

# **SOUTHWESTERN OREGON COMMUNITY COLLEGE**

## **Emergency Medical Technician Program Accreditation Self-Study**

**May, 2009**

**Southwestern Oregon Community College  
1988 Newmark  
Coos Bay, Oregon, 97420**

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**Southwestern Oregon Community College  
EMT Program**

**A. Program Data**

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

**Self-Study Prepared by:** Robbie Kirch, Coordinator Assistant  
Emergency Services Training  
(541) 888-7432

**Program Administrator:** Paul Reynolds, Coordinator  
Emergency Services Training  
(541) 888-7296

**Accreditation:** Northwest Commission on Colleges and Universities, (NWECU)

**Program Title:** Emergency Medical Technician

**EMT Level:** EMT-Paramedic  
EMT-Intermediate  
EMT-Basic  
First Responder

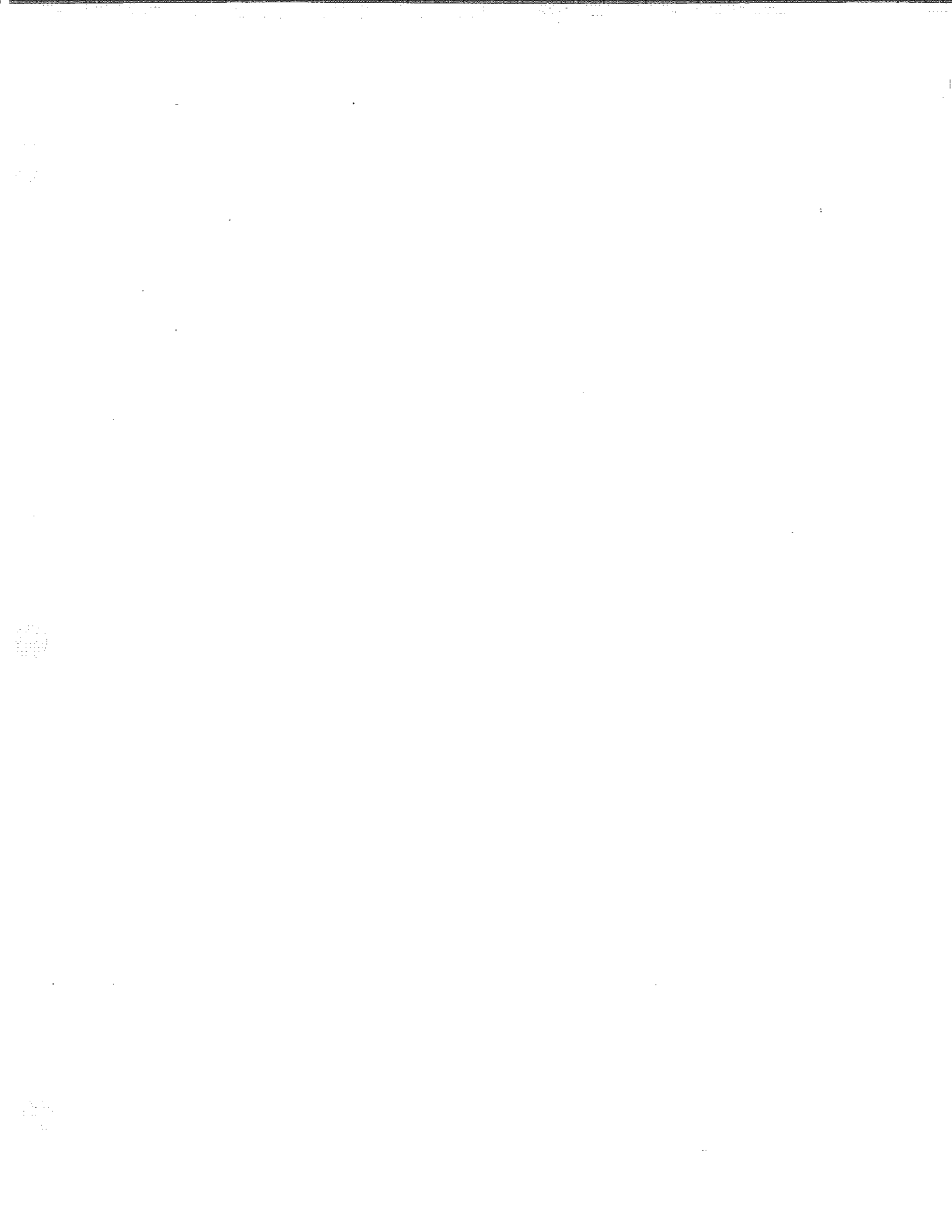
**Type of Degree:** Associate of Applied Science - EMT Paramedic

