk, Sherman, Tillamook, Umatilla, Union, Wallowa, Wasco, Washington, Wheeler, Yamhill, Out of State

ZIP CODE

OUT OF COUNTRY ZIP CODE

APPLICANT SIGNATURE

I hereby attest to the validity and the accuracy of the information provided to the State of Oregon.

I understand that providing inaccurate information on this application can result in testing ineligibility, license revocation, or other penalties.

X _____ Signature of Applicant

31267

For Office Use Only.

Last First M.I.

OREGON EMERGENCY MEDICAL SERVICES

P.O. BOX 14450 • PORTLAND, OREGON 97293 • 503-731-4011

WORK HISTORY

List in chronological order all work/volunteer experiences from high school or the last ten years, whichever is less. If you do not know the exact dates, please estimate. All information must be placed directly on this form; a resume is not acceptable. If additional space is required, attach an addendum.

EMPLOYER (LIST MOST RECENT FIRST)	CITY, STATE	OCCUPATION	DATES FROM/TO

EMT CERTIFICATION FEE INFORMATION

45932-31300-2901

IMPORTANT: You may only apply for **ONE** certification level at a time. You must obtain certification at that level before you consider applying for a higher level of certification. Your attached check must be for the amount checked below.

- $25 EMT-Basic Oregon reciprocity application.
- $55 EMT-Basic application, written and practical examination fee.
- $75 EMT-Intermediate application, written and practical examination fee.
- $200 EMT-Paramedic application, Oregon reciprocity application, written and practical examination fee.
- $25 EMT-Paramedic provisional certification fee.
  (This is in addition to application and examination fees.) 45932-31300-2901

Make check or money order payable to "DHS Health Services." Mail the completed application with the appropriate **NON-REFUNDABLE** fee to:

DHS Health Services
Business Services Section - 459
P.O. Box 14260
Portland, OR 97293-0260

APPLICANT SIGNATURE

I have read and understand the provisions of ORS Chapter 682 and Oregon Administrative Rules Chapter 333 governing certification of emergency medical technicians.

I understand that the making of false statements in connection with this application is a violation of ORS 162.085, and may constitute grounds for denial, suspension, or revocation of an EMT certificate.

X _____
Signature of Applicant Date

EMT-Basic Application

The National Registry of Emergency Medical Technicians

I am submitting this application to test at _____ **in** _____
Name of Facility City
_____ **on** _____
State Date (MM/DD/YY)

Office Use Only
B
Date Received
Fee Number
Written Exam Date

Application Date __ - __ - ____ Social Security Number ___ - __ - ____

Have you ever applied for NREMT-B registration? ○ Yes ○ No

If you possess current state certification as an EMT, please list your current state EMT certification number in the space provided and attach a copy of your current EMT card

Current EMT Number
Please attach copy of card

Last Name First Name MI

Mailing Address

Program Code

Gender ○ Male ○ Female

City State Zip Code + 4

Date of Birth

APPROVED EMT-B COURSE: Applicant must have completed an approved EMT-Basic Training Program that equals or exceeds the objectives of the National Standard EMT-Basic Curriculum. Attach a copy of your course completion certificate or a copy of your current EMT-B card. If your initial EMT-Basic training program is more than two years old and you hold current state certification as an EMT-Basic, you must document completion of 24 hours of approved EMT-B refresher training within the past two years and attach official documentation to this application.

Name of initial training institution or agency	Street Address	City	State	Zip Code

Initial Course Instructor/Course Coordinator	Course Completion Date	Classroom Hours
Refresher Course Instructor/Course Coordinator	Refresher Completion Date	Classroom Hours

What is the highest level of education you have completed?
- ○ Didn't complete high school
- ○ High school graduate/GED
- ○ Associate's degree
- ○ Bachelor's degree
- ○ Graduate degree

Please indicate the type of EMT-B service you are or will be affiliated with. (mark all that apply)
- ○ Fire Department
- ○ Private
- ○ Hospital-Based
- ○ 3rd-Service
- ○ Volunteer
- ○ Other
- ○ U.S. Government
- ○ Army
- ○ Navy
- ○ Air Force
- ○ Coast Guard

Will you be paid for your services as an EMT-B?
- ○ Yes
- ○ No
- ○ Not yet affiliated

Ethnic Origin
- ○ Native American
- ○ Asian
- ○ Black
- ○ Hispanic
- ○ White
- ○ Other

Licensing Action and Felony Statement

○ Yes ○ No Have you ever been subject to limitation, suspension, or termination of your right to practice in a health care occupation or voluntarily surrendered a health care licensure in any state or to an agency authorizing the legal right to work?

○ Yes ○ No Have you ever been convicted of a felony

If you answered "yes" to either question, you must provide official documentation that fully describes the offense, current status, and disposition of the case

Candidate Statement and Signature: I hereby affirm and declare that the above information on this application is true and correct and that any fraudulent entry may be considered a sufficient cause for rejection or subsequent revocation. I further agree to abide by all policies and procedures of the National Registry of EMTs, and hereby authorize the NREMT to release my examination scores to the teaching institution/agency, any state office of Emergency Medical Services, or any agency authorizing the legal right to practice. I further permit the NREMT to release my current status (registered or not registered) with the NREMT to the public 30 days following mailing of my test scores.

Applicant Signature

EMT-Basic Practical Examination Verification

This is to verify that on ___ - ____ (Date (MM-YYYY)), _____ (Candidate's Name) completed a state-approved practical examination at _____ (ExaminationSite and State) equal to or exceeding the criteria established by the NREMT and performed satisfactorily so as to be deemed competent in the following skills:

- Patient Assessment/Management - Trauma
- Patient Assessment/Management - Medical
- Cardiac Arrest Management/AED
- Bag-Valve-Mask (Apneic Patient)
- Spinal Immobilization (Seated or Supine Patient)
- Random Skill Verification_____

Physician Name (Print or Type)	Agent or Assignee's Name (Print or Type)
Physician Signature	Agent or Assignee's Signature
License #	Agent or Assignee's Title

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477121

Section I: CPR Credential

As the candidate's CPR instructor/training officer, I hereby verify the candidate has been examined and performed satisfactorily so as to be deemed competent in each of the following skills:

Adult 1 & 2 Rescuer CPR
Adult Obstructed Airway Maneuvers
Child CPR
Child Obstructed Airway Maneuvers
Infant CPR
Infant Obstructed Airway Maneuvers

Verifying Signature _____ Date _____

CPR Expiration Date ☐☐ - ☐☐ - ☐☐☐☐

Please submit a copy of your current CPR card and/or ensure the appropriate verification signatures are affixed to this section of the application

Section II: Statement of Competency in EMT-Basic Skills

As the EMT-Basic Training Program Director or service director of training/operations, I verify that _____ (Candidate's Name) has been examined and performed satisfactorily so as to be deemed competent in each of the following skills:

Patient Assessment/Management - Trauma
Patient Assessment/Management - Medical
Cardiac Arrest Management/AED
Bleeding Control/Shock Management
Bag-Valve-Mask Apneic Patient
Supplemental Oxygen Administration
Upper Airway Adjuncts and Suction
Mouth-to-Mask with Supplemental Oxygen
Spinal Immobilization Supine Patient
Spinal Immobilization Seated Patient
Long Bone Immobilization
Joint Dislocation Immobilization
Traction Splinting

Signature: _____ Date: _____

Name (Please Print) _____

Title (Please Print) _____ Telephone # _____

Character Reference

Name	Street Address	City	State	Zip Code

National Registry EMT-Basic Application Information

Entry Requirements:

1. Successful completion of a state-approved EMT-Basic training program within the past 24 months, that equals or exceeds the behavioral objectives of the EMT-Basic National Standard Curriculum as developed and promulgated by the U.S. Department of Transportation.
2. If the candidate's initial EMT-Basic training completion date is beyond 24 months and the candidate has maintained state certification as an EMT-Basic, the candidate must document completion of 24 hours of state-approved EMT-Basic refresher training that meets all objectives of the current EMT-Basic National Standard Refresher Curriculum. Program completion date can be no older than 24 months from the date of testing.
3. Current CPR credential verifying competence in the skills listed in the **"CPR Credential"** section of this application.
4. The **EMT-Basic Practical Examination Verification** section of the application must be signed by the Physician Medical Director or the agent or assignee of the physician attesting to the candidates successful completion, within the past 12 months, of a practical examination that meets or exceeds the criteria established by the NREMT.
5. **Section II : Statement of Competency in EMT-Basic Skills** (above) must be signed by the EMT-Basic Training Program Director or the Director of Training/Operations. **Applications submitted for each re-examination must also be completed in their entirety and signed in an original fashion.**
6. Submission of a completed application and official course completion documentation attesting to the above requirements as well as all other published entry requirements of the National Registry of EMTs.
7. A non-refundable, non-transferable application fee of $20.00, payable to the National Registry of Emergency Medical Technicians, must be submitted with this application. Each attempt of the written examination requires submission of an application and a $20.00 non-refundable, non-transferable application fee.
8. Successful completion of the National Registry EMT-Basic written examinations.

Checklist for Submitting an Application for the National Registry EMT-Basic Examination Process:

1. Have you, your Physician Medical Director, and/or your training director or service director of training/operations signed the application? **Applications submitted for each re-examination must also be completed in their entirety and signed in an original fashion.**
2. Have you attached a copy of your CPR card which will be current and valid at the time of the examination or has your CPR instructor affixed his or her signature to the appropriate space in the **"CPR Credential"** section of this application?
3. Have you or your program director attached to this application official documentation of successful completion of state-approved EMT-Basic training which meets or exceeds the behavioral objectives of the current EMT-Basic National Standard Curriculum?
4. Have you filled in all of the information requested on the application, including the felony statement?
5. Have you attached a check or money order in the appropriate amount to this application. Each attempt of the written examination requires submission of an application and a $20.00 non-refundable, non-transferable application fee.
6. Be sure to bring an official photo identification (driver's license) and two #2 pencils to the examination site.
7. For more information please visit our homepage at http://www.nremt.org or contact us via telephone at (614)888-4484.

Payments or contributions to the NREMT are not deductible as charitable contributions for Federal Income Tax purposes. Payments may be deductible as a business expense. If in doubt, please contact your tax advisor.

477122

Emergency Medical Technician Program
Southwestern Oregon Community College

Clinical Objectives for EMT-B Student Hospital Experience

Adopted from EMT-Basic National Standard Curriculum

The clinical objectives listed below are to be carried out under supervision and in accordance with hospital policy and established clinical agreements. Students should observe, and demonstrate whenever possible, the clinical objectives listed. The student's instructor or assigned preceptor should initial and date each objective when it is attained. In situations where objectives are not achievable in allotted time, programmed patient simulations or other activities may be used to ensure student competency.

Name of EMT-B Student _____ Phone Number _____

Course Director _____ Phone Number _____

Clinical Objectives — Observer / Date

1) Tour an Emergency Room _____ / _____
2) Demonstrate patient assessment and obtain and record at least one set vital signs in an Emergency Room. Vital signs include blood pressure, pulse, respirations, temperature. _____ / _____
3) The following can be completed under supervision when the opportunity presents itself.
   A) Obtain and record neurological signs (level of consciousness, pupil reaction to light, grip). _____ / _____
   B) Observe an intravenous line being started and see how it is secured in place. _____ / _____
   C) Observe the administration of an injection. _____ / _____
   D) Administer oxygen to a patient. _____ / _____
   E) Accompany a patient to a specific procedure (example: x-ray, physical therapy, etc.) _____ / _____

Emergency Room

A) Observe the unloading procedure of a patient from an ambulance. _____ / _____
B) Observe the care given to a patient with chest pain. _____ / _____
C) Observe and participate in the cleansing and bandaging of wounds. _____ / _____
D) Observe and participate in the application of a cast. _____ / _____
E) Observe and participate in techniques used in transferring a patient from an ambulance cot to an Emergency Room cart. _____ / _____
F) Accompany an Emergency Room staff member in transporting a patient to his room for admission to the hospital. _____ / _____
G) Observe the care given to a patient in one of the following types of shock: hypovolemic, respiratory, cardiogenic, psychogenic, neurogenic, metabolic, septic. _____ / _____
H) Interact with a patient brought to the Emergency Room, and with friends and relatives of the patient. Observe their behavior in the situation. _____ / _____
I) Observe patient history taking techniques in an Emergency Room by
   1) Registered Nurse two times. Follow through by taking a history _____ / _____
   2) Third time under supervision. _____ / _____
J) Observe and participate in the proper technique of physical assessment. _____ / _____

Verification of the Course Director

I certify that the student identified at the top of this form has completed the required clinical hours for EMT-B students in hospital settings, has observed/demonstrated the listed objectives whenever feasible, and has completed patient simulation exercises to satisfy objectives not attainable during designated clinical time.

_____ / _____

Signature of Course Director — Date

Emergency Medical Technician Program
Southwestern Oregon Community College

Objectives for EMT-B Student Ambulance Experience

The objectives listed below are to be carried out under supervision and in accordance with established agreements with ambulance service providers. Students should observe and demonstrate, whenever possible, each objective identified. The students' instructor or assigned preceptor should initial and date each objective attained. In situations where objectives are not attainable within allotted time, simulations or other activities may be used to insure student competency. The goal for student ambulance experience is for students to observe/participate in 5 ambulance runs and to practice skills associated with maintaining and operating ambulances and EMS equipment.

Name of EMT-B Student_____

Ambulance Service_____Phone Number_____

Course Director_____Phone Number_____

Ambulance Ride Time *(each type of ambulance run, activities in which the student participated, and the date of the run should be indicated).*

	Type of Run	Student-Involved Activities	Observer	Date
1)				
2)				
3)				
4)				
5)				

Clinical Objectives *(to be completed during field work with an ambulance service)*

	Observer / Date
1) Tour facilities of an ambulance service	/
2) Observe driving techniques used in responding to an emergency call.	/
3) Demonstrate proper techniques in use of a radio and in the conduct of a call.	/
4) Observe activities and conduct of providers of emergency services at the scene of an EMS incident.	/
5) Observe proper completion of report forms and correctly complete sample run reports.	/
6) Conduct an inspection of an ambulance unit and complete an inspection checkoff form.	/
7) Conduct an inventory of equipment in an ambulance unit.	/
8) Participate in cleaning an ambulance unit and in preparing the unit for subsequent calls.	/

Verification of the Course Director

I certify that the student identified at the top of this form has completed the required clinical hours for EMT-B students in ambulance settings, has observed or demonstrated the listed objectives whenever feasible, and has completed patient simulation exercises to satisfy objectives not attainable during designated clinical time.

_____/_____

Signature of Course Director Date

Southwestern Oregon Community College
Follow-Up Evaluation for
First Responder, EMT-Basic and EMT-Intermediate Students

The College is interested in obtaining information from previous EMT students to ensure that our EMT program fulfills our students needs. Would you please take a few moments to answer the following questions.

1. Current Job Status:_____

2. How are you currently utilizing your EMT-Basic/Intermediate certification?

   Volunteer Agency: _____ Paid Professional: _____

3. Do you plan to further your education in the field of Emergency Medical Services?

   Yes: _____ No: _____

   If yes what are your future plans? _____

4. Do you feel that the instruction that you had at Southwestern provided you with the necessary skills to enable you to take the National/State ***written*** examination?

   Yes: _____ No: _____

   How do you think instruction could have been improved?_____

   _____

5. Do you feel that the instruction that you had provided you with the necessary skills to take the State ***practical*** examination?

   Yes: _____ No: _____

   How do you think instruction could have been improved?_____

   _____

6. Do you feel that the instruction that you had provided you with the necessary skills to practice as an EMT in the capacity that you fill now?

   Yes: _____ No: _____

   How do you think instruction could have been improved?_____

   _____

7. Do you have any other comments or suggestions regarding the EMT program at Southwestern:

   _____

   _____

8. Instructor:_____ Year:_____

Please return this questionnaire to: Robbie Kirch, Public Safety Training and Education Department, 1988 Newmark, Coos Bay, Oregon 97420.

Southwestern Oregon Community College
EMT Program: Student Clinical/Field Evaluation

In order to ensure that our EMT program provides the very best training, the college is interested in obtaining information about our student's performance during their clinical observation and ambulance time. After the student has completed their time with your agency, please take a few moments to answer the following questions. Return this form to: Robbie Kirch, SWOCC, 1988 Newmark, Coos Bay OR 97420.

Did the student arrive on time?

Do you feel this student was prepared for their field time?

Was this student professional in their behavior while they were at your site?

Was this student dressed appropriately?

Was this student cooperative and willing to do as directed?

Did this student appear to be interested in the activities of the organization?

Did this student voluntarily apply themselves to help where able?

Did this student listen to instructions and act accordingly?

Do you have additional comments regarding the student?

_____

_____

_____

_____

Student Name:_____ Date:_____

Clinical/Ambulance Name:_____

Evaluated By (Optional)_____

SOUTHWESTERN OREGON COMMUNITY COLLEGE
Registration Form

YEAR _____ TERM: SUMMER ☐ FALL ☐ WINTER ☐ SPRING ☐

g your social security number is voluntary. If you provide it, the college will use your social security number for keeping records, doing research, e reporting, extending credit and collecting debts. Your social security number is required and will be reported to the Internal Revenue Service for tax gibility determination.Your social security number will not be given to the general public. If you choose not to provide your social security number, you will enied any rights as a student. Please read the statement in your class schedule, which describes how your number will be used. Providing your social number means that you consent to use of the number in the manner described.

SOCIAL SECURITY NUMBER		STUDENT I.D. NUMBER

E FIRST	MIDDLE NAME	MAIDEN OR OTHER LAST NAME USED	BIRTHDATE Mo. Day Yr.

DDRESS	CITY	STATE	ZIP	COUNTY

A NON-RESIDENT ALIEN? YES ☐ NO ☐ IF YES, COUNTRY?

