



**College of Southern Nevada -
Emergency Medical Services:
Student Handbook**

Academic Year 2026 - 2027

Table of Contents

CSN INFORMATION	4
Policies and Procedures	4
Board of Regents of the Nevada System of Higher Education	4
PROGRAM INFORMATION	5
Program Mission Statement	5
Program Goals	5
Program Values	5
Program Accreditation	6
Program Course Offerings	6
EMT	6
AEMT	6
Paramedic	7
Program Facilities	7
West Charleston Campus	7
Green Valley Tech Center	7
EMS Instructional Faculty	8
Program Policies	9
Attendance	9
Grading	10
Testing Procedures	11
Uniform	12
Safety/Risk Assumption	13
Physical Contact	14
Emergency Procedures	14
Student Conduct	15
Use of Social Media	15
Use of Artificial Intelligence (AI) Tools	16
Use of Phones and Personal Technology	16
Advanced Placement for Paramedic Students	19
Clinical Requirements	20
Logistics	20
Distance Education Clinical Contingency	21

Background Check.....	21
Drug Screen	22
CPR.....	23
Physical Exam.....	24
Health Insurance	24
Clinical Safety.....	24
Incident Reporting.....	24
Patient Confidentiality	25
Suspected Child or Elder Abuse.....	26
Professional Liability Insurance.....	26
Immunization and TB Skin Tests.....	26
Vaccination Exemptions	27
APPENDIX A: INFORMATIONAL FORMS	29
Essential Functions of Emergency Medical Services Students	30
Unsatisfactory Progress Notification	31
Attendance Notification Form	32
Request for a Resolution.....	33
Report of Exposure to Bloodborne Pathogens.....	34
Incident Report.....	37
Pregnancy Notification and Release Form	39
APPENDIX B: STANDARD EMS STUDENT SIGNATURE FORMS.....	40
Acknowledgment of EMS Handbook Review.....	41
Video Recording Use and Confidentiality	42
Laboratory Intravascular Venipuncture	43
Waiver of Liability.....	47
Acknowledgement of Health Insurance.....	48
Health History Questionnaire	49
Substance Abuse Policy Release	51
Authorization to Release Information.....	52
Educational Records Release Form	53
HIPAA Letter of Instruction/Confidentiality.....	54

CSN INFORMATION

Policies and Procedures

The College of Southern Nevada (CSN) is one of eight institutions governed by the Board of Regents of the Nevada System of Higher Education. The Board of Regents (BOR) has adopted policies and requirements outlined in its Handbook, available online at nshe.nevada.edu. In addition to BOR policies, CSN has also adopted policies and requirements specific to its college community, which are similarly available online at csn.edu. Students enrolled in any EMS course at the college are subject to all CSN and BOR policies and procedures, as well as the EMS-specific policies and procedures outlined in this handbook.

The Board of Regents and CSN may amend their policies and requirements in accordance with their procedural rules. The CSN President has the authority to suspend or rescind all or part of any CSN policy, and the CSN community will be informed as needed. The EMS policies and procedures are reviewed and updated each academic year. These policies are not meant to create a contractual obligation between the EMS program and its students. Direct questions about any part of this handbook to the appropriate party listed or submit them through the outlined chain of command.

Board of Regents of the Nevada System of Higher Education

Byron Brooks, Chair; Stephanie Goodman, Vice Chair

Joseph C. Arrascada, Aaron Bautista, Patrick J. Boylan, Susan Brager, Heather Brown,
Amy J. Carvalho, Carol Del Carlo, Jeffrey S. Downs, Ph.D., Carlos D. Fernandez, Pete Goicoechea,
Jennifer J. McGrath

Matt McNair, NSHE Chancellor; Dr. Stacy S. Klippenstein, CSN President

PROGRAM INFORMATION

Program Mission Statement

In accordance with CSN's mission statement, the EMS program is dedicated to preparing students with the necessary skills, through theory and practice, to meet the needs required of an EMS professional, both locally and nationally.

The purpose of the EMS Program is to provide the highest-quality instruction to the program's subscribers, ensuring that the standards and requirements of the Southern Nevada Health District, the Commission for the Accreditation of Allied Health Educational Programs, and CSN are always met or exceeded.

Program Goals

- To develop a sensitive and compassionate appreciation for patients and peers while delivering competent emergency care.
- To perform adequate patient assessments in accordance with the student's level of training.
- To develop an appropriate treatment plan based upon the patient's needs and the student's level of training.
- To develop an understanding of the presentation and pathophysiology of diseases and conditions encountered in the prehospital setting.
- To prepare students to become healthcare professionals and to develop the work habits desired in the EMS and EMS-related workforce.
- To equip EMT and AEMT candidates with the requisite competence at each nationally recognized level, encompassing the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.
- To prepare EMS practitioners who are competent in cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.