**Number of students enrolled in the program:**

	Number of Classes			Number of Students			Number of Students - Completion			Number of Students - Dropped			Pass Rates		
	Basic	I	P	Basic	I	P	Basic	I	P	Basic	I	P	Basic	I	P
2006-07	1	0	0	26	-	-	24	-	-	2	-	-	17	-	-
2007-08	3	0	0	53	-	-	45	-	-	3	-	-	28	-	-

**Degrees and Certificates Conferred:**

2006~2007 EMT Certificate - 1  
2007~2008 EMT Certificate - 3



### **Program Articulation:**

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

### **Program Overview:**

The Emergency Medical Services (EMS) Program at the College consists of Fire Responder, EMT-Basic, EMT-Intermediate, and EMT-Paramedic level. 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 managed the program since July, 1997. In addition, he is responsible for the College's Fire Science degree and career development for fire 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 was only able to offer the certificate level of the statewide EMS program until the beginning of the 2008~2009 school year when the EMT-Paramedic program started with the assistance of the local ambulance agency.

EMT-Paramedic degree courses are offered at the College or designated off campus site. First Responder through EMT-Intermediate courses are made available throughout the College district as demand dictates. The program coordinator and program assistant coordinator work in conjunction with the Curry county interim associate dean for courses in that region. Although courses are being offered in multiple locations, the positive working relationship among those directly involved in coordinating EMT courses is commendable.

Up to 13 certified EMS 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 are also part of the program.

## B. Instructional Program

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

Course Number	HE*260 (HE*9360)	EMT*151 (HE*928A)	EMT*152 (HE*928B)	EMT*167A (HE*931A)	EMT*167B (HE*931B)	EMT*296
Course Title	First Responder	EMT-B, Pt A	EMT-B, Pt B	EMT-I, Pt A	EMT-I, Pt B	EMT-P Pt A
Credit Hours	3	5	5	4.5	4.5	14
Lecture Hours/Week	3	4	4	3.8	3.8	11
Lab Hours/Week	1	3	3	2.2	2.2	9
Number of Weeks	11	11	11	11	11	11
Clinical Observation Hours	N/A	N/A	10	N/A	N/A	64
Ambulance Experience	N/A	N/A	5 runs	N/A	N/A	N/A

Table 2

Course Number	EMT*297	EMT*175	EMT*170	EMT*171	EMT*169
Course Title	EMT-P Pt B	Intro to EMS	Emergency Response Communication/ Documentation	Emergency Response Patient Transport	EMT Rescue
Credit Hours	14	3	2	2	3
Lecture Hours/Week	6	3	2	1	2
Lab Hours/Week	24	N/A	N/A	2	4
Number of Weeks	11	11	11	11	11
Clinical Observation Hours	200	N/A	N/A	N/A	N/A
Ambulance Experience	Min 200 hours (40 Specific Calls)	N/A	N/A	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 and Combitube training in a manner consistent with the OHD/EMS TS prescribed curriculum covering this topic.

The EMT-Intermediate course of study is modeled after the OHD/EMS TS Course Curriculum and Reference Guide, Version 1.04, September 2008 edition and the Chemeketa Community College EMT\*167.

The EMT-Paramedic course of study models the Oregon Community College Workforce Development program in conjunction with technical support from Chemeketa Community College,

See Appendix A for a course outline. All EMS course outlines will be available for review during the accreditation team visit.

**Clinical Resources:**

Students are placed for clinical observations and field experiences at the program affiliates listed in the following table.

	Coos Bay 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 5 <sup>th</sup> Coquille OR 97423 541-396-3111	Mark Pasternak, M.D. Coquille Valley Hospital 940 East 5 <sup>th</sup> Coquille OR 97423 541-396-3101	Maciej Druzdzal 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 Suzy McDaniel  North Bend Medical 1900 Woodland Drive Coos Bay 97420 541-267-5151 Julie Speasl	Lower Umpqua Hospital 600 Ranch Road Reedsport 97467 541-271-2171 Kevin Van Soyc	Southern Coos Hospital 900 11 <sup>th</sup> St SE Bandon 97411 541-347-2426  Curry General 94220 4th St Gold Beach 97444 541-247-6621	Sutter Coast 800 E Washington Crescent City CA 95531 707-464-8511
Ambulance Affiliate	Bay Cities Ambulance 3505 SE Ocean Blvd Coos Bay 97420 541-269-1155 Tim Novotny  Coquille Fire & Rescue 3 <sup>rd</sup> & Alder Coquille OR 97423 541-396-2232 Shawn March	Lower Umpqua Ambulance 600 Ranch Road Reedsport 97467 541-271-2171 Kevin Van Soyc  Myrtle Point Ambulance 424 5 <sup>th</sup> 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 Joe Gregorio