LIVED IN OREGON FOR THE LAST 90 DAYS? YES ☐ NO ☐ IF NO, LIST PREVIOUS ADDRESS BELOW

ADDRESS	CITY	STATE	ZIP	COUNTY

M ☐ F ☐ ETHNIC: (THIS INFORMATION IS VOLUNTARY) BLACK ☐ HISPANIC ☐ AM. INDIAN/ALASKAN ☐ WHITE ☐ ASIAN ☐ NATIVE HAWAIIAN/PACIFIC ISLANDER ☐

NCY CONTACT: NAME PHONE

A PREVIOUS SWOCC STUDENT ? YES ☐ NO ☐

GRADUATE FROM HIGH SCHOOL? YES ☐ NO ☐ YEAR _____

RECEIVE A GED? YES ☐ NO ☐ YEAR _____

RECEIVE AN ADULT HIGH SCHOOL DIPLOMA ? YES ☐ NO ☐ YEAR _____

SCHOOL WHERE RECEIVED _____

H SCHOOL ATTENDED IF DIFFERENT FROM ABOVE:

STATE

ED? YES ☐ NO ☐ IF YES, FULL TIME ☐ PART TIME ☐ IF NO, RETIRED? ☐

TELEPHONE NUMBER

HOME

WORK

LAST COLLEGE ATTENDED:

STATE _____

HIGHEST DEGREE RECEIVED:

SHORT TERM TRAINING CERT.:

ONE YEAR CERTIFICATE FROM COMMUNITY COLLEGE:

TWO-YEAR ASSOCIATE DEGREE

BACHELOR'S DEGREE _____

MASTER'S DEGREE _____

PhD or PROFESSIONAL _____

ON OBJECTIVES (MARK ALL THAT APPLY)

OU PLAN TO EARN A DEGREE/CERTIFICATE/DIPLOMA AT SWOCC?

S, CERTIFICATE OR 2-YEAR DEGREE _____

S, HIGH SCHOOL DIPLOMA OR GED _____

, HERE TO TAKE CLASSES _____

ANSFER TO ANOTHER 2-YEAR COLLEGE _____

KE CLASSES TO TRANSFER TO A 4-YEAR COLLEGE _____

IDECIDED_____

B. PICK THE ONE ***MAIN*** REASON YOU ARE HERE THIS TERM.

1. TAKE CLASSES TO TRANSFER TO A 4-YEAR COLLEGE _____
2. LEARN SKILLS TO GET A JOB _____
3. IMPROVE JOB SKILLS _____
4. EXPLORE CAREER OR EDUCATIONAL OPTIONS _____
5. TAKE CLASSES TO FINISH HIGH SCHOOL OR GED _____
6. IMPROVE WRITING, READING, OR MATH SKILLS _____
7. LEARN ENGLISH _____
8. PERSONAL INTEREST/ENRICHMENT _____
9. OTHER _____

YOU LIKE INFORMATION ABOUT SPECIAL SERVICES FOR STUDENTS WITH DISABILITIES? YES ☐ NO ☐

N	AUDIT	COURSE NO.	SECTION #	COURSE TITLE	CREDITS	GRADE
				TOTAL CREDITS		

PLEASE CHECK ALL THAT APPLY:

☐ FEDERAL PELL GRANT

☐ VETERANS' BENEFITS

☐ VIETNAM VETERAN

☐ GOLD CARD

☐ BUSINESS OWNER

BUSINESS NAME:_____

TUITION _____

REGISTRATION FEE _____

CLASS FEE _____

OTHER FEES _____

TOTAL _____ CASH_____CHECK_____

registration will create a financial obligation to Southwestern Oregon Community College in which you are responsible for payment of all es. In the event of default, the student will pay all attorney's fees, collections costs, and any other charges necessary for the collection of ionies owed Southwestern Oregon Community College.

ENT SIGNATURE	MAJOR	DATE / /	ADVISOR SIGNATURE	ADVISOR NO.

WEEKLY CLASS SCHEDULE

NAME:_____ ID#_____ TERM:_____

PLEASE NOTE: There are 10 minutes between classes to allow for students to make room changes.

	Monday	Tuesday	Wednesday	Thursday	Friday	
8:00 am						8:00 am
8:30 am						8:30 am
9:00 am						9:00 am
9:30 am						9:30 am
10:00 am						10:00 am
10:30 am						10:30 am
11:00 am						11:00 am
11:30 am						11:30 am
12 noon						12 noon
12:30 pm						12:30 pm
1:00 pm						1:00 pm
1:30 pm						1:30 pm
2:00 pm						2:00 pm
2:30 pm						2:30 pm
3:00 pm						3:00 pm
3:30 pm						3:30 pm
4:00 pm						4:00 pm
4:30 pm						4:30 pm
5:00 pm						5:00 pm
5:30 pm						5:30 pm
6:00 pm						6:00 pm
6:30 pm						6:30 pm
7:00 pm						7:00 pm
7:30 pm						7:30 pm
8:00 pm						8:00 pm
8:30 pm						8:30 pm
9:00 pm						9:00 pm
9:30 pm						9:30 pm
10:00 pm						10:00 pm

TLN	COURSE #	SEC #	COURSE TITLE	CRS	DAYS	TIME	LOCATION

TOTAL CREDITS _____

ACADEMIC PLANNING SHEET

NAME_____ MAJOR_____

SS #_____ DATE_____

Fall 19	CR	Winter 20	CR	Spring 20	CR

Fall 20	CR	Winter 20	CR	Spring 20	CR

Fall 20	CR	Winter 20	CR	Spring 20	CR

It is the responsibility of students to check with the college or university to which they wish to transfer for all requirements.

Transfer Institution _____

EDUCATIONAL DEVELOPMENT & CAREER PLAN

NAME: _____ SOC. SEC. #: _____ DEGREE/CERTIFICATE: _____

Fall	CR	Winter	CR	Spring	CR	Summer	CR

Fall	CR	Winter	CR	Spring	CR	Summer	CR

Fall	CR	Winter	CR	Spring	CR	Summer	CR

I, the student, understand this is a provisional plan for the above stated degree/certificate as suggested by my advisor and is subject to change. I take responsibility for this plan and changes that I may initiate. I understand that I must review and/or amend my EDP with my advisor if I change my major and/or am within 45 credits of a degree or 20 credits for a certificate of graduation. It is strongly recommended that I check with my advisor at any time to discuss my progress.

Student Signature: _____ Date: _____ Advisor Signature: _____ Date: _____

Original Copy - Transcript Evaluator Yellow Copy - Advisor Pink Copy - Student

edc_dev.frm 08/99

SECURITY NUMBER	LAST NAME	FIRST NAME	MIDDLE 1.	BIRTH DATE / 19___
ADDRESS				TERM FALL WIN SPR SU / YEAR

ETE WITHDRAWAL FROM SOUTHWESTERN	TODAY'S DATE	ADVISOR SIGNATURE	STUDENT SIGNATURE	DATE
☐ YES IF YES, LAST DATE ATTENDED_____	/ 20___			

TLN	AUD	COURSE NO.	SEC	COURSE TITLE	CR	GR	INSTRUCTOR	OFFICE USE ONLY
								TUITION ADJUSTMENT
								TUITION
								CLASS FEE
				DROP				OTHER FEE
								TOTAL
								REFUND ADJUSTMENT
								TUITION
								CLASS FEE
								OTHER FEE
								TOTAL
								REASON FOR REFUND
				ADD				CANCELLED CLASS
								OTHER
								DATE / 20___

NCIAL AID STUDENTS. All changes that are not part of your educational development plan must be reported to the Financial Aid Office. Any change in you ment status (number of eligible credits for financial aid) must be reported to the Financial Aid Office. Failure to report these changes may result in a delay of ving your funds or in your owing a refund/repayment.

NG TO ATTEND CLASS DOES NOT CONSTITUTE WITHDRAWAL. TO BE ELIGIBLE FOR A REFUND, STUDENT MUST FORMALLY WITHDRAW DURING REFUND PERIOD

THWESTERN OREGON COMMUNITY COLLEGE, COOS BAY OR 97420-2912 541- 888-2525

A non-discriminatory, equal opportunity colle

F-149-

DATA CHANGE FORM

Legal Name_____ Phone_____

*Social Security Number_____ **Birthdate_____
Old Social Security Number_____
*Copy of Social Security Card must be attached
**Copy of Birth certificate or driver's license must be attached

OLD ADDRESS/NAME:

_____
_____
_____
_____
_____

NEW ADDRESS/NAME:

_____
_____
_____
_____
_____

Signature_____ Date_____

_____ CHANGE OF NAME
_____ CHANGE OF ADDRESS
_____ CHANGE OF SOCIAL SECURITY NUMBER
_____ CHANGE OF BIRTHDATE
_____ CHANGE OF PHONE

Revised: 7/00:ll:2ptncr

For Office Use Only!
ID No. _____
Dept. Receiving Change: _____
Date Processed: _____

SOUTHWESTERN OREGON COMMUNITY COLLEGE
ACADEMIC STANDARDS COMMITTEE
OFFICIAL STUDENT PETITION

TION I: STUDENT

STREET ADDRESS / CITY / ZIP

R STUDENT ID NO. / NAME OF DEGREE, MAJOR AND OPTION (EX. AAS BUS MGMT/ACCOUNTING 1997) / CATALOG YEAR OF DEGREE

CTED DATE OF GRADUATION (YEAR AND TERM) / TODAY'S DATE

se state clearly what you are petitioning for: (Reinstatement, Overload, Substitution, Waiver)

se explain why you believe this petition should be approved (Attach additional pages if needed):

TION II: RECOMMENDATIONS

VISOR: (Required on all petitions)

Yes No
Recommend Approval

isor Signature

son for your recommendation for approval or denial:

TRUCTOR: (Required only on petitions involving specific course substitutions or waivers)

Yes No
Recommend Approval

uctor Signature

son for your recommendation for approval or denial:

VISION DIRECTOR: (Required on all petitions except overloads and reinstatements. On AAS degrees and certificates, requires signature of ion director of your program area. On AS/AAOT degrees, requires signature of division director of the subject area.)

Yes No
Recommend Approval

ion Director's Signature

son for your recommendation for approval or denial:

rn this completed petition to the Registrar's Office in Dellwood Hall, Room 4. You will be notified in writing of the Committee's ion.

SECTION III: **REGISTRAR**

Explanation of Action Taken:

Signature of Registrar

Today's Date

SECTION IV: ACADEMIC STANDARDS COMMITTEE

Explanation of Action Taken:

Signature of Committee Chairperson

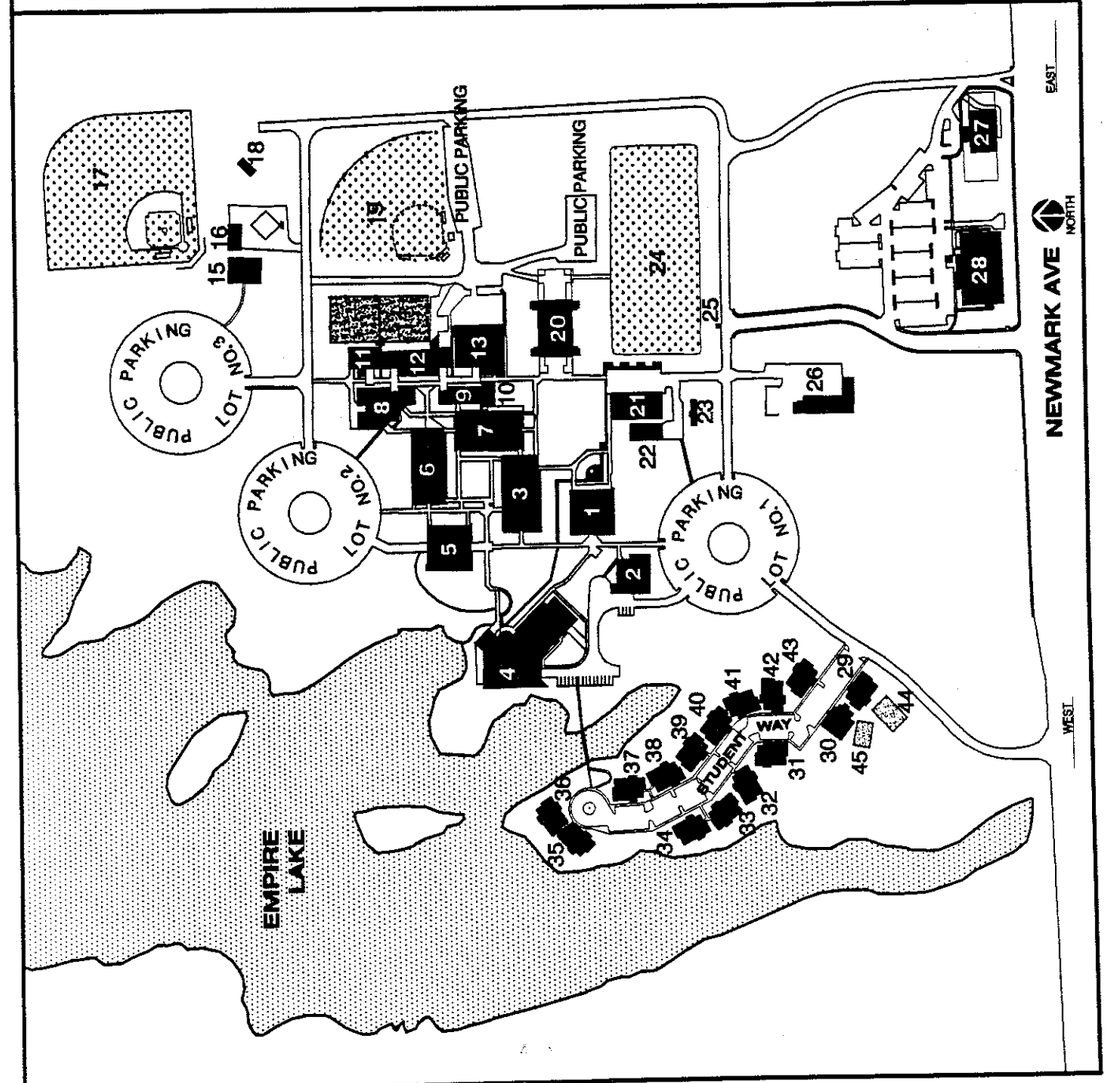
Today's Date

Additional Comments:

SOUTHWESTERN OREGON COMMUNITY COLLEGE

DIRECTORY

1. DELLWOOD HALL
2. STENSLAND
3. RANDOLPH HALL
4. EMPIRE HALL/ PERF. ARTS CENTER
5. TIOGA HALL
6. SITKUM HALL
7. COALEDO HALL
8. EDEN HALL
9. LAMPA HALL
10. B-2
11. SUNSET HALL
12. SUMNER HALL
13. FAIRVIEW HALL
14. TENNIS COURTS
15. FIELD HOUSE
16. FIRE SCIENCE
17. BASEBALL FIELD
18. FIRE TOWER
19. SOFTBALL FIELD
20. PROSPER HALL
21. UMPQUA HALL
22. B-3 STORAGE
23. OFFICES
24. SOCCER FIELD
25. GUARD SHACK
26. PLANT SERVICES / MAINT.
27. FAMILY CENTER / CHILD CARE
28. NEWMARK CENTER
29. NORTH HEAD
30. LIGHTHOUSE DEPOT
31. ST. GEORGE REEF
32. CAPE BLANCO
33. COQUILLE RIVER
34. CAPE ARAGO
35. UMPQUA RIVER
36. HECETA HEAD
37. YAQUINA HEAD
38. CAPE MEARES
39. TILLAMOOK ROCK
40. POINT ADAMS
41. DESDEMONA SANDS
42. WARRIOR ROCK
43. WILLAMETTE RIVER
44. VOLLEYBALL COURT
45. BASKETBALL COURT



SOUTHWESTERN OREGON COMMUNITY COLLEGE
2003-2004 ACADEMIC CALENDAR

SUMMER TERM 2003 (8 weeks)

May 15 – 21 ..... Advising by appointment in faculty offices
May 19 – 30 ..... Registration
May 22 – June 13.... Advising
May 26 ..... CAMPUS CLOSED - MEMORIAL DAY
June 2 – 20..... Open Registration
June 16..... Fin. Aid/Agency summer book sales begin
June 20..... Last day to register for on-line classes
June 21..... Move-In Day for housing residents
June 23..... Day and night classes begin
June 23 – 25 ..... *Late* registration for summer term
June 25..... Last day to register or add classes without instructor consent
July 1..... Last day for refunds
July 2..... Last day to return textbooks for full refund
July 2..... Fin. Aid students should complete all add/drops, including waiting list classes, for correct check disbursement
July 3, 4..... CAMPUS CLOSED - INDEPENDENCE DAY
July 9..... Fin. Aid students must complete the registration process by today (funds disbursed based on today's enrollment status)
July 10, 11 ..... Fin. Aid disbursement checks mailed
July 18 ..... GRADUATION APPLICATIONS DUE
August 1 ..... Last day to change to audit without instructor consent
August 6 ..... Last day to withdraw without instructor consent
August 6 ..... Last day to process summer registrations and add/drops
August 11-15 ..... Textbook buy-back
August 14 ..... Fall payment deadline
August 15 ..... Last day of classes
August 16 ..... Check-Out Day for housing residents
August 16- ..... Term Break
September 21

Note: Academic calendar subject to change. Please check the Schedule of Classes each term for registration information.

The campus will be closed on Fridays during the summer beginning June 20th through August 29th.

On-line registration cut-off dates are set by the Oregon Community College Distance Learning (OCCDL) and are subject to change.