Table 4

Goals and objectives have been written for each level of certification for clinical and field rotation sites, Appendix B. These are provided to the students and the supervisory staff at the site. In addition the program assistant coordinator 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. See Appendix C for a copy of the written affiliation agreement between the College and Bay Area Hospital. Other agreements will be available to the accreditation team members during the site visit to the College. Written agreements have been put in place between the ambulance service agencies and the College that address the placement of EMT students at ambulance sites. See Appendix D 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.

Students in the EMT-Paramedic program are assigned preceptors through a mutual agreement with an agency identified preceptor through a meeting between the student and potential preceptor and is approved by the lead instructor. Medical accountability is assured through the program's faculty, the program's medical director and the individual agency's medical director to insure compliance with state and local protocol adherence.

### C. Staffing:

There is one full time coordinator, one full time coordinator assistant, and one full time tenure track EMT-Paramedic faculty employed in the Emergency Medical Services Program. The Emergency Services Training and Education Department encompasses the Fire Science degree program, the EMT program, and career development training for fire and EMS agencies in the school district.

Ten part-time instructors are currently employed in the EMS-Program as qualified lead course directors. Additional instructors are utilized to teach non-certification core courses that are part of the EMS program. The instructors teaching EMT-Basic and EMT-Intermediate courses either teach on the College campus or in outlying areas served by the College. EMT-Paramedic (Advanced Life Support) is taught at Bay Cities Ambulance.

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 coordinator assistant.

The program coordinator is responsible for the administration and supervision of the EMS program. See Appendix E for job description. The program coordinator assistant is responsible for the organization, scheduling, evaluation and acquisition of resources.



### Course Director information

(See Appendix F for documentation of qualifications)

	Course	Course Director	Course Location	DHS/EMS TS Course No.
2007	EMT-Basic	Willy Burris	Main Campus	20059
2008	EMT-Basic	Debra Andresen	Brookings	20135
2008	EMT-Basic	Fred Siewert	Reedsport	20147
2008	EMT-Basic	Willy Burris	Main Campus	20145

Table 5

Lab assistants for EMS courses vary with each term; consequently, a list of current assistants and their qualifications cannot be provided. Based on projected enrollment in EMS 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 geographical area. We have found it to be more effective to have a Medical Director for each site that puts on a course. The Medical Directors for each area are listed in Table 3 of this document. The Medical Director is approved for their role through DHS/EMS and Trauma Systems each time a EMT-Basic, EMT-Intermediate, or EMT-Paramedic certification class is conducted.

The Medical Director's role is to provide advice to course directors, the program coordinator, and the coordinator assistant regarding the medical aspects of courses. This may be accomplished through direct face-to-face meetings, through correspondence, or through meetings of the EMS program Advisory Committee. The involvement of the Medical Directors in the EMT-Basic and EMT-Intermediate courses has been limited. As program documentation is developed through the program coordinator's office, information is made more available to the Medical Directors. The EMT-Paramedic program is in constant contact with the designated Medical Director to ensure that all aspects of the curriculum are taught.

Mandatory certifications for lead course directors, such as the DHS/EMS "Course Director Update," is funded through the EMT budget. Transportation, meals, and lodging are provided. Participation in the statewide EMT Consortium is encouraged for all active course directors and is also funded through the EMT budget.

## ***D. Financial Resources***

The EMS program and EMT-Paramedic operates with separate and distinct budgets. The program is sustained through a combination of state allocations, student tuition and fees, and direct support through businesses and industry. Program budgets are included in Appendix G of this report. The EMS budget is limited to the basic needs of the EMS 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 EMS program. For instance, capital equipment is typically obtained, in competition with other programs at the College, using available state and federal grant monies. Faculty development funds are carried in a separate account at the College and may be obtained through a competitive application process.

Students are charged a fee to cover the costs for expendable class supplies. In addition the College has an annual line item budget of \$6,350 to purchase new equipment and classroom support materials, i.e. updated DVDs and instructor support items 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.