FALL TERM 2003 (11 weeks)

September 1..... CAMPUS CLOSED - LABOR DAY
September 12 ..... Faculty return to campus
September 12 ..... Advising appointment schedules distributed to faculty
September 12-19 .... IN-SERVICE (campus may be closed)
September 15 ..... Fin. Aid/Agency fall book sales begin
September 15-19 ..... Follow up registration for fall
September 16 ..... Move-In Day for housing residents
September 17-19 ..... Advising by appointment in faculty offices
September 17-19 ..... New Student Orientation
September 19..... Last day to register for on-line classes
September 22 ..... Day and night classes begin
September 22-26 ..... *Late* registration for fall term
September 26 ..... Last day to register or add classes without instructor consent
October 3 ..... Last day for refunds
October 3 ..... Last day to return textbooks for full refund
October 3 ..... Fin. Aid students should complete all add/drops, including waiting list classes, for correct check disbursement
October 8 ..... Fin. Aid students must complete the registration process by today (funds disbursed based on today's enrollment status)
October 9, 10 ..... Fin. Aid disbursement checks mailed
October 27 ..... Begin making advising appointments for winter registration on sign-up sheets on faculty doors
October 31 ..... Last day to change to audit without instructor consent
November 10-14 ..... Advising by appointment in faculty offices
November 11..... CAMPUS CLOSED - VETERAN'S DAY
November 12- ..... Advising
December 12
November 14 ..... GRADUATION APPLICATIONS DUE
November 17 ..... Registration for winter term begins
November 17 ..... Make payment arrangements with Student First Stop Center at time of registration
November 26 ..... Last day to withdraw without instructor consent
November 26 ..... Last day to process fall registrations and add/drops
November 27,28..... CAMPUS CLOSED - THANKSGIVING
December 1 ..... Begin making advising appointments for *late* winter registration on sign-up sheets on faculty doors
December 1-4..... Final exam week (M-Th)
December 2 ..... Southwestern Foundation General Scholarship Applications available for 2003-2004
December 3-5..... Textbook buy-back
December 6 ..... Last day to check out of Student Housing
December 6- ..... Term Break
January 4
December 24,25 ..... CAMPUS CLOSED - CHRISTMAS

WINTER TERM 2004 (11 weeks)

December 29 ..... Fin. Aid/Agency winter book sales begin
January 1 ..... CAMPUS CLOSED - NEW YEAR'S
January 2 ..... Faculty return to campus
January 2 ..... Last day to register for on-line classes
January 2 ..... New Student Housing Move-In Day
January 2 ..... Advising and registration
January 2 ..... New Student Orientation 1:30 pm
January 4 ..... Housing open for returning residents
January 5 ..... Day and night classes begin
January 5-9..... *Late* registration for winter term
January 9 ..... Last day to register or add classes without instructor consent
January 16..... Last day for refunds
January 16..... Last day to return textbooks for full refund
January 16..... Fin. Aid students should complete all add/drops, including waiting list classes, for correct check disbursement
January 19 ..... CAMPUS CLOSED - DR. MARTIN LUTHER KING, JR. DAY
January 21..... Fin. Aid students must complete the registration process by today (funds disbursed based on today's enrollment status)
January 22, 23..... Fin. Aid disbursement checks mailed
February 2 ..... Begin making advising appointments for spring registration on sign-up sheets on faculty doors
February 13..... Last date to change to audit without instructor consent
February 16..... CAMPUS CLOSED - PRESIDENT'S DAY
February 18-24..... Advising by appointment in faculty offices
February 20..... GRADUATION APPLICATIONS DUE
February 23..... Registration for spring term begins
February 23..... Make payment arrangements with Student First Stop Center at time of registration
February 25-..... Advising
March 20
March 1..... Southwestern Foundation General Scholarship Application deadline for 2003-2004
March 8..... Begin making advising appointments for *late* spring registration on sign-up sheets on faculty doors
March 10 ..... Last day to withdraw without instructor consent
March 10 ..... Last day to process winter registrations and add/drops
March 15-18 ..... Final exam week (exams M-Th)
March 17-19 ..... Textbook buy-back
March 20 ..... Check-Out Day for housing residents not returning spring term
March 21-28 ..... Spring/term break

SPRING TERM 2004 (11 weeks)

March 22 ..... Fin. Aid/Agency spring book sales begin
March 26 ..... Housing Move-In Day
March 26 ..... Last day to register for on-line classes
March 29 ..... Faculty return to campus
March 29 ..... Day and night classes begin
March 29 - April 2... *Late* registration for spring term
April 2 ..... Last day to register or add classes without instructor consent
April 9 ..... Last day for refunds
April 9 ..... Last day to return textbooks for full refund
April 9 ..... Fin. Aid students should complete all add/drops, including waiting list classes, for correct check disbursement
April 14..... Fin. Aid students must complete the registration process by today (funds disbursed based on today's enrollment status)
April 15,16..... Fin. Aid disbursement checks mailed
April 27..... Begin making advising appointments for summer and fall registration on sign-up sheets on faculty doors
April 30..... GRADUATION APPLICATIONS DUE
May 7 ..... Last day to change to audit without instructor consent
May 10-14..... Advising by appointment in faculty offices
May 17..... Registration for summer and fall terms begins
May 17..... Make payment arrangements with Student First Stop Center at time of registration
May 18-June 12 ..... Advising
May 31 ..... CAMPUS CLOSED - MEMORIAL DAY
June 2 ..... Last day to withdraw without instructor consent
June 2 ..... Last day to process spring registrations and add/drops
June 7-10 ..... Final exam week (exams M-Th)
June 9-11 ..... Textbook buy-back
June 11 ..... Commencement
June 12..... Check-Out Day for all housing residents
June 12-20..... Term break

Note: Academic calendar subject to change. Please check the schedule of classes each term for registration information.

On-line registration cut-off dates are set by the Oregon Community College Distance Learning (OCCDL) and are subject to change.

Revised 06/24/03 kr

Southwestern Oregon Community College Library
Coos Bay, Oregon 97420

General Library User's Guide

The purpose of SOCC library is to assist in fulfilling the college's mission of providing quality education that helps students achieve their goals. It primarily exists to aid students in their educational goals, faculty in their instructional and professional development goals, and community members in their life enrichment pursuits. To accomplish this, the library will do the following:

- Maintain a balanced and organized collection of high quality materials and professional assistance to all its users.
- Provide access to information located elsewhere.
- Deliver education and training in developing information-gathering skills including accessing, evaluating and using various information sources.
- Promote technological competence by providing access to information available in electronic formats, including CD-ROM databases and online resources via the Internet.
- Cooperate with other organizations for the advancement of scholarship and college goals.
- Support the cultural awareness of students and the community at large.

Library Hours

Sunday ..... Closed
Monday - Thursday ..... 8am - 9pm
Friday ..... 8am - 5pm
Saturday ..... Closed

Hours vary during summer and when school is not in session.

Telephone/Fax Numbers (Area Code 541)

Audiovisual Materials 888-7268
Circulation (main floor) 888-7270
Circulation (upper floor) 888-7268
Course Reserve 888-7262
Fax 888-7605
Interlibrary Loan 888-7270
Periodicals 888-7268
Reference ..... 888-7270 or 888-7448

Please ask the library staff for assistance.

6/03

Services

★ **Circulation:** The library lends books, audio and video cassettes, CDs, slides, and maps. Periodicals newer than five years are checked out for two hours. Reference books, periodicals older than five years, and some course reserve materials are for use in the library only. *See* Circulation Policies.

★ **Distance Learning:** Many library services and electronic databases are available online to the currently enrolled SOCC distance learning student, whether the student is on or off campus. To access services and databases available, go to the library's web page <http://www.socc.edu/library>.

★ **Hold Requests:** When an item is not immediately available because it is already checked out, or held by another COASTLINE library, a patron may reserve the item by placing a "hold request". When there are several requests for the same item, requests are processed in the order received.

- Currently enrolled students, current faculty, and staff of the SOCC college community in Coos and Curry counties may submit hold requests via the library's web page <http://www.socc.edu/library/holdrequest.html>.
- Other patrons may submit hold requests in person or by phone.

★ **Interlibrary Loan:** When an item needed by a patron is not available from a COASTLINE library, the library will request books/media and periodical articles from other libraries across the country.

- Currently enrolled students, current faculty, and staff of the SOCC college community in Coos and Curry counties may submit ILL requests via the library's web page <http://www.socc.edu/library/illoan.html>.
- Other patrons must fill out a paper request form at any COASTLINE library.

★ **Library Instruction:** The library staff is committed to helping users gain knowledge about library services and library research systems while developing information literacy and critical thinking skills. This is accomplished by providing individual assistance, group orientations, and a self-paced course, LIB127 Introduction to the Library.

★ **Photocopy:** A photocopier is available on both the main and upper floors of the library. Copy control cards available at the circulation desk on each floor activate them. *Compliance with current copyright law is the responsibility of the user.*

- Library materials..... 3 free copies, then 5 cents per copy
- Non-library or personal materials..... 10 cents per copy
- Copies from microfilms are also available on the upper floor of the library and cost 25 cents per copy.

★ **Reference:** Professional librarians and staff are available during library hours to assist patrons in accessing a variety of print, non-print, and electronic information resources.

- **Short, factual or statistical questions** may be submitted in person or by phone. Currently enrolled students, current faculty, and staff of the SOCC college community in Coos and Curry counties may also submit questions via the library's web page <http://www.socc.edu/library/reference.html>.
- **Longer research questions** are best answered by coming to the library and consulting with a librarian or staff person.

★ **Web Page:** The library's web page is located at <http://www.socc.edu/library> and provides links to various library services and electronic resources.

COASTLINE: The COASTLINE Online Public Access Catalog (OPAC) lists books, media, and selected periodicals owned by SOCC, the Coos County public libraries, and the Myrtle Point school district libraries. It can be searched by subject, title, author, words in the title, and/or call number. COASTLINE is also available via the library's web page <http://www.socc.edu/library>.

COASTLINE library cards are issued free of charge with current I.D. and address verification at participating Coos County libraries. The card holder is responsible for all materials checked out on their patron library card. Please report lost or stolen cards to the library immediately, so a block can be placed on your account. There is a $1.00 charge for replacement cards.

Circulation Policies

All of SOCC library materials and computers are available to anyone for in-library use. Students, faculty, staff, residents of the college district, or anyone issued a COASTLINE library card may check out materials from the library. There is a system-wide checkout limit of 50 items.

- **Loan Periods:**

Audiocassettes/Slides	3 weeks
Books	3 weeks
CDs	1 week
Course Reserve Materials	Varies
Interlibrary Loan Materials	Varies
Maps	3 weeks
Periodicals (newer than five years)	2-hour Library Use Only
Periodicals (older than five years)	Library Use Only
Reference Materials	Library Use Only
Vertical File	Honor System
Videocassettes	3 days

- **Renewals:** Circulating materials may be renewed twice in person or by phone through any COASTLINE library provided a hold request has not been placed on the item. *Course reserve materials, newspapers, magazines, and interlibrary loans must be renewed through the SOCC library.*

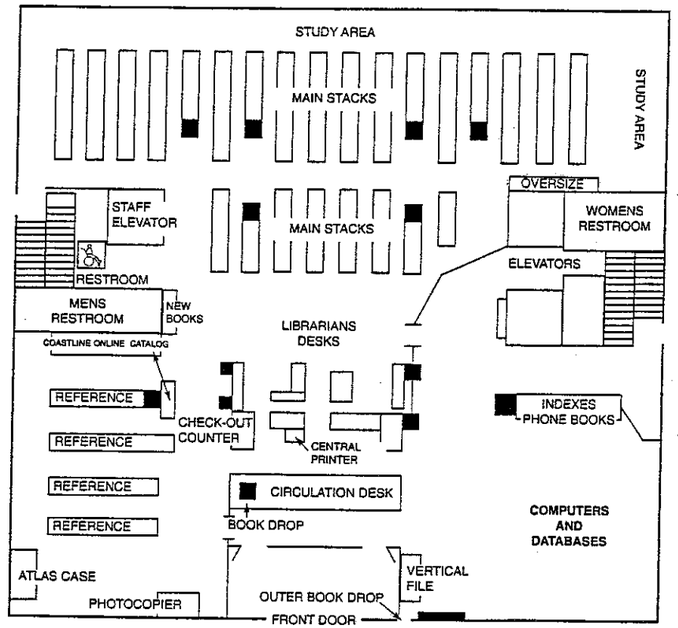
- **Return of Materials:** General circulation materials may be returned to any COASTLINE library. *Course reserve materials, newspapers, magazines, and interlibrary loans must be returned to the SOCC library.*

- **Overdue Materials/Fines:** When materials are overdue, borrowers will be sent only one notice requesting their return. If the materials are not returned or renewed, a bill will be issued for the replacement cost of the items, plus processing charges.

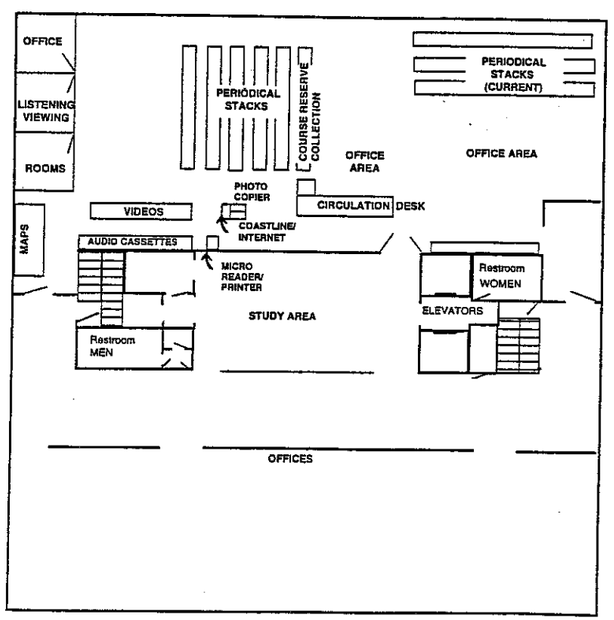
Audiocassettes/Slides	$0.10/day
Books	$0.10/day
CDs	$1.00/day
Course Reserve Materials:	
Hourly check-out	$.50/hour
Daily check-out	$2.00/day
Weekly check-out	$1.00/day
Interlibrary Loan Materials	$.50/day
Periodicals	$.50/hour
Videocassettes	$1.00/day

- **Damaged/Lost Materials:** The borrower is responsible for damaged or lost materials, and is billed accordingly.

The main floor of the library is located on the second floor of Tioga. The circulating books, reference collection (including print and electronic periodical indexes), the vertical file, and computers for public use are located here.



The upper floor of the library is located on the third floor of Tioga. The periodicals, audiovisual materials, maps, and course reserve collection are located here.



Appendix P

SOUTHWESTERN OREGON COMMUNITY COLLEGE

2003-2004
EMERGENCY MEDICAL TECHNICIAN PROGRAM
ADVISORY COMMITTEE

Mike Eck, EMT-P
Bay Cities Ambulance, SOCC
3505 SE Ocean Blvd
Coos Bay OR 97420

Barbara Gabert, M.D.
Bay Area Hospital
1775 Thompson Road
Coos Bay OR 97420

Peggy Goergen, Associate Dean
SOCC - Curry County
420 Alder Street
Brookings OR 97415

Kathleen Hornstuen, EMT-B
Millington Fire Department
10335 Cape Arago Highway
Coos Bay OR 97420

Dan Crutchfield, EMT-I
Coos Bay Fire & Rescue/SOCC
94250 20th Lane
Coos Bay OR 97420

Cheryl Houston, EMT-P
Myrtle Point Ambulance
414 5th
Myrtle Point OR 97458

Terry Mendez, EMT-P
Bay Cities Ambulance/SOCC
3505 SE Ocean Blvd
Coos Bay OR 97420

Mark Pasternak, M.D.
Coquille Valley Hospital
90158 Cape Arago Highway
Coos Bay OR 97420

Shawn March, EMT-P
Coquille Fire & Rescue
3rd & Alder
Coquille OR 97423

Fred Siewert, EMT-P
Lower Umpqua EMS
600 Ranch Road
Reedsport OR 97467

Rick Cooper, EMT-B
North Bend Fire & Rescue
1880 McPherson
North Bend OR 97459

Jerry Huff, EMT-I
Bay Cities Ambulance/SOCC
3505 SE Ocean Blvd
Coos Bay OR 97420

Bruce Latta
Bay Cities Ambulance
3505 SE Ocean Blvd
Coos Bay OR 97420

Jim Aldrich
Bay Area Hospital
1775 Thompson
Coos Bay OR 97420

Randi Durham, First Responder
SOCC EMT Student
2674 Liberty
North Bend OR 97420

Rotary

Appendix Q

SOUTHWESTERN OREGON COMMUNITY COLLEGE

EMERGENCY MEDICAL SERVICES ADVISORY COMMITTEE MINUTES

Date: February 12, 2004

Location: Southwestern Oregon Community College, Stensland Hall, Room 205

Meeting was called to order by Kirch at 2:06pm

Present:

Kathy Hornstuen, Millington Fire
Robbie Kirch, Southwestern
Barbara Gabert, M.D, Bay Area Hospital
Jim Aldrich, Bay Area Hospital
Mark Pasternak, M.D., Coquille Valley Hospital
Randi Durham, Student Representative
Paul Reynolds, Southwestern

Introduction of the present committee members.

Minutes from the meeting held October 2, 2003 were reviewed.

The status of the current classes that we are offering:

- EMT-Intermediate at Reedsport, Fred Siewert and Ed Palmer, Instructors. Enrollment of 14.
- EMT-Intermediate in Curry County, Ken Wood, Instructor. Enrollment of 7.
- EMT-Intermediate in Port Orford, Miriam Brown, Instructor. Enrollment of 3.
- EMT-Basic on Main Campus, Huff and Crutchfield, Instructors. Enrollment of 30.
- EMT-Basic in Coquille, Wildman and Conley, Instructors. Enrollment of 23.
- EMT-Basic in Port Orford, Huff, Instructor. Enrollment of 8.
- Emergency Communications/Patient Transport, Eck, Instructor. Enrollment of 9.

We generally do not have so many classes at the same time or with the number of students enrolled. We were given grant funding through Northeast Oregon AHEC for several of the above classes. This funding will no longer exist for rural EMT training so many of the departments took this opportunity of getting their volunteers trained using this funding.

Continuing education ideas were discussed. The various agencies in the district have new training schedules available. Interested persons can contact Bay Area Hospital and Bay Cities Ambulance. Hornstuen mentioned the state Mobile Training Unit is also coming into the area soon and suggested that any interested agency could contact Donna Wilson for further information.

First Responder re-certification comes up on June 30, 2004. Kirch has sent out packets to the training officers of the district agencies with information on continued education requirements. SOCC is offering a Initial First Responder class during the Spring term and will send out the class schedule to agencies and also to individuals who are certified but are not with a department.

Training equipment that will be purchased through the EMT budget was briefly discussed. Reynolds informed the committee of the program goal of creating a training "tent/trailer" that would be supplied with all equipment for an off campus class for both an EMT-Basic and EMT-Intermediate class. This would then be signed out by the instructor and taken for the length of the class and returned. Members present wholly supported this goal.

The upcoming accreditation visit was discussed. Kirch is putting finishing touches on the self-study that will be sent to the Dept of Education for them to distribute to the accreditation committee. A schedule of their visit will be distributed at the first of March. The visit is to happen on March 29, 30, 31. The first two days are the actual time they will spend reviewing our program and the last day they will present their report. On March 29th they would like to meet with the Advisory Committee at lunch. This lunch will be held in the Performing Arts Center at noon.

The situation that was created by letting a non-certified student "sit-in" on a class during Fall term was discussed.

Durham suggested that the program look into getting an ambulance donated to the college. Reynolds informed her that we had been offered one by Bay Cities and Charleston Rural Fire. Unfortunately both vehicles required automotive work. Not only do we not have the budget to pay for repair or replacement of vehicle parts, we also do not have anywhere to house a vehicle. We are continuing to strive toward a building for both the Fire Science and EMT programs.

Meeting adjourned at 2:45pm. Next meeting is scheduled for Thursday, March 18, 2004 at 2:00pm in Stensland Hall, Room 205.

Respectively submitted this 13th day of February, 2004

_____

Robbie Kirch
Public Safety Training and Education Department
EMT Program

SOUTHWESTERN OREGON COMMUNITY COLLEGE

EMERGENCY MEDICAL SERVICES ADVISORY COMMITTEE MINUTES

Date: October 2, 2003

Location: Southwestern Oregon Community College, Stensland Hall, Room 205

Meeting was called to order by Kirch at 2:00pm

Present:

Kathy Hornstuen, Millington Fire
Robbie Kirch, Southwestern
Rick Cooper, North Bend Fire & Rescue
Joanna Blount, Southwestern
Paul Reynolds, Southwestern

Minutes from the meeting held June 26, 2003 were reviewed.

A discussion involving the EMT-Basic written test scores took place. Kirch contacted the state asking about other programs and their scores results also what books the other programs were using. Gillen stated that poor written exam results were all over the state and there wasn't any particular pattern or book use. Another factor discussed was the maturity level of the students. It appeared that the older students where the ones that more frequently passed the written test. The instructors were notified and are now examining the Brady text to see if it is more comprehensive. National will be contacted for their current pre-test and students who will be re-testing will be encouraged to take this exam prior to testing. This pre-test will also be given in future classes.

New members for the advisory committee for the year 2003~2004 will be contacted. Kirch will contact Suzy McDaniel at Bay Area Hospital to find out who she feels would be an appropriate representative for them. Terry Mendez will be contacted to represent a graduate of the EMT certificate program and a current student in the certificate program will be asked to participate.

The status of the current classes that we are offering:

- EMT-Intermediate at Reedsport, Fred Siewert and Ed Palmer, Instructors. Northeast Oregon AHEC awarded us grant funding to pay for the instruction of this class. Total enrollment is 13 with 7 of the students being funded by NEOAHEC.
- EMT-Intermediate in Curry County, Ken Wood and Kathy Ottenbrett, Instructors. Total enrollment is 7 with a possibility of one dropping the class due to work conflict.
- First Responder, Terry Mendez, Instructor. Total enrollment is 22 students.
- Intro to EMS, Mike Eck, Instructor. Total enrollment is 12 students.

The EMT-Basic class is projected to be a large class this year. Several departments have put in for NEOAHEC funding for their volunteers. Siuslaw has asked for 10, North Bend - 2, Charleston - 5, and Lakeside - 4. This does not include the regular students that we have in the program. We have upped the amount of students that will be allowed to take this class to 36 and will provide the necessary lab instructors to ensure proper instruction.

Port Orford Ambulance has applied for grant funding to pay for an EMT-Basic class. Kirch is trying to obtain instructors who would be willing to teach in Port Orford. The have 10 students interested in taking the class. They have also contacted Mike Eck and asked if he would be willing to teach an EMT-Intermediate class to three individuals there and would be funding that through their ambulance board funds.

Continuing education ideas were discussed. Hornstuen suggested a "Carbusters" training but it was felt that Southwestern Oregon Fire Instructors Association should be contacted to put that type of training on. First Responder re-certification comes up on June 30, 2004 and Hornstuen suggested sending out the notification packets along with the current First Responder class schedule to agencies for their individual First Responders to attend class sessions to obtain their necessary continuing education hours.

Training equipment that will be purchased through the EMT budget was briefly discussed. A copy of what will be ordered this year is available by contacting Kirch. Also mentioned was the two adult full body and four junior manikins that are being requested for purchasing through "Perkins" grant.

Kirch is currently working on the EMT program accreditation self-study report. The initial draft will be on Reynold's desk by October 13 for his review and revisions.

Reynolds presented the T-shirt that was designed for our EMT/Fire Science students. This shirt will be required for them to wear during their field time. The members present were pleased with the final result. This shirt will be available for purchase through the bookstore.

Janet McClellan, former Criminal Justice faculty, has left Southwestern for a teaching position back east. At this time Reynolds has been asked to help with the advising for students that are in that program. It was also discussed that there might be a restructuring of his position to include overseeing the future CJ faculty. There has only been an initial conversation in this regard and more discussion will follow.

Cooper suggested compiling a list of "where are they now" of graduate students from both Fire Science and EMT programs.

Sumner 12 has been given to the EMT/Fire Science programs as a "semi-dedicated" classroom. All EMT equipment has been moved into this room and is stored in locked cabinets. This is a great advancement for both programs.

Meeting adjourned at 2:55pm. Next meeting is scheduled for Thursday, February 12, 2004 at 2:00pm in Stensland Hall, Room 205.

Respectively submitted this 3rd day of October, 2003

Robbie Kirch
Public Safety Training and Education Department
EMT Program

SOUTHWESTERN OREGON COMMUNITY COLLEGE

EMERGENCY MEDICAL SERVICES ADVISORY COMMITTEE MINUTES

Date: June 26, 2003

Location: Southwestern Oregon Community College, Stensland Hall, Room 205

Meeting was called to order by Kirch at approximately 2:05pm

Present:

Cheryl Houston, Myrtle Point Ambulance
Kathy Hornstuen, Millington Fire
Jerry Huff, Bay Cities/Southwestern
Dave MacManiman, Charleston Fire
Robbie Kirch, Southwestern
Fred Siewert, Lower Umpqua EMS/Southwestern
Joanna Blount, Southwestern
Paul Reynolds, Southwestern

Minutes from the meeting held April 17, 2003 were reviewed.

Kirch gave an update on the Winter/Spring term completed classes:

- EMT-Basic, Jerry Huff & Dan Crutchfield - Instructors, enrollment of 20, 20 passed practical
- First Responder @ Myrtle Point, Cheryl Houston - Instructor, enrollment of 16, 10 passed
- First Responder @ Charleston, Don Manley - Instructor, enrollment of 20, 18 passed

Through the "Perkins" grant funding we were able to obtain equipment for continued outreach classes held at Myrtle Point Ambulance. This included a Intra osseous Infusion Simulator, Combitube Trainer, Nebulizers, and a Veni Puncture Training arm w/replacement.

We are planning to apply for a grant with Northeast Oregon AHEC to provide funding for an EMT-Intermediate class to be held in Reedsport beginning Fall term. Fred Siewert has agreed to be course director.

We have been officially notified that the EMT program accreditation will take place during the Spring of 2004. More work will take place in the upcoming months to prepare for this visit.

Discussion on an Emergency Driver Training class for EMT students took place. Reynolds would like to insure that the course we offer would be accepted by agencies throughout the state. Siewert informed the group that Lower Umpqua EMS has the DHS Mobile Training Unit provide them with their training. They are then issued a certificate from the state. Reynolds and Kirch will contact Donna Wilson for further information. We are planning on offering the first course during the 2004~2005 school year.

Reynolds asked the members present if they felt that we needed to add a "stand alone" safety course. This class would be a 30-40 hour class covered over one term. It would be a more in-depth study of safety issues/concerns then what is presented in the EMT curriculum right now. The members present felt that it would be a good idea to include this type of training for EMT students.

Reynolds presented several sketches of a patch for either a silkscreen or embroidered shirt for our EMT/Fire Science students. This shirt would be required for them to wear during their field time. The members present were very much in favor of a shirt that identified our students. A proposed patch will be sent to the appropriate deans for final approval.

A discussion regarding the college's EMT equipment took place. Several items including mannequins and AED's need to be replaced. Kirch and Mike Eck will be going through the inventory within the next several months will be upgrading many of the existing items.

Meeting adjourned at 2:55pm. Next meeting is scheduled for Thursday, October 2, 2003 at 2:00pm in Stensland Hall, Room 205.

Respectively submitted this 30th day of June, 2003

Robbie Kirch
Public Safety Training and Education Department
EMT Program

Appendix R

PUBLIC SCHOOLS
Safety Inspection Checklist

e Safety Committee has developed this form to assist staff in identifying and when necessary, correcting safety ards.

ease send completed form to: Carol Richards
mpleted by: Southwestern Safety Committee Phone ext.: 7206
te: 2/5/05 Building: Empire/PAC

eneral Work Environment

	Yes	No	
Are emergency telephone numbers posted where they can be readily used in case of emergency?	☒	☐	Yellow signs througout bldg need to be revised/replaced
Are first-aid kits easily accessible to each work area, with necessary supplies available, periodically inspected and replenished as needed?	☒	☐	Inventory list needs to be obtained and boxes checked for adequate supply
Are portable fans provided with full guards having openings of ½ inch or less?	☐	☐	
Are spilled materials or liquids cleaned up immediately?	☐	☐	Need to check with Sid Hall re: s.c. minutes, etc.
Are materials stored in a manner to prevent sprain or strain injuries to employees when retrieving the materials?	☒	☐	
Are there signs of water leaks or is there water damage (i.e. stained ceiling tiles)?	☐	☒	

OTE: BRACE ON TABLE BROKEN IN GAME ROOM

alkways

	Yes	No	
Are walking surfaces kept dry or appropriate means taken to ensure that surfaces are slip-resistant?	☐	☐	Upstairs mat edg4es need to be affixed/have yellow glow tape put on them.
Are aisles and passageways kept clear and are they at least 22 inches wide?	☐	☐	
Are openings or holes in the floors or other treading surfaces repaired or otherwise made safe?	☐	☒	Hole in walkway outside lower level entrance to PAC

	Yes	No	
4. Are materials or equipment stored so sharp objects cannot obstruct the walkway?	☒	☐	
5. Are changes of direction or elevation readily identifiable?	☐	☒	Loading dock needs yellow stripe; door stops to entrance need yellow paint; floor joist upstairs outside of control rooms needs glow tape
6. Are aisles or walkways that pass near moving or operating machinery, welding operations or similar operations arranged so employees will not be subjected to hazards?	☐	☐	
7. Is adequate headroom (of at least 6.5 feet) provided for the entire length of any walkway?	☒	☒	Hanging coat rack in control room at head height…impalement hazard.
8. Are standard guardrails provided wherever aisle or walkway surfaces are elevated more than four feet above any adjacent floor or the ground?	☒	☐	Chain guard backstage needs to be painted yellow/have sign affixed
9. Are grates or similar covers over floor openings, such as floor drains, of such design that foot traffic or rolling equipment will not be caught by the grate spacing?	☐	☒	floor plate in game room missing; base cover molding at bottom of stairs came loose;

NOTE: LINOLEUM LIFTING IN GAME ROOM; ASG OFFICE RUGS; KICKBOARD ON STAIRS

Stairs and Stairways

	Yes	No	
1. Are standard stair rails and handrails present on all stairways having four or more risers?	☐	☐	
2. Are all stairways at least 22 inches wide?	☐	☐	
3. Do stairs have at least 6.5 feet of overhead clearance?	☐	☐	
4. Are step risers on stairs uniform from top to bottom, with no riser spacing greater than 9.5 inches?	☐	☐	
5. Are steps on stairs and stairways designed or provided with a surface that renders them slip resistant?	☒	☐	
6. Are stairway handrails located between 30-42 inches above the leading edge of the stair treads?	☐	☐	

	Yes	No	
7. Do stairway handrails have at least three inches clearance between handrails and the wall or surface they are mounted on?	☐	☐	
8. Do stairways that are greater than 48" wide have handrails on both sides of the stairway?	☐	☐	

Elevated Surfaces

	Yes	No	
1. Are signs posted, when appropriate, showing elevated floor loading capacity?	☐	☐	
2. Are elevated surfaces (more than four feet above the floor or ground) on which people may walk provided with standard guardrails?	☒	☐	yes, but chain back stage needs yell paint/sign
3. Is a permanent means of access/egress provided to elevated work surfaces?	☐	☐	
4. Is material on elevated surfaces piled, stacked, or racked in a manner to prevent it from tipping, falling, collapsing, rolling, or spreading?	☐	☐	

Exit or Egress

	Yes	No	
1. Are all exits marked with an exit sign and illuminated by a reliable light source?	☒	☐	Back stage exit sign not lit
2. Are all exits kept free of obstructions and unlocked?	☒	☐	
3. Are at least two means of egress provided from elevated platforms, pits, or rooms where the absence of a second exit would increase the risk of injury from hazardous materials?	☐	☐	
4. Are there sufficient exits to permit prompt escape in case of emergency?	☒	☐	
5. Are cold-storage rooms provided with an inside release mechanism that will release the latch and open the door even if it is padlocked or otherwise locked on the outside?	☐	☐	Ask Sid Hall

Electrical

	Yes	No	
1. Are all cords in good condition with no fraying, exposed wire, or deteriorated insulation?	☐	☒	Bad wire-juke box in game room; upstairs costume room cords across floor & glue gun plugged in unattended
2. Are all electrical enclosures such as switches, receptacles, and junction boxes provided with tight-fitting covers or plates?	☒	☐	
3. Extension cords are not used as fixed wiring.	☒	☐	NOTE: NO GFCI'S IN BATHROOMS NEAR SINKS

Fire Protection

	Yes	No	
1. Is combustible scrap, debris, and waste stored safely and removed from the worksite promptly?	☒	☐	Paint cans back stage need to be stored in fire proof cabinet
2. Are covered metal waste cans used for oily and paint or solvent-soaked waste?	☐	☐	
3. Are employees aware of the fire hazards of the materials and processes to which they are exposed?	☐	☐	
4. Is proper clearance maintained below sprinkler heads (18")?	☐	☐	
5. Are portable fire extinguishers provided in adequate numbers and types?	☒	☐	
6. Are fire extinguishers mounted in readily accessible locations?	☒	☐	
7. Are fire extinguishers recharged regularly and then noted on the inspection tag?	☐	☐	
8. If employees are expected to use fire extinguishers and fire protection procedures, are they trained?	☐	☐	
9. If employees are not trained to use fire extinguishers, are they trained to immediately evacuate the building?	☐	☐	

Personal Protective Equipment

	Yes	No	
1. Has there been an assessment of the hazards that might require PPE, including a review of injuries?	☐	☐	
2. Has the assessment been verified through written certification?	☐	☐	
3. Does it identify the workplace evaluated?	☐	☐	
4. Has training been provided to each employee required to wear PPE?	☐	☐	
5. Has the training been verified through written certification?	☐	☐	
6. Are protective goggles or face shields provided and worn when there is any danger of flying material or caustic or corrosive materials?	☐	☐	
7. Are ANSI-approved safety glasses worn at all times in areas where there is risk of eye injury?	☐	☐	
8. Are protective gloves, aprons, shields, or other protection provided against cuts, corrosive liquids, and chemicals?	☐	☐	
9. Are hard hats provided and worn where danger of falling objects exists?	☐	☐	
10. Are hard hats inspected periodically for damage to the shell and suspension system?	☐	☐	
11. Have employees been trained in adequate work procedures, use and maintenance of protective clothing, and proper use of equipment when cleaning up spilled toxic or other hazardous materials or liquids?	☐	☐	
12. Is a spill kit available to clean up spilled toxic or hazardous materials?	☐	☐	
13. Where employees are exposed to conditions that could cause foot injury, are safety shoes required to be worn?	☐	☐	
14. Is all protective equipment maintained in a sanitary condition and ready for use?	☐	☐	

	Yes	No	
15. Are means provided for quick drenching or flushing of the eyes and body in areas where caustic or corrosive liquids or materials are handled?	☐	☐	
16. Eye wash and safety shower operational? (Test)	☐	☐	
17. Is protection against the effects of occupational noise exposure provided when sound levels exceed those of the OR-OSHA noise and hearing conservation standard?	☐	☐	

Portable Ladders

	Yes	No	
1. Are all ladders in good condition, joints between steps and side rails tight, all hardware and fittings securely attached, and movable parts operating freely without binding or undue play?	☒	☐	Ladder back stage should be chained to wall
2. Are nonslip safety feet on all ladders except step ladders?	☐	☐	
3. Are ladder rungs and steps free of grease and oil?	☐	☐	
4. Are employees prohibited from placing ladders on boxes, barrels, or other unstable bases to obtain additional height?	☐	☐	
5. Are employees instructed to face the ladder when ascending/descending?	☐	☐	
6. Are employees prohibited from using ladders that are broken, missing steps, rungs or cleats, broken side rails, or other faulty equipment?	☐	☐	
7. Are employees instructed not to use the top step of ordinary stepladders as a step?	☐	☐	
8. When portable rung ladders are used to gain access to elevated platforms, roofs, and the like, does the ladder always extend at least three feet above the elevated surface?	☐	☐	

	Yes	No	
9. Is it required that when portable rung or cleat-type ladders are used, the base is so placed that slipping will not occur, or it is lashed or otherwise held in place?	☐	☐	
10. Are portable metal ladders legibly marked with signs reading "CAUTION – Do Not Use Around Electrical Equipment" or equivalent wording?	☒	☐	
11. Are the rungs of ladders uniformly spaced at 12 inches, center to center?	☒	☐	

Shops

	Yes	No	
1. Are compressed air nozzles are vented?	☐	☐	
2. Are rotating or moving parts of equipment guarded to prevent physical contact?	☒	☐	
Grinders	☐	☐	
3. Are tool rests adjusted to within 1/8 Inch of wheel?	☐	☐	
4. Are tongue guards adjusted to within ¼ inch of wheel?	☐	☐	
5. Is eye/face protection available?	☐	☐	
Hand Tools and Equipment	☐	☐	
6. Are all tools and equipment (both company and employee owned) in good working condition?	☒	☐	
7. Are hand tools such as chisels or punches (that develop mushroomed heads) reconditioned or replaced as necessary?	☐	☐	
8. Are broken or fractured handles on hammers, axes, or similar equipment replaced promptly?	☐	☐	
9. Are appropriate handles used on files and similar tools?	☐	☐	
10. Are tool handles wedged tightly in the head of all tools?	☐	☐	

Cranes and Hoists

	Yes	No	
11. Are cranes visually inspected for defective components prior to the start of any work shift?	☐	☐	
12. Is the load capacity clearly visible to the operator?	☐	☐	

Chemicals

If you store chemicals in your work area in amounts greater than typical office/household quantities, you are required to complete:

- the following Hazardous Materials and Hazardous Waste checklist sections; and
- a chemical inventory for your department

Hazardous Materials

	Yes	No	
1. Original product names (or full chemical names) and hazards clearly identified on labels?	☒	☐	
2. Containers of non-hazardous substances (e.g. water) labeled explicitly to avoid confusion?	☐	☐	
3. All chemical containers capped and sealed, except when actively adding or removing materials from them?	☒	☐	
4. Employees have completed hazard communication training?	☐	☐	
5. MSDS and chemical inventory list are readily available, are current, and in good order?	☐	☐	