Financial aid is available through the College to students pursuing the EMT-Paramedic degree.

## ***E. Facilities***

### **Classrooms and Storage**

EMS courses on the Coos Bay campus are offered in Sumner Hall, room 12. 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. It has in-room storage for EMT training aids and equipment, has running water and ready access to restroom facilities. 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 EMS course instructors.

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 2007~2008 academic year outreach classes were held at Lower Umpqua Hospital in Reedsport and Cal-OR Life Flight ambulance building 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.

Through a partnership agreement the College installed instructional media equipment and computer network access and in Coos Bay Advanced Life Support EMT-Paramedic instruction is presented at Bay Cities Ambulance in a dedicated classroom that was provided to the College for this purpose.

### **Faculty Office Space**

The program coordinator and coordinator assistant maintain offices 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 does not cause a problem locating the program coordinator, program coordinator assistant and program.

A designated preparation area and office for on campus part-time instructors specifically involved in the EMS program is located in the Fire Tower Office building. Computers, printers and copy machines are available. Lesson plans and classroom records are stored in the office of the coordinator assistant. 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.

Designated office space is provided to the EMT-Paramedic faculty in Sumner Hall and at Bay Cities Ambulance in Coos Bay.

### ***F. Instructional Aids, Supplies, and Materials***

Audio/visual equipment and services to support classroom activities at the College are very good. Equipment is kept in good repair. 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. A list of AV equipment available in Sumner Hall, Room 12 and at the EMT-Paramedic classroom at Bay Cities ambulance, see Appendix H.

In addition to providing equipment to classrooms on the campus, Media Support Services makes equipment available for use at off-campus course locations.

Study areas for students at the Coos Bay campus are dispersed throughout both the second and third floors of the library in the Tioga building, the second floor of the Hales Performing Arts Center, and in the tutoring area in Randolph Hall. On the third floor of the Tioga building they offer rooms designed for independent use with access to TV monitors and audio outlets.

### ***G. Equipment***

Equipment needed for First Responder, EMT-Basic, and EMT-Intermediate courses is kept in Sumner Hall. Advanced life support EMT-Paramedic instructional equipment is kept at Bay Cities Ambulance. See Appendix I for an inventory list of EMT equipment currently available for use with campus-based courses and EMT-Paramedic classes. The equipment inventory does not take into consideration the availability of equipment used in the nursing program. Equipment from the nursing program is often

made available and includes simulation manikins, stump wrapping manikins, and other specialized equipment.

Off-campus EMS 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 out of service training equipment available through fire or ambulance agencies at the location where courses are offered. Instructors are briefed not to utilize in-service equipment off of ambulances. 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 EMS program is a part-time Equipment and Staffing Aide whose duties are to maintain the EMT equipment inventory and repair equipment as needed.

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 I with the EMT equipment inventory.

## *H. Support Services*

Library facilities at the Coos Bay campus 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.

The library has limited resources for the acquisition of new books, however, the College supports an extensive network of electronic databases. Also provided are current textbooks as they become available. A copy of book titles and periodicals currently available is presented in Appendix J.

Due to technological developments, the library has been focusing on technology to provide information to students and staff at the College. Online searches for information can be done at the Learning Hub. Library holdings can easily be found using the Southwestern web site [www.socc.edu](http://www.socc.edu). Library hours are Monday through Thursday, 0800-1900, Friday, 0900-1700, and Sunday, 1300-1700. The Computer Lab/Learning Hub is open Monday through Thursday, 0800-2030 and Friday, 0800-1650.

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 and Internet-based online databases.

The Educational Support Program and 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.

## **Advising/Counseling**

Advising services are required of all EMS students. The College utilizes a faculty advising system. Full-time EMT faculty advises sophomore EMT-Paramedic students. The Emergency Services Training program coordinator handles advising the EMS freshman students.

Educational Support Program and 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. Individual counselors will focus on high school relations, students with disabilities, and special population students, placement testing, and new student orientation. Special arrangements are made for students who are either off campus or can only meet during evening hours. Students expressing interest in EMS programs are referred to the program coordinator.

## **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 the need for some students to enroll in EMS classes in developmental study courses prior to being able to register for EMT courses.

Students needing assistance in developing their basic skill levels receive outstanding support. Courses are offered in math, reading, writing, study skills, and student success. General tutoring in a variety of subject areas is available through Transitional Education. Programs available include a supplemental instruction program and a variety of services for special population 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 EMS 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.