Hazardous Waste

	Yes	No	
1. Waste containers are sturdy, routinely inspected for leaks, compatible with the waste, and kept closed (i.e., no funnels left sticking out) using screw caps or other tight fitting closure.	☐	☐	
2. Containers are labeled with the words "Hazardous Waste" and the full chemical name(s).	☐	☐	

Appendix S

SPECIFIED MEDICAL PROFESSIONAL LIABILITY

OCCURRENCE INSURANCE POLICY

INTERSTATE
INSURANCE
GROUP

CHICAGO INSURANCE COMPANY

Executive Offices:
55 E. Monroe Street
Chicago, Illinois 60603

OFFERED THROUGH THE PURCHASING GROUP ASSOCIATION
NAMED IN THE DECLARATIONS

CHICAGO INSURANCE COMPANY
(a stock insurance company, herein called the Company)
Executive Offices: 55 E. Monroe Street
Chicago, Illinois

SPECIFIED MEDICAL PROFESSIONAL LIABILITY OCCURRENCE INSURANCE POLICY

The Company agrees with the **Named Insured**, in consideration of the payment of the premium, and in reliance upon the statements in the Declarations and in the application and subject to the limit of liability, exclusions, conditions and other terms of this policy, as follows:

I. COVERAGES:

A. COVERAGE A, PROFESSIONAL LIABILITY COVERAGE

If indicated by a specific premium on the Declarations Page, the Company will pay on behalf of the **Insured** all sums which the **Insured** shall become legally obligated to pay as **Damages** because of **Bodily Injury, Property Damage, Personal Injury** to which this insurance applies in the operation of the business or conduct of the profession of the **Named Insured** as specified on the Declarations page, caused by an **Incident** which occurs during the **Policy Period.**

B. COVERAGE B, GENERAL LIABILITY COVERAGE

If indicated by a specific premium on the Declarations Page, the Company will pay on behalf of the **Insured** all sums which the **Insured** shall become legally obligated to pay as **Damages** because of **Bodily Injury** , **Property Damage** or **Advertising Injury** to which this insurance applies in the operation of the business or conduct of the profession of the **Named Insured** as specified on the Declarations page, caused by an **Occurrence** during the **Policy Period**. This coverage specifically includes the following extensions:

1. Contractual Liability: **Bodily Injury** or **Property Damage** resulting from any **Incidental Contract** relating to the conduct of the **Named Insured's** business, except if such injury or damage occurred prior to the execution of the **Incidental Contract**;
2. Host Liquor Liability: **Bodily Injury** or **Property Damage** arising out of the giving or serving of alcoholic beverages at functions incidental to the **Named Insured's** business; providing the **Named Insured** is not engaged in the business of manufacturing, distributing, selling or serving of alcoholic beverages;
3. Fire Legal Liability: **Property Damage** to structures or portions thereof rented to or leased to the **Named Insured**, including fixtures permanently attached thereto, if such **Property Damage** arises out of fire. Solely as respects Fire Legal Liability coverage, all the exclusions of the policy, other than Exclusions 6, 12 and 13 and the Nuclear Energy Liability Exclusion (Broad Form) are deleted.

As respects coverage(s) indicated on the Declarations Page, the Company shall have the right and duty to defend any **Suit** against the **Insured** seeking **Damages** on account of such **Bodily Injury, Property Damage, Personal Injury** or **Advertising Injury**, even if any of the allegations of the **Suit** are groundless, false or fraudulent, but the Company shall not be obligated to pay any claim or judgment or continue to defend any **Suit** after the applicable limit of the Company's liability has been exhausted by payment of judgments or settlements.

The Company, at its option, shall select and assign defense counsel; however, the **Named Insured** may engage additional counsel, solely at their expense, to associate in their defense of any claim covered hereunder. **Claims Expenses** incurred by the Company shall be paid in addition to the applicable limits of liability. The Company shall also have the right to investigate any claim and/or negotiate the settlement thereof, as it deems expedient, but the Company shall not commit the **Named Insured** to any settlement without their written consent. If the **Named Insured** refuses to consent to any settlement recommended in writing by the Company and elects to contest the claim

or continue any legal proceedings in connection with such claim, then the Company shall be relieved of any further duty to defend the claim, and the liability of the Company for **Damages** and **Claims Expenses** shall not exceed the amount for which the claim could have been settled as well as the **Claims Expenses** incurred by the Company or with the Company's consent up to the date of such refusal. The **Insured** shall not assume any obligations, incur any costs, charges, or expenses or enter into any settlement without the Company's written consent.

II. PERSONS INSURED: Each of the following is an **Insured** under this policy to the extent set forth below:

A. If the **Named Insured** is an individual, the **Named Insured** so designated in the Declarations;

B. If the **Named Insured** is a sole proprietorship, the **Named Insured** so designated in the Declarations;

C. If the **Named Insured** is a partnership, the partnership so designated in the Declarations and any partner thereof;

D. If the **Named Insured** is other than an individual, sole proprietorship or partnership, the organization so designated in the Declarations, and any owner, officer, director, trustee or stockholder thereof;

E. Any employee of the **Named Insured**, but only while such employee was acting on behalf of the **Named Insured** and within the scope of the employee's duties as such or for acts performed by such employee as a Good Samaritan or unpaid volunteer during the employee's term of employment with the **Named Insured**;

F. Any volunteer, but solely while such person was acting within the scope of the volunteer's duties for, and on behalf of, the **Named Insured**.

III. LIMITS OF LIABILITY: Regardless of the number of Coverage Parts that apply, the number of **Insureds** under this insurance, the number of persons and/or organizations who sustain **Bodily Injury, Property Damage, Personal Injury** and/or **Advertising Injury**, or the number of claims made or **Suits** brought, the Company's liability is limited as follows:

A. The limit of liability stated in the Declarations as applicable to "each **Incident**" or "each **Occurrence**" is the total limit of the Company's liability for all **Damages** for each **Incident** and/or **Occurrence** covered by the policy. All claims arising from the same or related **Incident** and/or **Occurrence** shall be considered a single Claim for the purpose of this insurance and shall be subject to the same limit of liability.

B. The limit of liability stated in the Declarations as "Aggregate" is, subject to the above provisions involving "each **Incident**" or "each **Occurrence**", the total limit of the Company's liability under this policy for all **Damages**.

IV. DEDUCTIBLE: The **Insured** shall pay **Damages** and/or **Claims Expenses** for each **Incident** or **Occurrence** equal to the amount of the deductible, if any, specified in the Declarations. The Company's obligation to pay **Damages** and **Claims Expenses** on behalf of the **Insured** shall be excess of the deductible amount, if applicable, stated in the Declarations.

In the event more than one Coverage Part applies, only a single deductible shall apply.

V. POLICY TERRITORY: This insurance applies to **Bodily Injury, Property Damage, Personal Injury,** or **Advertising Injury** which occurs anywhere in the world, provided that claim is made or **Suit** is brought within the United States of America, its territories or possessions, or Canada.

VI. SUPPLEMENTARY PAYMENTS: The Company will pay, in addition to the applicable limit of liability:

A. up to $500 for loss of earnings to each individual **Insured** for each day or part of a day of such **Insured's** attendance at the Company's request at a trial, hearing or arbitration proceeding involving a civil suit against such **Insured** for covered **Damages**, but the amount so payable for any one or series of trials, hearings or arbitration proceedings arising out of the same **Incident** and/or **Occurrence** shall in no event exceed $7,500; and

B. reasonable expenses incurred by the **Insured** at the Company's request in assisting the Company in the investigation or defense of any claim or **Suit** covered hereunder.

VII. EXCLUSIONS: This insurance does not apply:

1. with respect to **Advertising Injury:**

   a. to any **Insured** in the business of advertising, broadcasting, publishing or telecasting, or
   b. to any injury arising out of any act committed by the **Insured** with actual malice;

2. to **Advertising Injury** arising out of:

   a. failure of performance of contract, but this exclusion does not apply to the unauthorized appropriation of ideas based upon alleged breach of implied contract; or
   b. infringement of trademark, service mark or trade name, other than titles or slogans, by use thereof on or in connection with goods, products or services sold, offered for sale or advertised, or
   c. incorrect description or mistake in advertised price of goods, products or services sold, offered for sale or advertised;

3. to any obligation for which the **Insured** or any carrier as his/her insurer may be held liable under any workers' compensation, unemployment compensation or disability benefits law, or under any similar law;

4. to **Bodily Injury, Personal Injury** or **Advertising Injury** to any employee of the **Insured** arising out of and in the course of his/her employment by the **Insured** or to any obligation of the **Insured** to indemnify another because of **Damages** arising out of such injury;

5. to **Bodily Injury** or **Property Damage** arising out of the ownership, maintenance, operation, use, loading or unloading of:

   a. any watercraft owned or operated by or rented or loaned to any **Insured**, or
   b. any other watercraft operated by any person in the course of his/her employment by any **Insured**;

   This exclusion does not apply to any watercraft under 26 feet in length provided such watercraft is neither owned by the **Named Insured** nor being used to carry persons or property for a charge. Irrespective of this coverage, where the **Insured** is covered or protected by other insurance against any loss or claim which would otherwise have been paid by the company under this policy there shall be no contribution or participation by this company on the basis of excess, contributing, deficiency, concurrent, or double insurance or otherwise.

6. to any claim, action, judgment, liability, settlement, loss defense, cost or expense in anyway arising out of actual, alleged or threatened pollution, contamination or any environmental impairment resulting from seepage, discharge, dispersal, release or escape of any solid, liquid, gaseous or radioactive matter including, but not limited to, smoke, vapors, soots, fumes, acids, alkalis, chemicals or toxic matter; or waste material (including materials to be recycled, reconditioned or reclaimed); or oil or other petroleum substances or derivatives (including any oil refuse or oil mixed with waste), or thermal or vibratory effect including, but not limited to, sound or noise, heat or cold, into or upon land, the atmosphere or any water course or body of water, underground water or water table supplies, whether such results directly, indirectly or in concurrence or in any sequence from the **Insured's** activities or the activities of others and whether or not such is sudden, gradual, accidental, intended, foreseeable, expected, fortuitous or inevitable and wherever or however such occurs.

   But this exclusion shall not apply to **Bodily Injury** or **Property Damage** caused by heat, smoke or fumes from a **Hostile Fire** unless such fire involves:

   a. materials which are or were at any time used for the handling, storage, disposal, processing or treatment of waste; or

b. any premises, site, or location:
   i. which is or was at any time used for handling, storage, disposal, processing or treatment of waste, or
   ii. on which any **Insured** or contractors or subcontractors working directly or indirectly on any **Insured's** behalf are performing operations to test for, monitor, cleanup, remove, contain, treat, detoxify or neutralize, or in anyway respond to, or assess the effects of, pollutants;

7. to **Bodily Injury** or **Property Damage** due to war, whether or not declared, civil war, insurrection, rebellion or revolution or to any act or condition incident to any of the foregoing;

8. to **Bodily Injury**, or **Property Damage** for which the **Insured** or his indemnitee may be held liable:

   a. as a person or organization engaged in the business of manufacturing, distributing, selling or serving alcoholic beverages, or
   b. if not so engaged, as an owner lessor of premises used for such purposes, if such liability is imposed by, or because of the violation of any statute, ordinance or regulation pertaining to the sale, gift, distribution or use of any alcoholic beverage, including the selling, serving or giving of any alcoholic beverage to a minor;

9. To **Property Damage** included within:

   a. the **Explosion Hazard**,
   b. the **Collapse Hazard**,
   c. the **Underground Property Damage Hazard**;

10. to any dishonest, fraudulent, criminal, or malicious act or omission of any **Insured**;

11. to any claim made by an employer against an **Insured** who is a salaried employee of such employer;

12. to acts or omissions by any **Insured** expected or intended to cause **Bodily Injury** or **Property Damage**, regardless of whether or not such act or omission was intended to cause the specific **Bodily Injury** or **Property Damage** sustained. This exclusion shall not apply to any intentional act by or at the direction of the **Insured** which results in **Bodily Injury**, if such injury arises solely from the use of reasonable force for the purpose of protecting persons or property;

13. to liability assumed by any **Insured** under any contract or agreement, except to the extent:

   a. such **Insured** would be liable in the absence of such contract or agreement, or
   b. the contract or agreement is an **Incidental Contracts** pursuant to the Contractual Liability Coverage Part;

14. to **Bodily Injury** or **Property Damage** arising out of the ownership, maintenance, operation, use, loading or unloading of:

   a. any **Automobile** or aircraft owned or operated by or rented or loaned to any **Insured**, or
   b. any other **Automobile** or aircraft operated by any person in the course of his or her employment by any **Insured**;

   but this exclusion does not apply to the parking of an automobile on premises owned by, rented to or controlled by the **Named Insured** or the ways immediately adjoining, if such **Automobile** is not owned by or rented or loaned to any **Insured**;

15. to **Bodily Injury** or **Property Damage**, arising out of (1) the ownership, maintenance, operation, use, loading or unloading of any **Mobile Equipment** while being used in any prearranged or organized racing, speed or demolition contest or in any stunting activity or in practice or preparation for any such contest or activity, or (2) the operation or use of any snowmobile or trailer designed for use therewith;

16. to **Bodily Injury** or **Property Damage** arising out of and in the course of the transportation of **Mobile Equipment** by an **Automobile** owned or operated by or rented or loaned to any **Insured**;

17. to **Damage** to property owned or occupied by or rented to the **Insured**, or to property held by the **Insured** for sale or entrusted to the **Insured** for storage or safekeeping;

18. to **Property Damage** to premises alienated by the **Named Insured** arising out of such premises or any part thereof;

19. to loss of use of tangible property which has not been physically injured or destroyed resulting from:

   a. a delay in or lack of performance by or on behalf of the **Named Insured** or any contract or agreement, or
   b. the failure of the **Named Insured's** products or work performed by or on behalf of the **Named Insured** to meet with the level of performance, quality, fitness or durability warranted or represented by the **Named Insured.**

   but this exclusion does not apply to loss of use of other tangible property resulting from the sudden and accidental physical injury to or destruction of the **Named Insured's Products** or work performed by or on behalf of the **Named Insured** after such products or work have been put to use by any person or organization other than an **Insured**;

20. to **Property Damage** to the **Named Insured's Products** arising out of the use of such products or any part of such products;

21. to claims brought for the withdrawal, inspection, repair, replacement, or loss of use of the **Named Insured's Products** or work completed by or for the **Named Insured** or of any property of which such products or work form a part, if such products, work or property are withdrawn from the market or from use because of any known or suspected defect or deficiency therein;

22. to claims brought against any **Insured** as a proprietor, owner, partner, manager, superintendent, or officer of any hospital, sanitarium, medical clinic, health maintenance organization, managed care facility, or any other facility not specified in the Declarations or any endorsement thereto;

23. to claims arising out of services performed by any **Insured** as a physician, surgeon, dentist, nurse midwife, chiropractor, podiatrist, osteopath, psychiatrist, attorney, accountant, financial advisor, investment consultant or real estate or insurance agent or broker; or to claims brought against the **Insured** arising out of any trade, business, employment, profession or occupation other than as specified in the Declarations or any endorsement thereto;

24. to claims based on or arising out of the practice of the **Named Insured's** business or professional occupation as stated in the Declarations unless the **Named Insured** is properly licensed or certified by the laws of the state(s) in which the **Insured** practices or conducts business or is otherwise qualified to practice the **Named Insured's** business or professional occupation in the absence of such law;

25. to claims based on or arising out of services by any **Insured,** to the extent such services are not authorized or permitted by the laws of the state(s) in which such **Insured** practices or conducts business;

26. to any claims made or **Suits** brought against any **Insured** alleging in whole or part,

   a. physical assault, abuse, molestation, or habitual neglect, or licentious, immoral, amoral or other behavior that was committed or alleged to have been committed, by the **Insured** or by any person for whom the **Insured** is legally responsible, and/or
   b. sexual assault, abuse, or molestation, or licentious, immoral, amoral or other behavior which was threatened, intended to, lead to or culminated in, any sexual act whether committed intentionally, negligently, inadvertently or with the belief, erroneous or otherwise, that the other party is consenting and has the legal and mental capacity to consent thereto, that was committed, or alleged to have been committed by the **Insured** or by any person for whom the **Insured** is legally responsible.

This exclusion applies regardless of the legal theory or basis upon which the **Insured** is alleged to be legally liable or responsible in whole or in part, for any **Damages** arising out of sexual and/or physical abuse, including but not limited to assertions of improper or negligent hiring, employment or supervision, failure to protect or warn the other party, failure to prevent the sexual abuse and/or physical abuse, failure to prevent assault and battery, failure to discharge the employee.

However, notwithstanding the foregoing exclusion, the **Insured** shall be entitled to a defense as provided under the terms of the policy as to any claim upon which suit is brought for any such alleged behavior, unless a judgment or final adjudication adverse to any **Insured**, or an admission by any **Insured**, shall establish that such behavior caused, in whole or part, the injury claimed in such claim or **Suit**. The Company shall not be required to appeal a judgment or final adjudication adverse to the **Insured.**

27. to **Bodily Injury** and **Property Damage** included within the **Products Hazard** or **Completed Operations Hazard**;

28. as respects **Personal Injury** and **Advertising Injury Liability** coverages, to **Personal Injury** or **Advertising Injury** arising out of:

    a. the willful violation of a penal statute or ordinance committed by or with the knowledge or consent of the **Insured**;
    b. a publication or utterance of a libel or slander, or a publication or utterance in violation of an individual's right of privacy if the first injurious publication or utterance of the same or similar material by or on behalf of the **Named Insured** was made prior to the effective date of this insurance;
    c. libel or slander or the publication or utterance of defamatory or disparaging material concerning any person or organization or goods, products or services, or in violation of an individual's right of privacy, made by or at the direction of the **Insured** with knowledge of the falsity thereof;

29. to any claims brought by or on behalf of any person employed by the **Named Insured**, any person who had been employed by the **Named Insured** or any person seeking employment with the **Named Insured** alleging any act or omission by an **Insured** with respect to the hiring, termination, compensation, or the tenure, term, condition, benefits or privilege of employment of any such person;

30. to any claim brought by, or on behalf of, any **Insured** under this policy against any other **Insured** under this policy, except if such claim results from services rendered in a patient or client relationship.

VIII. DEFINITIONS: When used in this policy (including endorsements forming a part hereof):

"Advertising Injury" means injury arising out of an offense committed during the **Policy Period** occurring in the course of the **Named Insured's** advertising activities, if such injury arises out of libel, slander, defamation, violation or right of privacy, piracy, unfair competition, or infringement of copyright, title or slogan;

"Automobile" means a land motor vehicle, trailer or semi-trailer designed for travel on public roads (including any machinery or apparatus attached thereto), but does not include **Mobile Equipment**;

"Bodily Injury" means bodily injury, sickness or disease, mental anguish, psychological injury or emotional distress sustained by any person which occurs during the **Policy Period** including death at any time resulting therefrom;

"Claims Expenses" means:

A. fees charged by an attorney(s) and/or an independent adjustor(s) designated by the Company and all other fees, costs and expenses resulting from the investigation, adjustment, defense and appeal of a claim, **Suit** or proceedings, arising in connection therewith, if incurred by the Company, or by the **Insured** with written consent of the Company, but does not include salary charges or expenses of regular employees or officials of the Company;
B. all costs taxed against the **Insured** in such **Suits** and all interest on the entire amount of any judgment therein which accrues after entry of the judgment and before the Company has paid, tendered or deposited, whether in court or otherwise, the part of the judgment which does not exceed the limit of the Company's liability;

C. premiums on appeal bonds and premiums on bonds to release attachments in such **Suits**, but not for bond amounts in excess of the applicable limit of liability of this policy, but the Company shall have no obligation to apply for or furnish any such bond;

"Collapse Hazard" includes **"Structural Property Damage"** as defined herein and **Property Damage** to any other property at any time resulting therefrom. **"Structural Property Damage"** means the collapse of or structural injury to any building or structure due to:

A. grading of land, excavating, borrowing, filling, back-filling, tunneling, pile driving, cofferdam work or caisson work or
B. moving, shoring, underpinning, raising or demolition of any building or structure or removal or rebuilding of any structural support thereof.

The **Collapse Hazard** does not include **Property Damage**:

A. arising out of operations performed for the **Named Insured** by independent contractors, or
B. included within the **Completed Operations Hazard** of the **Underground Property Damage Hazard**, or
C. for which liability is assumed by the **Insured** under an **Incidental Contract**;

"Completed Operations Hazard" includes **Bodily Injury** and **Property Damage** arising out of operations or reliance upon a representation or warranty made by any time with respect thereto, but only if the **Bodily Injury** or **Property Damage** occurs after such operations have been completed or abandoned and occurs away from premises owned by or rented to the **Named Insured**. "Operations" include materials, parts or equipment furnished in connection therewith. Operations shall be deemed completed at the earliest of the following time:

A. when all operations to be performed by or on behalf of the **Named Insured** under the contract have been completed,
B. when all operations to be performed by or on behalf of the **Named Insured** at the site of the operations have been completed, or
C. when the portion of the work of which the injury or **Damage** arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

Operations which may require further service, maintenance work, correction, repair or replacement because of any defect or deficiency, but which are otherwise complete, shall be deemed completed.

The **Completed Operations Hazard** does not include **Bodily Injury** or **Property Damage** arising out of:

A. operations in connection with the transportation of property, unless the **Bodily Injury** or **Property Damage** arises out of a condition in or on a vehicle created by the loading or unloading thereof,
B. the existence of tools, installed equipment or abandoned or unused materials, or
C. operations for which the classification stated in the policy or in the Company's manual specified "including completed operations";

"Damages" means compensatory judgments, settlements, or awards but does not include punitive or exemplary **Damages**, fines or penalties, the return of fees or other consideration paid to the **Insured**, or the portion of any award or judgment caused by the multiplication of actual **Damages** under federal or state law. However, if a **Suit** is brought against the **Insured** with respect to a claim for alleged acts or omissions falling within the scope of coverage afforded by this insurance seeking both compensatory and punitive or exemplary **Damages**, then the Company will afford a defense to such action, without liability however, for payment of such punitive or exemplary **Damages**;

"Explosion Hazard" includes **Property Damage** arising out of blasting or explosion. The **Explosion Hazard** does not include **Property Damage**:

A. arising out of the explosion of air or steam vessels, piping under pressure, prime movers, machinery or power transmitting equipment, or

B. arising out of operations performed for the **Named Insured** by independent contractors, or
C. included within the **Completed Operations Hazard** or the **Underground Property Damage Hazar**
or
D. for which liability is assumed by the **Insured** under an **Incidental Contract**;

"Hostile Fire" means one which becomes uncontrollable or breaks out from where it was intended to be;

"Incident" means any act or omission:
A. in the rendering of or failure to render services by the **Insured**, or by any person for whom the **Insured** legally responsible, in the conduct of the business or professional occupation shown in the Declarations; o
B. in the performance of services by the **Insured** as a member of a formal accreditation, ethics, peer review licensing boards, standards review or similar professional board or committee of a professional not-for-prof organization, in the conduct of the **Insured's** business or in the practice of the **Insured's** professiona occupation.

Any such act or omission together with all related acts or omissions shall be considered one **Incident** and be subje to the same limit of liability;

"Incidental Contract" means any oral or written contract or agreement relating to the conduct of the **Name Insured's** business, except as respects Fire Legal Liability coverage;

"Insured" means any person or organization qualifying as an **Insured** in the **"Persons Insured"** provision. Th insurance afforded applies separately to each **Insured** against whom claim is made or **Suit** is brought, except wit respect to the limits of the Company's liability;

"Mobile Equipment" means a land vehicle (including any machinery or apparatus attached thereto), whether or no self-propelled:
A. not subject to motor vehicle registration, or
B. maintained for use exclusively on premises owned by or rented to the **Named Insured**, including the way immediately adjoining, or
C. designed for use principally off public roads, or
D. designed or maintained for the sole purpose of affording mobility to equipment of the following types formin an integral part of or permanently attached to such vehicle: power cranes, shovels, loaders, diggers and drill concrete mixers (other than the mix-in-transit type); graders, scrappers, rollers and other road constructio or repair equipment; air-compressors, pumps and generators, including spraying, welding and building cleanin equipment; and geophysical exploration and well servicing equipment;

"Named Insured" means the person or organization named in Item 1. of the Declarations of this policy. **"Name Insured"** also shall include any organization which is acquired or formed by the **Named Insured** and over whic the **Named Insured** maintains ownership or majority interest, other than a joint venture, provided this insurance does not apply to **Bodily Injury Property Damage, Personal Injury** or **Advertising Injury** if such ne organization is also an **Insured** under any other similar liability or indemnity policy or would be insured under an such policy but for exhaustion of its limits of liability. Unless written notice is given to the Company, this coverag shall terminate 90 days from the date any such organization is acquired or formed by the **Named Insured,** or th end of the **Policy Period** whichever is earlier, and shall only apply to claims brought against the **Insured** arising ou of the business or professional occupation specified in the Declarations;

"Named Insured's Products" means goods or products manufactured by the **Named Insured** or by other trading under the name of the **Named Insured**, including any container thereof;

"Occurrence" means an accident, including continuous or repeated exposure to substantially the same gener conditions, which results in **Bodily Injury** or **Property Damage** neither expected nor intended from the standpoin of any **Insured** or **Advertising Injury**;

"Personal Injury" means any injury resulting from:
A. false arrest, detention or imprisonment, or malicious prosecution;

B. the publication or utterance of a libel or slander or of other defamatory or disparaging material, or a publication or utterance in violation of an individual's right of privacy; except publications or utterances in the course of or related to advertising, broadcasting or telecasting activities conducted by or on behalf of the **Named Insured**;
C. wrongful entry or eviction, or other invasion of the right of private occupancy;

"Policy Period" means, whenever used in this policy, the period from the inception date of this policy to the policy expiration date as set forth in the Declarations or its earlier termination date, if any;

"Products Hazard" includes **Bodily Injury** and **Property Damage** arising out of the **Named Insured's Products** or reliance upon a representation or warranty made at any time with respect thereto, but only if the **Bodily Injury** or **Property Damage** occurs away from premises owned by or rented to the **Named Insured** and after physical possession of such products has been relinquished to others. Equipment specifically designed, made or altered by the **Insured** for a patient or client in the performance of the **Insured's** professional occupation or conduct of business, shall not be included in the **"Products Hazard"**;

"Property Damage" means:
A. physical injury to or destruction of tangible property which occurs during the **Policy Period**, including the loss of use thereof at any time resulting therefrom,
B. loss of use of tangible property which has not been physically injured or destroyed provided such loss of use is caused by an occurrence during the policy period, or
C. economic loss, whether or not resulting from physical injury or damage to person or property, except if such loss was caused, or alleged to have been caused, in whole or part, by anti-trust, price-fixing, restraint of trade or unfair business practices by any **Insured**.

"Suit" includes lawsuit, arbitration proceedings to which the **Insured** is required to submit to or to which the **Insured** has submitted with the Company's consent;

"Underground Property Damage Hazard" includes **Underground Property Damage** as defined herein and **Property Damage** to any other property at any time resulting therefrom. **"Underground Property Damage"** means **Property Damage** to wires, conduits, pipes, mains, sewers, tanks, tunnels, any similar property, and any apparatus in connection therewith, beneath the surface of the ground or water, caused by and occurring during the use of mechanical equipment for the purpose of grading land, paving, excavating, drilling, borrowing, filling, back-filling or pile driving. The **Underground Property Damage Hazard** does not include **Property Damage:**
A. arising out of operations performed for the **Named Insured** by independent contractors, or
B. included within the **Completed Operations Hazard**, or
C. of which liability is assumed by the **Insured** under an **Incidental Contract.**

IX. CONDITIONS

A. ACTION AGAINST COMPANY: No action shall lie against the Company unless, as a condition precedent thereto, there shall have been full compliance with all of the terms of this policy, nor until the amount of the Insured's obligation to pay shall have been finally determined either by judgment against the **Insured** after actual trial or by written agreement of the **Insured**, the claimant and the Company.

Any person or organization or the legal representative thereof who has secured such judgment or written agreement shall thereafter be entitled to recover under this policy to the extent of the insurance afforded by this policy. No person or organization shall have any right under this policy to join the Company as a party to any action against the **Insured** to determine the **Insured's** liability, nor shall the Company be impeded by the **Insured** or the **Insured's** legal representative.

B. ASSIGNMENT: Assignment of interest under this policy shall not bind the Company until its consent is endorsed herein; if, however, the **Named Insured** shall die, such insurance is afforded by this policy shall apply (1) to the **Named Insured's** legal representative as the **Named Insured**, but only while acting within the scope of his/her duties as such, and (2) with respect to the property of the **Named Insured**, to the person having proper temporary custody thereof, as **Insured**, but only until the appointment and qualification of the legal representative.

C. ASSISTANCE AND COOPERATION OF INSURED: The **Insured** shall give written notice to the Company as soon as practicable of any claim made against the **Insured** or of any specific circumstances involving a particular person likely to result in a claim. The notice shall identify the **Insured** and contain reasonably obtainable information with respect to the time, place and circumstances of the injury, including the names and addresses of the injured and of available witnesses and the extent of the type of claim anticipated. If a claim is made or **Suit** is brought against the **Insured**, the **Insured** shall immediately forward to the Company every demand, notice, summons or other process received by the **Insured** or the **Insured's** representative.

The **Insured** and each of its employees shall cooperate with the Company and, upon the Company's request, assist in making settlements, in the conduct of **Suits** and enforcing any right of contribution or indemnity against any person or organization who may be liable to the **Insured** because of injury or **Damage** with respect to which this insurance is afforded under this policy; and the **Insured**, and any of its members, partners, officers, directors, stockholders and employees that the Company deems necessary shall attend hearings and trials and assist in securing and giving evidence and obtaining the attendance of witnesses. The **Insured** shall not, except at the **Insured's** own cost, voluntarily make any payments, assume any obligations or incur any expense.

D. BANKRUPTCY OR INSOLVENCY: Bankruptcy or insolvency of the **Insured** or of the **Insured's** estate shall not relieve the Company or any of its obligations hereunder.

E. CANCELLATION, NONRENEWAL, RENEWAL RATE INCREASE, OR CHANGE IN TERMS:

1. CANCELLATION. This insurance may be cancelled on the customary short rate basis by the **Named Insured** at any time by written notice or by surrender of this insurance to the Company or its authorized representative and the Company shall refund the paid premium less the earned portion thereof within thirty (30) days of the latter of the effective date of cancellation or the date of delivery of the **Insured's** notice of intent to cancel. This insurance may also be cancelled, with or without the return or tender of the unearned premium, by the Company or by its authorized representative on its behalf, by sending to the **Named Insured**, by first class registered or certified mail, at **Named Insured's** address last known to the Company or its authorized agent, but not less than ninety (90) days written notice stating the specific reason such cancellation and when the cancellation shall be effective. In such case, the Company shall refund the paid premium less the earned portion thereof within ten (10) business days after the effective date of cancellation, subject always to the retention by the Company of any minimum premium stipulated herein (or proportion thereof previously agreed upon) in the event of cancellation either by the Company or the **Named Insured**. In case of nonpayment of premium only fifteen (15) days written notice of cancellation must be given by the Company.

Cancellation by the Company shall only be effective is based on one or more of the following reasons:

a. nonpayment of premium,
b. the policy was obtained through material misrepresentation,
c. violation of any of the terms and conditions of the policy,
d. the risk originally accepted has measurably increased, or
e. loss by the Company of reinsurance which provided coverage for all or a substantial part of the risk insured.

2. NONRENEWAL: The Company will renew this policy unless written notice of the Company's intent not to renew, stating the specific reasons for nonrenewal, is mailed to the **Named Insured** not less than sixty (60) days before the policy expires.

Any notice of nonrenewal will be mailed by first class registered or certified mail to the **Named Insured** at the last mailing address known to the Company. Proof of mailing will be sufficient proof of notice.

3. RENEWAL RATE INCREASE OR CHANGE IN POLICY TERMS: If the Company increases your rate, changes the deductible, reduces the limit and/or substantially reduces coverage at renewal, the Company will mail to the **Named Insured** at least sixty (60) days prior to the effective date of that increase or change:

a. written notice of any changes in coverage terms,
b. an estimate of the rate of increase. If the rate increase is thirty percent (30%) or more, the exact amount of the rate increase will be stated.

A rate increase is defined as any factor that would change the premium other than a change in exposure.

Any notice of renewal rate increase or change in policy terms will be mailed by first class registered or certified mail to the **Named Insured** at the last mailing address known to the Company. Proof of mailing will be sufficient proof of notice.

F. CHANGES: The terms of this policy shall not be waived or changed, except by endorsement issued to form part of this policy.

G. DECLARATIONS: By acceptance of this policy, the **Named Insured** agrees that the statements in the Declarations are the **Named Insured's** agreements and representations, that this policy is issued in reliance upon the truth of such representations and that this policy embodies all agreements existing between the **Named Insured** and the Company or any of its agents relating to this insurance.

H. OTHER INSURANCE: If there is other valid insurance (whether primary, excess, contingent or self-insurance) which may apply against a loss or claim covered by this policy, the insurance provided hereunder shall be deemed excess insurance over and above the applicable limit of all other insurance or self-insurance.

When this insurance is excess, the Company shall have no duty under this policy to defend any claim or **Suit** that any other insurer or self-insurer has a duty to defend. If such other insurer or self-insurer refuses to defend such claim or **Suit**, the Company shall be entitled to the **Insured's** rights against all such other insurers or self-insurers for any defense costs incurred by the Company.

When both this insurance and other insurance or self-insurance apply to the loss on the same basis, whether primary, excess or contingent, the Company shall not be liable under this policy for a greater proportion of the loss or defense costs than the applicable limit of liability under this policy for such loss bears to the total applicable limit of liability of all valid and collectible insurance against such loss. Subject to the foregoing, if a loss occurs involving two or more policies, each of which provides that its insurance shall be excess, each will contribute pro rata.

I. REIMBURSEMENT: If the Company pays any amount:

1. within the amount of the applicable deductible and/or
2. in excess of the limit of liability stated in the Declarations

all **Insureds** shall be jointly and severally liable to the Company for such amounts. Payment will be made to the Company within thirty (30) days of demand for reimbursement.

J. SUBROGATION: In the event of any payment under this policy, the Company shall be subrogated to all the **Insured's** rights of recovery therefore against any person, organization or entity and the **Insured** shall execute and deliver instruments and papers and do whatever else is necessary to secure such rights. The **Insured** shall do nothing after any loss to prejudice such rights.

K. PREMIUM: All premiums for this policy shall be computed in accordance with the Company's rules, rates, rating plans, premiums and minimum premiums applicable to the insurance afforded herein.

...designated in this policy is a deposit premium only which shall be credited to the amount of the earn... premium due at the end of the **Policy Period**. At the close of each period (or part thereof terminating w... the end of the policy period) designated in the declarations as the audit period the earned premium shall... computed for such period, and upon notice thereof to the **Named Insured**, shall become due and payab... If the total earned premium for the **Policy Period** is less than the premium previously paid, the Compa... shall return to the **Named Insured** the unearned portion paid by the **Named Insured**.

The **Named Insured** shall maintain records of such information as is necessary for premium computatio... and shall send copies of such records to the company at the end of the policy period and at such times dur... the policy period as the company may direct.

L. INSPECTION AND AUDIT: The Company shall be permitted but not obligated to inspect the **Name... Insured's** property and operations at any time. Neither the Company's rights to make inspections nor t... making thereof nor any report thereon shall constitute an undertaking, on behalf of or for the benefit of t... **Named Insured** or others, to determine or warrant that such property or operations are safe or healthf... or are in compliance with any law, rule or regulation.

The Company may examine and audit the **Named Insured's** books and records at any time during the **Polic... Period** and extensions thereof and within three years after the final termination of this policy as far as the... relate to the subject matter of this insurance.

IN WITNESS WHEREOF, the Company has caused this policy to be signed by its President and Secretary.

Secretary

President

The following endorsement modifies the provisions of this policy:

Nuclear Energy Liability Exclusion and Endorsement--Broad Form

It is agreed that:

The policy does not apply:

A. Under any Liability Coverage, to **Bodily Injury** or **Property Damage**

(1) with respect to which an **Insured** under the policy is also an **Insured** under a nuclear energy liability policy issued by Nuclear Energy Liability Insurance Association, Mutual Atomic Energy Liability Underwriters or Nuclear Insurance Association of Canada, or would be an **Insured** under any such policy but for its termination upon the exhaustion of its limit of liability; or

(2) resulting from the **Hazardous Properties** of **Nuclear Material** and with respect to which (a) any person or organization is required to maintain financial protection pursuant to the Atomic Energy Act of 1954, or any law mandatory thereof, or (b) the **Insured** is, or had this policy not been issued would be entitled to indemnity from the United States of America or any agency thereof, under any agreement entered into by the United States of America, or any agency thereof, with any person or organization.