Currently there is no written recruitment strategy/plan for the EMS program. New students have been recruited 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 recruited through the Fire Science program and from emergency agencies in the College district. The program coordinator responds to inquires from potential students directly. The program coordinator attends nearly all on-campus briefing for high school students. Starting in 2010 students will apply for the EMT-Paramedic degree program through a restricted entry process. This competitive process will be modeled after the format currently used by the Southwestern nursing program.

### ***I. Program Admission***

All applicants for EMT-Basic and EMT-Intermediate courses are required to complete a comprehensive application to the College. The EMT application addresses entrance criteria for EMT courses and incorporates documentation for required immunizations, and provides a mechanism for insuring that students from EMS agencies have necessary insurance coverage. A copy of the EMT Course Enrollment and Prerequisite Verification form for EMT-Basic is presented in Appendix K of this report.

Applications for courses are available through the program coordinator assistant's office. Students will be prevented from registering for an EMT course until applications are completed and there are no deficiencies of documentation. At this time 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 advising. Students scoring lower than the levels of college level reading and elementary algebra are required to meet the designated minimum requirements if they wish to pursue the EMT-Basic class. An average of two students per year are denied acceptance into the EMT-Basic program.

Most information about activities related to the EMS 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 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](http://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 L. Critical information about admissions criteria for EMT courses is listed on the EMT course application form which must be completed in order for a student to register for EMT classes.

Program student learning outcomes have been identified and published in the 2009-2010 College catalog. Students are assessed to determine if they are meeting both course and program outcomes.

First Responder written examinations are conducted by pen and paper upon completion of each course. EMT-Basic and EMT-Paramedic written examinations are not available in our school district. Students make independent arrangements upon successful completion of the class to take the exam at off campus computer test sites. EMT-Intermediate written examination are available at Educational Support Program and Services on campus and at our Curry county campus on an individual basis upon successful completion of the class.

Practical examinations for First Responder are conducted by the course director of the class. EMT-Basic and EMT-Intermediate practical examinations are facilitated by the program's coordinator assistant. EMT-Basic and EMT-Intermediate practical examinations are generated by number of courses held during the school year.

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.

Southwestern conducts certifying examinations in compliance with DHS/EMS TS and NREMT standards by utilizing the guidelines established in the "Protocols and Procedures for EMT Written and Practical Testing" distributed by the Health Division. The exam is facilitated by the program's coordinator assistant. Practical evaluators are volunteers chosen from EMS agencies throughout the school district. The evaluators provide this service on a repeat basis and our office is aware of their standing with DHS/EMS TS.

### ***K. Job Search and Placement***

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.

### ***L. Advisory Committee***

The EMS program at the College does have an active advisory committee that is comprised of participants from 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 current members of the Advisory Committee is presented in Appendix M of this report. The Advisory Committee meets three times throughout the calendar 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 suggestions.

See Appendix N for a copy of the meeting minutes for the last two years.

### *M. Safety*

The College does have an up-to-date safety policy in effect and is presented in Appendix O. 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 Linda Kridelbaugh, Interim Vice President of Administrative Services. The Committee conducts inspections of College facilities, reports deficiencies, and initiates corrective measures. A current safety inspection document of Sumner Hall is presented in Appendix P. 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 certificate of liability insurance is presented in Appendix Q.

### *N. Student Records*

All records of students are securely maintained in the Student First Stop Center at the College. Admission into the EMS 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 EMS 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.

Attendance records of students, evidence of competencies attained by students throughout the EMS program, and evidence of satisfactory completion of all didactic, clinical, and field internships that are part of the program are 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. Student records for current on-campus classes are kept in a locked cabinet in Sumner Hall, Room 12. Course directors of off campus classes are informed that documents need to be kept in a secured location. Student applications and immunization documentation is kept in the programs coordinator assistant's office.

## ***O. Program and Course Evaluation***

A regional-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 Commission on Colleges and Universities. 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.

On and off-campus EMT courses are evaluated through student, clinical, and employer surveys. 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 sample copy of the Colleges part-time instructor evaluation form is presented in Appendix R. Sample copies of the evaluations sent out after completion of a class are presented in Appendix S.

The program coordinator is able to regularly assess the overall organization and administration of the EMS program as a result of continuing dialog with outreach coordinators, feedback from members of the Advisory Committee, and interaction with other program administrators in the state. In addition, the program coordinator and program coordinator assistant regularly seeks feedback from the OHD/EMS TS.