B. Under any Medical Payments Coverage, or under any Supplementary Payments or Claims Expenses provision relating to first aid, to expenses incurred with respect **Bodily Injury** resulting from the **Hazardous Properties** of **Nuclear Material** and arising out of the operation of a **Nuclear Facility** by any person or organization.

C. Under any Liability Coverage, to **Bodily Injury** or **Property Damage** resulting from the **Hazardous Properties** of **Nuclear Material**, if

(1) the **Nuclear Material** (a) is at any **Nuclear Facility** owned by, or operated by or on behalf of, any **Insured** or (b) has been discharged or dispersed therefrom;

(2) the **Nuclear Material** is contained in **Spent Fuel** or **Waste** at any time possessed, handled, used, processed, stored, transported or disposed of by or on behalf of an **Insured**; or

(3) the **Bodily Injury** or **Property Damage** arises out of the furnishing by an **Insured** of services, materials, parts or equipment in connection with the planning, construction, maintenance, operation or use of any **Nuclear Facility**, but if such facility is located within the United States of America, its territories or possession or Canada, this exclusion (3) applies only to **Property Damage** to such **Nuclear Facility** and any property thereof.

II. As used in this endorsement:

"**Hazardous Properties**" include radioactive, toxic or explosive properties;

"**Nuclear Material**" means **Source Material, Special Nuclear Material** or **By-product Material**;

"**Source Material**" "**Special Nuclear Material**" and "**By-product Material**" have the meanings given them in the Atomic Energy Act of 1954 or in any law amendatory thereof;

"**Spent Fuel**" means any fuel element or fuel component, solid or liquid, which has been used or exposed to radiation in a **Nuclear Reactor**;

"**Waste**" means any waste material

(a) containing **By-product Material** other than the tailings or **Wastes** produced by the extraction or concentration of uranium or thorium from any ore processed primary for its source material content, and

(b) resulting from the operation by any person or organization of any **Nuclear Facility** included under the first two paragraphs of the definition of **Nuclear Facility**;

"**Nuclear Facility**" means

(a) any **Nuclear Reactor**,

(b) any equipment or device designed or used for (1) separating the isotopes of uranium or plutonium (2) processing or utilizing **Spent Fuel**, or (3) handling, processing or packaging **Waste**,

(c) any equipment or device used for the processing, fabricating or alloying of **Special Nuclear Material** if at any time the total amount of such material in the custody of the **Insured** at the premises where such equipment or device is located consists of or contains more than 25 grams of plutonium or uranium 233 or any combination thereof, or more than 250 grams of uranium 235,

(d) any structure, basis, excavation, premises or place prepared or used for the storage of disposal of **Waste**, and includes the site on which any of the foregoing is located, all operations conducted on such site and all premises used for such operations;

"**Nuclear Reactor**" means any apparatus designed or used to sustain nuclear fission in self-supporting chain reaction or to contains critical mass of fissionable material.

"**Property Damage**" includes all forms of radioactive contamination of property.

New York - It is agreed that the provisions of the "**Nuclear Energy Liability Exclusion Endorsement-Board Form**" printed above, do not apply in New York with respect to any Non-Owned Auto Liability Coverage afforded by this policy.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

FEDERAL RISK RETENTION ACT
NATIONWIDE AMENDATORY ENDORSEMENT --- SHORT FORM

The following terms are hereby added to the policy and supersede any similar terms which may be contained therein.

I. CANCELLATION/NONRENEWAL/RENEWAL PREMIUM INCREASE

A. CANCELLATION BY THE NAMED INSURED

The company shall refund the paid premium less the earned portion thereof within thirty (30) days of the latter of the effective date of cancellation or the date of delivery of the **Insured's** notice of intent to cancel, subject always to the retention by the Company of any minimum premium stipulated herein (or proportion thereof previously agreed upon).

The earned portion of the premium shall be computed on the customary short-rate basis unless any state law or regulation of the state shown in the mailing address of the **Named Insured** on the Declarations Page requires that return premium be computed on a pro-rata basis, even in the event of cancellation by the **Named Insured**.

B. CANCELLATION BY THE COMPANY

COMPUTATION OF RETURN PREMIUM
Minimum premium shall not apply to the return of unearned premium if cancellation is by the company.

CANCELLATION FOR NON-PAYMENT OF PREMIUM
Sending of Notice: In case of cancellation due to non-payment of premium, thirty (30) days written notice of cancellation must be given by the Company.

REASONS FOR CANCELLATION LIMITED
Cancellation by the Company shall only be effective if based on one or more of the following reasons:

1. Nonpayment of premium;
2. The policy was obtained through a material misrepresentation that was relied on by the Company, and such policy would not have been issued by the Company under the same terms and conditions if correct information had been disclosed;
3. Material failure to comply with policy terms, conditions or contractual duties;
4. The risk originally accepted has measurably increased;
5. Loss by the Company of reinsurance which provided coverage for all or a substantial part of the risk insured.

C. NON-RENEWAL AND RENEWAL RATE INCREASE OR CHANGE IN POLICY TERMS:

NON-RENEWAL: The Company will renew this policy unless written Notice of the Company's intent not to renew, stating the specific reasons for nonrenewal, is mailed to the **Named Insured** not less than 90 days before the policy expires. "Non-renewal" shall include the failure of the Company to offer a renewal policy which provides types and limits of coverage substantially equivalent to those contained in the expiring policy.

RENEWAL RATE INCREASE OR CHANGE IN POLICY TERMS: If the Company increases your rate, changes the deductible, reduces the limit, or reduces coverage at renewal, the Company will mail to the **Named Insured** at least sixty (60) days prior to the effective date of that increase or change:

1. Written notice of any change in coverage;
2. The amount of our rate increase.

A rate increase is defined as any increase in premium except increase due to change in exposure (including claims-made step factors) and/or rating plans based solely on the Insured's developed experience.

II. SENDING OF NOTICES

Any notice of cancellation, nonrenewal or renewal premium increase or change in policy terms will be mailed by first class registered or certified mail to all **Named Insureds** at the last mailing address known to the Company. Proof of mailing will be sufficient proof of notice.

III. Prejudgment interest, where payable under this policy, will be in addition to the limits of liability stated in the declarations.

IV. In the event that this policy contains a Reimbursement condition, it shall be deleted in its entirety and replaced by:

Reimbursement: While the Company has no duty to do so, if the Company pays Damages or Claim Expenses:

A. within the amount of the applicable deductible; or
B. in excess of the applicable limit of liability

all **Insureds** shall be jointly and severally liable to the Company for such amounts. Upon written demand, the **Insured**
shall repay such amounts to the Company within thirty (30) days thereof. Failure to pay any amount indicated may lead to policy cancellation.

V. In the event that this **Policy** contains an **ACTION AGAINST COMPANY** Condition, that condition shall be deleted in its entirety and replaced by:

LEGAL ACTION AGAINST THE COMPANY
A person or organization may bring a suit against the Company including, but not limited to, a suit to recover on an agreed settlement or on a final judgment against an **Insured**; but the Company will not be liable for damages that are not payable under the terms of this policy or that are in excess of the applicable limit of insurance. An agreed settlement means a settlement and release of liability signed by the Company, the **Insured** and the claimant or the claimant's legal representative.

However, no action by an **Insured** shall lie against the Company unless there has been full compliance with all of the terms of this policy.

VI. In the event that this policy contains a **DECLARATIONS and APPLICATIONS** Condition, it shall be deleted in its entirety and replaced by:

DECLARATIONS and APPLICATIONS:
By acceptance of this policy, the **Insured** agrees that the statements in the Declarations are his agreements and representations, and that this policy is issued in reliance upon the truth of such representations and that this policy embodies all agreements existing between himself and the Company or any of its agents relating to this insurance.

VII. In the event this is a claims-made policy:

An automatic sixty (60) day **Extended Reporting Period Option**, effective at the termination of the policy period, will be provided by the Company at no additional cost unless this insurance is replaced with the same or similar insurance issued by the Company, whether or not the limits or deductibles are identical to those provided under this policy. This extended reporting period option shall only apply to claims made during the policy period and reported to the Company within sixty (60) days of the policy termination. The limits available under this extension shall be part of, and not in addition to, the limits available under the expiring policy period. Coverage provided by this automatic extended reporting period shall be specific excess over any replacement policy providing the same or similar coverage. This Extended Reporting Period option shall not be available if the policy is cancelled for non-payment of premium effective at policy inception.

Any provision in the policy which conflicts with this extension is amended accordingly.

VIII. Notwithstanding any terms or conditions contained within the policy to the contrary, in the event an **EXTENDED REPORTING PERIOD** or **DISCOVERY PERIOD** clause is contained in this policy:
A. in the case of cancellation or non-renewal of this policy by the **Named Insured** or the Company for any reason other than flat cancellation by the Company effective at policy inception for non-payment of premium; or
B. in the case of advancing a retroactive or prior acts date from one previously applied by the Company,

the **Named Insured** shall have the right, subject to the other terms and conditions of this policy, or any endorsement attached thereto, to have an endorsement issued extending the time during which claims can be reported. This right shall terminate sixty (60) days after the effective date of such action as is indicated in subparagraphs A or B above unless written notice of such election, together with the additional premium, is received by the Company or its authorized agent from the **Named Insured** within that sixty (60) day period.

IX. In the event that this is a claims-made policy which limits or excludes coverages for claims made as a result of acts, errors, omissions, occurrences or the rendering of or failure to render professional services which happen prior to the policy period if any insured could have "reasonably foreseen" that such actions might be expected to be the basis of a claim or suit prior to the policy period, "reasonably foreseen" shall mean:

1. Claims or incidents reported to any prior insurer;
2. unreported Claims or suits of which any Insured had received notice prior to the effective date of the first policy with the Company;
3. incidents or circumstances that involve a particular person or entity which an Insured knew might result in a claim or suit prior to the effective date of the first policy issued by the Company to the Named Insured, and which was not disclosed to the Company.

X. The **SUBROGATION** provision of the policy is deleted in its entirety and replaced by:

To the extent of any payment under this policy, the Company shall be subrogated to all the **Insured's** rights of recovery therefore against any person, organization, or entity and the **Insured** shall execute and deliver instruments and papers and do whatever else is necessary to secure such rights. The **Insured** shall do nothing after any loss to prejudice such rights.

XI. In the event that this policy contains a **CHANGES** provision , that provision shall be deleted in its entirety and replaced by:
CHANGES: The terms of this policy shall not be waived or changed except by endorsement issued to form a part of this policy.

XII. In the event that the policy contains an exclusion of pollution or of pollutants, that exclusion shall be deleted in its entirety and replaced by the following:
This policy shall not apply to any claim, action, judgment, liability, settlement, loss, defense, cost, or expense in anyway arising out of actual, alleged, or threatened pollution, contamination, or any environmental impairment resulting from seepage, discharge, dispersal, release or escape of any solid, liquid, gaseous or radioactive matter including but not limited to, smoke, vapors, soots, fumes, acids, alkalis, chemicals, or toxic matter; or waste material (including materials to be recycled, reconditioned, or reclaimed); or oil or other petroleum substances or derivatives (including any oil refuse or oil mixed with waste), or thermal or vibratory effect including, but not limited to, heat or cold, into or upon land, the atmosphere, or any water course or body of water, underground water or water table supplies, whether such results directly, indirectly, or in concurrence or in any sequence from the insured's activities or the activities of other and whether or not such is sudden, gradual, accidental, intended, foreseeable, expected, fortuitous, or inevitable and wherever or however such occurs.

But this exclusion shall not apply to bodily injury or property damage caused by heat, smoke, or fumes from a "hostile fire" unless such fire involves:
A. materials which are or were at any time used for the handling, storage, disposal, processing or treatment of waste; or
B. any premises, site, or location:
   1. which is or was at any time used for the handling, storage, disposal, processing or treatment of waste; or
   2. on which any insured or contractors or subcontractors working directly or indirectly on any insured's behalf are performing operations to test for, monitor, cleanup, remove, contain, treat, detoxify, or neutralize, or in any way respond to, or assess the effects of, pollutants.

As used in this endorsement, "hostile fire means one which becomes uncontrollable or breaks out from where it was intended to be.

ALL OTHER TERMS AND CONDITIONS OF THE POLICY REMAIN UNCHANGED.

STUDENT BLANKET ENDORSEMENT
INCLUDING SCHOOL AND ITS FACULTY MEMBERS AS ADDITIONAL INSUREDS

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

In consideration of the premium charged:

1. Section II. PERSONS INSURED of the policy is deleted in its entirety and replaced by:

   PERSONS INSURED: Each of the following is an **Insured** under this insurance, to the extent set forth below:

   A. Students of the programs specified in the application on file with and approved by the Company, but only while said students are participating in activities which are a part of and a requirement of the students' curriculum at the school or university specified in Item 1, **Named Insured**, of the Declarations;

   B. Faculty Members of the school or university specified in Item 1, **Named Insured**, of the Declarations, but solely as respects claims arising out of the supervision/instruction of the **Insured** students for covered **"Incidents"**.

   C. The school or university specified in Item 1, NAMED INSURED, of the Declarations, but solely as respects claims arising out of the supervision/instruction of the **Insured** students for covered **"Incidents"**.

2. Section III. LIMITS OF LIABILITY is deleted in its entirety and replaced by:

   LIMITS OF LIABILITY: Regardless of the number of Coverage Parts that apply, the number of **Insureds** under this insurance, the number of persons and/or organizations who sustain **Bodily Injury, Property Damage, Personal Injury** and/or **Advertising Injury**, or the number of claims made or **Suits** brought, the Company's liability is limited as follows:

   A. The limit of liability stated in the Declarations as applicable to "each **Incident**" is the total limit of the Company's liability for all **Damages** for each **Incident** covered by the policy. All claims arising from the same or related **Incident** shall be considered a single claim for the purpose of this insurance and shall be subject to the same limit of liability.

   B. The limit of liability stated in the Declarations as "Aggregate" is, subject to the above provisions involving "each **Incident**", the total limit of the Company's liability under this policy for all **Damages**. Notwithstanding the foregoing, the limit of liability stated in the Declarations as "Aggregate" shall apply separately to any individual defined as an **Insured** under 1. PERSONS INSURED, Section A, above.

3. Section VI. SUPPLEMENTARY PAYMENTS is amended by the addition of:

   C. The Company will pay, a maximum of $1,000 per student, per **Policy Period**, subject to a maximum **Policy Period** limit of $20,000 for (1) medical expenses incurred as a result of **Bodily Injury** to the **Insured** and/or (2) **Property Damage** to personal property owned by the **Insured**, caused by an **"assault"** by, or at the direction of, another.

   Such "**assault**" must happen on the **Insured's** educational premises, including the ways immediately adjoining such educational premises, or while the **Insured** is away from such educational premises conducting an authorized activity pursuant to an educational program.

   This supplementary payment does not apply to damage to any mode of transportation used by the **Insured** to go to and from the **Insured's** educational premises, or damage to any business or personal property owned, leased or rented by any other person or business enterprise while in the **Insured's** possession.

   This supplementary payment applies as excess over any other available insurance covering such loss.

   Additional Definition: **"Assault"**, as used in this section, means any willful attempt or threat to inflict injury upon the person of another, when coupled with an apparent present ability so to do, and any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm.

   D. The Company will pay all medical related expenses for which the **Insured** has voluntarily made payment or has incurred up to a maximum of $500 per student per **Policy Period**, for first aid being rendered to others as a result of

any **Bodily Injury** covered by this policy, subject to a maximum per **Policy Period** limit of $15,000; however, this provision does not apply to any person defined as an **Insured** in this policy.

The first aid must be provided within 48 hours of such **Bodily Injury**.

E. The Company will pay to or for each person other than the **Insured** who sustains **Bodily Injury** caused by an **Occurrence** during the **Policy Period**:

1. while on the premises owned by or rented to the **Insured** with the permission of the **Insured**, or
2. while elsewhere if such **Bodily Injury**,

   a. arises out of the premises owned by or rented to the **Insured** or a condition in the ways immediately adjoining,
   b. is caused by the activities of the **Insured**, or
   c. is caused by the activities of, or is sustained by, a residence employee while engaged in the employment of the **Insured**,

the reasonable expense of necessary medical, surgical, ambulance, hospital, professional nursing and funeral services, all incurred within four years from the date of **Occurrence**.

The Company's liability under this supplementary payment is limited as follows:

A. The Company's limit of liability shall not exceed $1,500, per **Occurrence**, for each person who sustains **Bodily Injury**.

B. The total limit of the Company's liability under this supplementary payment, for all persons who sustain **Bodily Injury** during the **Policy Period** is, subject to the above provision, $100,000.

This insurance shall not apply to claims brought against the **Insured** arising out of, in whole or part, the conduct of any trade, business, employment, profession or occupation.

F. The Company will pay up to $500 per **Occurrence** subject to a maximum of $10,000 per **Policy Period** for damage to the property of others that is caused by the **Insured**. The Company will not pay for damage to the property of others if such damage arises out of:
   a. intentional acts by any person defined as an **Insured**;
   b. any business pursuit;
   c. any act or omission with regard to any premises, other than the **Insured's** residence premises, which is owned, rented or controlled by an **Insured**; or
   d. the **Insured's** ownership, use, care of, or entrustment to others of an **automobile**, **mobile equipment**, watercraft or aircraft.

   Within 60 days from the date of loss, the **Insured** must submit a sworn statement of such loss to the Company. The **Insured** must also exhibit the damaged property if such property is in the **Insured's** possession and/or control.

G. The Company will pay a limit of $1,500 per student for attorney fees, and other costs, expenses or fees resulting from the investigation or defense of all proceedings before a school grievance committee or academic disciplinary board incurred as the result of notice or notices of proceedings first received by the **Insured** during the **Policy Period** arising from the same or related **Incident**.

   All such proceedings arising out of the same or related Incident shall be:
   1. considered first made during the **Policy Period** in which the earliest complaint arising out of such, same or related **Incident** was made; and
   2. subject to a single limit as stated above.

The amounts payable under this supplementary payment shall not exceed $20,000 per **Policy Period**

4. Section VII. EXCLUSIONS of this policy is amended by the addition of the following:

   31. To students engaged in programs to become physicians, surgeons, dentists, nurse midwives, chiropractors,

podiatrists, osteopaths, psychiatrists, attorneys, accountants, financial advisors, investment consultants, real estate or insurance agents or brokers, cytotechnologists, or perfusionists, or any other student specialties not specified in the application on file with the Company unless specifically added by endorsement subsequent to policy issuance.

5. The definition of **"Incident"** included in Section VIII. DEFINITIONS of this policy is deleted in its entirety and replaced by the following:

   "Incident" means any act or omission in the furnishing of professional health care services to a patient or client, including injury sustained by a fellow student in the practice of activities which are part of and a requirement of the students' curriculum.

   Any such act or omission together with all related acts or omissions in the furnishing of such services to any one person shall be considered one **"Incident"**, and be subject to the same limit of liability.

6. Section IX. CONDITIONS of this policy is amended by the addition of the following:

   M. AUTHORIZATION. By acceptance of this policy, the **Named Insured** specified on the Declarations agrees to act on behalf of all other **Insureds** with respect to the giving and receiving of all notices to the Company required herein and the receiving of any return premiums that may become due under this policy and the **Insureds** agree that the **Named Insured** shall so act on their behalf.

   For purposes of this section, all such notifications shall be addressed to the individual specified on the application as the "Person to Contact At School" or their replacement, if any.

   N. LIBERALIZATION. If the Company adopts a revision, at any time during the **Policy Period**, that would broaden the coverage under this policy without additional premium, the broadened coverage will immediately apply to this policy.

ALL OTHER TERMS AND CONDITIONS OF THE POLICY REMAIN UNCHANGED.

BRANCH	B/A	PRODUCER NUMBER	CLIENT NUMBER	DATE OF ISSUE	PRIOR CERTIFICATE NUMBER
23	A	0001614 * 240	477739	09/04/03	AHC-1012431

SPECIFIED MEDICAL PROFESSIONAL LIABILITY OCCURRENCE INSURANCE POLICY

Offered Through Allied Health Purchasing Group Association
Purchasing Group Policy Number: 44-2010129

Item	DECLARATIONS	CERTIFICATE NUMBER **AHC-** 1012431

1. ***Named Insured*** THE STUDENTS OF SOUTHWESTERN OREGON COMM COLL

2. **MAILING ADDRESS** ADMINISTRATIVE SERVICES
1988 NEWMARK AVENUE
COOS BAY, OR 97420-2911

3. Policy Period 12:01 A.M. Standard Time At Location Of Designated Premises From: 09/21/2003 To: 09/21/2004

4. The insurance afforded is only with respect to such of the following types of insurance as indicated by specific premium charge or charges:

COVERAGE		PREMIUM
A. Professional Liability	[x]	$2,425.00
B. General Liability	[ ]	NO OPTION
C. Endorsements	[x]	$606.00
	Total:	$3,031.00

5. LIMITS OF LIABILITY

$ 2,000,000 each Incident or Occurrence	$ 4,000,000 in the Aggregate

6. Deductible (if applicable):

7. The Named Insured Is: ☐ Sole Proprietor (including Individual) Partnership ☐ Corporation ☐
☐ Other: Affiliation: STUDENT MALPRACTICE BLANKET LIABILITY

8. Business or Occupation of the Named Insured:
STUDENT

9. This policy is made and accepted subject to the printed conditions of this policy together with the provisions, stipulations and agreements contained in the following form(s) or endorsement(s):
PLE-2081, PLJ-2025(01/95), PON-2003, PLE-2157(05/01)

CHICAGO INSURANCE COMPANY
55 E. MONROE STREET, CHICAGO, ILLINOIS 60603

REPRESENTATIVE:
MARSH Affinity Group Services
a service of SEABURY & SMITH
1440 RENAISSANCE DRIVE
PARK RIDGE, IL 60068
1-800-621-3008

BROKER: 1314
ABEL INSURANCE AGENCY
93704 NEWPORT AVENUE
P.O. BOX 1780
COOS BAY, OR 97420-0343

CONSUMER INFORMATION NOTIFICATION

IMPORTANT INFORMATION TO PURCHASING GROUP MEMBERS
KEEP THIS NOTICE WITH YOUR INSURANCE PAPERS.

PLEASE NOTE
PLEASE READ YOUR COVERAGE TERMS CAREFULLY.
THE POLICY MAY CONTAIN ONE OR MORE OF THE FOLLOWING EXCLUSIONS:
ASBESTOS, DISCRIMINATION, SEXUAL ASSAULT, TRANSMISSION OF DISEASE

AS ACCEPTED AND APPROVED BY YOUR RISK PURCHASING GROUP ASSOCIATION, THIS POLICY DOES NOT INSURE PUNITIVE OR EXEMPLARY DAMAGES THAT MAY BE SOUGHT AGAINST YOU. YOUR PREMIUM FOR THIS POLICY IS LOWER AS A RESULT OF THIS EXCLUSION.

THIS POLICY DOES NOT PROVIDE A REINSTATEMENT OF THE AGGREGATE LIMIT OF LIABILITY UNDER ANY OPTIONAL EXTENDED REPORTING PERIOD UNLESS SPECIFIC STATE LAW REQUIRES SUCH REINSTATEMENT.

WARNING: ANY PERSON WHO KNOWINGLY, AND WITH INTENT TO INJURE, DEFRAUD OR DECEIVE ANY INSURER, MAKES ANY CLAIM FOR THE PROCEEDS OF AN INSURANCE POLICY CONTAINING ANY FALSE, INCOMPLETE OR MISLEADING INFORMATION IS GUILTY OF A FELONY.

In the event you need to contact someone about this policy for any reason please contact your agent. If you have additional questions, you may contact the insurance company issuing this policy at the following address and telephone number:

CHICAGO INSURANCE COMPANY
Professional Liability Department
55 E. Monroe St., Chicago, IL 60603
Phone: (312) 346-6400

If you have been unable to contact or obtain satisfaction from the company or the agent, you may contact your State Insurance Department:

Written correspondence is preferable so that a record of your inquiry is maintained. When contacting your agent, company, or the State Insurance Department, have your certificate number available.

INTERSTATE
INSURANCE
GROUP

IN ALASKA: All return premiums will be computed pro-rata.
Pursuant to the Alaska Division of Insurance, we must provide to you and comply with the following notice:
Your policy contains a provision relating to "Other Insurance". If any other valid insurance is primary, and permits contributions by equal shares, we will follow this method also. Under this approach, each insurer contributes equal amounts until it has paid is applicable limits of insurance or none of the loss remains, which ever comes first.

IN ARKANSAS, contact:
Consumer Services Division
1123 South University
400 University Tower Building
Little Rock, Arkansas 72204
Phone: (501) 686-2945

IN INDIANA:
Should you have a valid claim and feel you are not being treated fairly, you may contact the Indiana Department of Insurance at the address and phone number below with your complaint and seek assistance from the governmental agency that regulates insurance.

Public Information/Market Conduct
Indiana Department of Insurance
311 West Washington Street, Suite 300
Indianapolis, IN 46204-2787
Phone: Consumer Hotline: 1-800-662-4461
In Indianapolis area: 1-317-232-2395

IN NORTH CAROLINA:
Within 45 days after receipt of a written request from the Named Insured the Company shall mail or deliver loss information on open and closed claims covering a three-year period. In the event of policy cancellation or non-renewal, the Insured may elect to purchase coverage for the extending reporting period. The Insured may choose a limit of liability in the policy aggregate for the extended reporting period which is one hundred percent (100%) of the expiring policy aggregate that was in effect at the inception of the policy.

IN TEXAS: COMPLAINT NOTICE:
Should any dispute arise about your premium or about a claim that you have filed, contact the agent or write to the company that issued the policy or certificate. If the problem is not resolved, you may also write the State Board of Insurance, P.O. Box 149091, (333 Guadalupe), Austin, Texas 78714-9091, Fax# (512) 322-3550. This notice of complaint procedure is for information only and does not become a part or condition of this policy or certificate. Please be advised that the insurance company issuing your policy may not be subject to all insurance laws and regulations of the State of Texas.

FOR INFORMATION, OR TO MAKE A COMPLAINT, CALL: 1-800-628-8574

IN VIRGINIA, contact:
State of Virginia Bureau of Insurance
Property & Casualty Division
P.O. Box 1157
Richmond, Virginia 23209
Phone: (In-state toll free): 1-800-552-7945
(Out-of-state calls): 1-804-786-3741

IN WEST VIRGINIA, contact:
Consumer Service Division
West Virginia Insurance Department
P.O. Box 50540
Charleston, W. Virginia 25305-0540
Phone: (In-state toll free): 1-800-642-9004
(Otherwise) 1-304-558-3386

IN WISCONSIN:
PROBLEMS WITH YOUR INSURANCE? - If you are having problems with your insurance company or agent, do not hesitate to contact the insurance company or agent to resolve your problem. You can also contact the **OFFICE OF THE COMMISSIONER OF INSURANCE**, a state agency which enforces Wisconsin's insurance laws, and file a complaint. You can contact the **OFFICE OF THE COMMISSIONER OF INSURANCE** by writing to:

OFFICE OF THE COMMISSIONER OF INSURANCE
Complaints Department
P.O. Box 7873
Madison, WI 53707-7873

or you can call 1-800-236-8517 outside of Madison or 266-0103 in Madison and request a complaint form.

Appendix T

Student Evaluation Procedure

1. During the 3rd week of the term, the Office of Instruction will send a list of part-time faculty to the division directors/ directors who will select the part-time faculty that need to be evaluated during the term. The division directors are responsible for returning this list to the Office of Instruction by the 5th week of the term.

2. The Office of Instruction will prepare the individual evaluation packets and send to the division director/directors of full-time or part-time faculty with the exception of Outreach, the Adult Learning Skills Program (ALSP) and Curry County. Outreach, Curry County and ALSP will receive a box of packets, from the Office of Instruction, that they will be responsible for distributing to the faculty they supervise. Non-credit Outreach courses may be evaluated using a continuing education evaluation form, distributed and maintained in Outreach.

3. The Office of Instruction will send student evaluations to the full and part-time faculty during the 8th week of the term. They will use color-coded, individualized memoranda as provided by the appropriate division director. The memorandum to the student monitor will also be color-coded and will be stapled to the front of each packet. The memorandum from the Dean of Instructional Services will be color-coded and placed on top of all of the packets. In the case of short-term courses the division director/director will be responsible for getting the evaluation packets to the instructor. **COLOR-CODES: Outreach – Buff, Collegiate Ed – Salmon, Health & Human Services – Yellow, ALSP – Blue, Bus & Tech - Green**

4. The evaluations will be returned to the 2nd floor of the library in Tioga Hall by the student monitor. The library will provide a locked box located on the 2nd floor counter that the evaluations will be placed in. The library staff will place the evaluations in the appropriate division director's mailbox, based on color-coding.

5. The Office of Instruction will type the comments for Collegiate Education and the Adult Learning Skills Program. Outreach and Curry will be responsible for typing their comments. The division director's secretaries will type the comments for the Business and Technology and the Health and Human Services Divisions. The division director's secretaries will track the evaluations and ensure that they have been returned. The support staff will be responsible for electronically transferring the information to the Office of Instruction. **Support staff will turn off the spell checker and type the comments EXACTLY as the student writes them.**

6. The Office of Instruction will scan the forms and match them with the comments. Two copies of the evaluation will be sent to the Division Director and one copy will be sent to the appropriate Associate Dean.

7. The student evaluations will be completed by the 10th week of the term.

8. The student evaluations and comments will be sent to the faculty after grades are submitted at the end of the term.

9. Division directors/directors will maintain hard copy files by instructor in a secure space. Curry records will be located and stored by the Associate Dean in Curry County.

Revised 10/29/02

SOUTHWESTERN
OREGON
COMMUNITY COLLEGE

COURSE RATING FORM

Instructor's Name _____

Course Number _____

Date _____

Rating Scale:
- A. Always True
- B. Often True
- C. Sometimes True
- D. Seldom True
- E. Never True
- F. Not Enough Information
- NA. Not Applicable

1	A	B	C	D	E	F	NA	The teacher distributed a course outline which clearly identified the course material.
2	A	B	C	D	E	F	NA	This course was well organized.
3	A	B	C	D	E	F	NA	The teacher clearly explained the grading requirements of this course.
4	A	B	C	D	E	F	NA	The teacher clearly described the work required of students.
5	A	B	C	D	E	F	NA	The teacher met and dismissed class at scheduled times.
6	A	B	C	D	E	F	NA	Laboratory sessions were coordinated with lectures and class discussions.
7	A	B	C	D	E	F	NA	The teacher demonstrated the importance and significance of the subject matter.
8	A	B	C	D	E	F	NA	The teacher spoke with expressiveness and variety in tone of voice.
9	A	B	C	D	E	F	NA	The teacher explained course materials clearly.
10	A	B	C	D	E	F	NA	The teacher was aware when students became lost.
11	A	B	C	D	E	F	NA	The teacher kept students aware of their own progress in the course.
12	A	B	C	D	E	F	NA	The teacher encouraged critical thinking and analysis.
13	A	B	C	D	E	F	NA	The teacher presented materials in a manner which aided student learning.
14	A	B	C	D	E	F	NA	The teacher was available to provide assistance to students.
15	A	B	C	D	E	F	NA	Examination questions were related to the course materials.
16	A	B	C	D	E	F	NA	Examinations were returned promptly.
17	A	B	C	D	E	F	NA	Examinations were graded fairly and impartially.
18	A	B	C	D	E	F	NA	This course has taught me a great deal about the subject matter.
19	A	B	C	D	E	F	NA	This course has caused me to want to take another course from this teacher.

PLEASE PLACE COMMENTS ON THE BACK OF THIS FORM.

Appendix U

Southwestern Oregon Community College
EMT Program: Student Clinical/Field Evaluation

In order to ensure that our EMT program provides the very best training, the college is interested in obtaining information about our student's performance during their clinical observation and ambulance time. After the student has completed their time with your agency, please take a few moments to answer the following questions. Return this form to: Robbie Kirch, SWOCC, 1988 Newmark, Coos Bay OR 97420.

Did the student arrive on time?

Do you feel this student was prepared for their field time?

Was this student professional in their behavior while they were at your site?

Was this student dressed appropriately?

Was this student cooperative and willing to do as directed?

Did this student appear to be interested in the activities of the organization?

Did this student voluntarily apply themselves to help where able?

Did this student listen to instructions and act accordingly?

Do you have additional comments regarding the student?

_____

_____

_____

_____

Student Name:_____ Date:_____

Clinical/Ambulance Name:_____

Evaluated By (Optional)_____

Southwestern Oregon Community College
Follow-Up Evaluation for
First Responder, EMT-Basic and EMT-Intermediate Students

The College is interested in obtaining information from previous EMT students to ensure that our EMT program fulfills our students needs. Would you please take a few moments to answer the following questions.

1. Current Job Status:_____

2. How are you currently utilizing your EMT-Basic/Intermediate certification?

   Volunteer Agency: _____ Paid Professional: _____

3. Do you plan to further your education in the field of Emergency Medical Services?

   Yes: _____ No: _____

   If yes what are your future plans? _____

4. Do you feel that the instruction that you had at Southwestern provided you with the necessary skills to enable you to take the National/State ***written*** examination?

   Yes: _____ No: _____

   How do you think instruction could have been improved?_____

   _____

5. Do you feel that the instruction that you had provided you with the necessary skills to take the State ***practical*** examination?

   Yes: _____ No: _____

   How do you think instruction could have been improved?_____

   _____

6. Do you feel that the instruction that you had provided you with the necessary skills to practice as an EMT in the capacity that you fill now?

   Yes: _____ No: _____

   How do you think instruction could have been improved?_____

   _____

7. Do you have any other comments or suggestions regarding the EMT program at Southwestern:

   _____

   _____

8. Instructor:_____ Year:_____

Please return this questionnaire to: Robbie Kirch, Public Safety Training and Education Department, 1988 Newmark, Coos Bay, Oregon 97420.

Southwestern Oregon Community College
EMT Program: Field Experience Site Evaluation

In order to ensure that our EMT program provides the very best training, the College is interested in obtaining information from the sites that our students have utilized for their clinical observation and ambulance time. Would you please take a few moments to answer the following questions.

Do you feel our students were prepared for their field time?

Yes: _____ No: _____

Were our students professional in their behavior while they were at your site?

Yes: _____ No: _____

Were our students dressed appropriately for their field work?

Yes: _____ No: _____

If not, what would you suggest should be the proper attire for future students:

_____

_____

How do you think instruction or training could be improved?_____

_____

_____

5.Was the organization and communication between your agency, EMT program administration and course instructor effective?

Yes: _____ No: _____

If not, what would you suggest to improve this area?

_____

_____

Do you have any other comments or suggestions regarding the EMT program at Southwestern:_____

_____

_____

Please return this questionnaire to: Robbie Kirch, Public Safety Training and Education Department
1988 Newmark, Coos Bay, Oregon 97420.

Southwestern Oregon Community College
EMT Program: Agency Evaluation

In order to ensure that our EMT program provides the very best training, the College is interested in obtaining information from agencies in the school district who have employees/volunteers that are certified as Emergency Medical Technicians. Due to budget cuts we would also like you to indicate the number of individuals in your department that are interested in the EMT classes. Would you please take a few moments to answer the following questions.

1. Current Number of First Responder employees/volunteers?_____

   Number of First Responders who took the class at Southwestern?_____

   Number of individuals who are interested in taking this class in the Fall, 2004?_____

2. Current Number of EMT-Basic employees/volunteers? _____

   Number of EMT-Basics who took the class at Southwestern? _____

   Number of individuals who are interested in taking this class in the Fall, 2004?_____

3. Current Number of EMT-Intermediate employees/volunteers? _____

   Number of EMT-Intermediate who took the class at Southwestern? _____

   Number of individuals who are interested in taking this class in the Fall, 2004?_____

4. Current Number of EMT-Paramedics employees/volunteers? _____

5. Do you feel that your EMT's have had the level of instruction and training necessary to perform in their capacity of EMT's.

   Yes: _____ No: _____

   How do you think instruction or training could be improved?_____

   _____

6. Do you have any other comments or suggestions regarding the EMT program at Southwestern:_____

   _____

   _____

Please return this questionnaire to: Robbie Kirch, EMT Program,
SOCC, 1988 Newmark, Coos Bay, Oregon 97420.

Appendix V