Program Values

The EMS program provides the highest-quality education to all students. To that end, the program believes that anyone who renders aid to the sick and injured must not only be proficient in the skills needed to ease suffering and prevent further injury but also clearly understand the underlying processes causing the patient's condition. With this knowledge, along with the skills learned, the prehospital care provider trained at CSN will have the resources to handle any emergency they may encounter. The EMS program teaches all classes to the national standard while also incorporating local practice guidelines necessary for success in eventual employment. The EMS program also believes and teaches that all patients and people are to be respected and treated with compassion. These human factors are expected not only in every course, but also in how students demonstrate these values consistently throughout their education.

Program Accreditation

The CSN Paramedic Program is accredited through the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Commission on Accreditation of Allied Health Education Programs

www.cahep.org

Commission on Accreditation of Educational Programs for the Emergency Medical Services

Phone: (214) 703-8445

www.coaemsp.org

Program Course Offerings

The EMS Program offers two certificates of completion (EMT and Advanced EMT), one certificate of achievement (Paramedic), and one Associate of Applied Sciences degree (Paramedic). Each program meets or exceeds local and national requirements. After completing any program, students are eligible to pursue the appropriate certification through the National Registry of Emergency Medical Technicians (NREMT). After successful national certification, students are eligible to obtain professional licensure through the Southern Nevada Health District by completing the required state licensure testing and application process.

All complete and current course descriptions are available in the CSN online catalog. The following outlines the general program of study for each certification and licensure level. At each level of instruction, the student will participate in both simulated and supervised encounters with real patients. These exercises prepare the student to apply the theoretical principles and psychomotor skills necessary to function as a licensed EMS provider upon program completion. Each component (lecture, lab, and clinical) is necessary for successful program completion. Therefore, both the student's participation in and performance during all EMS activities will be incorporated into the course grade(s).

EMT

The EMT program of study consists of nine (9) college credits, divided into three (3) components: lecture, lab, and clinical. Students must complete and pass all three (3) components concurrently within one term to be eligible for certification and licensure. The courses offered at CSN are EMS 108B and EMS 150B.

AEMT

The AEMT program of study consists of eight (8) college credits, divided into three (3) components: lecture, lab, and clinical. Students must complete and pass all three (3) components concurrently within one term to be eligible for certification and licensure. The courses offered at CSN are EMS 115B and EMS 116B.

Paramedic

The Paramedic program of study consists of forty (40) college credits divided over four (4) semesters. There are two (2) separate tracks to completion; each leads to either the Certificate of Achievement or the A.A.S. The academic tracks begin each Fall and Spring, meet in the classroom twice a week, and rotate once a week for twelve (12) months, culminating in a paramedic internship.

Program Facilities

A complete description of available facilities available to all CSN students is available on the CSN [website](#). The following are descriptions of specialized resources for EMS students.

West Charleston Campus

Address: 6375 W. Charleston Blvd., Las Vegas, NV, 89146

Phone: (702) 651-5807

Email: ems@csn.edu

All full-time faculty members have offices in Building B, Room 205. The EMS program Administrative Assistant is also available there. All three (3) programs of study are hosted at this campus, year-round. The campus has five (5) designated lab areas for EMS students. One (1) lab (B215) is a wet lab designed primarily for practicing vascular access skills and medication administration. Two (2) lab rooms (B217 and B225) have been fitted with full-size ambulance simulators for student practice in delivering simulated medical care in the confined space typical of the prehospital environment. The last two (2) rooms serve distinct instructional purposes. Room B219 features an open floor plan that can be configured to meet the needs of individual student groups and the skills being practiced. The room is equipped with movable shelving and residential furnishings to facilitate patient lifting, moving, and maneuvering exercises in a realistic environment. Room B221 serves as the EMS Anatomy and Physiology Laboratory and houses the Anatomage Table, providing students with advanced three-dimensional anatomical visualization and simulation to support instruction in human anatomy and physiology.

Green Valley Tech Center

Address: 1560 W. Warm Springs Rd., Henderson, NV, 89014

One (1) shared office space is available on this campus and may be filled by either faculty or adjunct instructors at various times throughout the semester. EMT courses are offered at this location year-round, with AEMT courses offered during the fall and spring semesters. EMS students have two (2) designated lab areas. The main lab (room 108) has an open floor plan and includes an ambulance simulation area. This space is designed to be multi-functional while still allowing practice of the delivery of medical care in both unique prehospital environments and the confined space typical of an ambulance. The second lab room (120) has been designed with an open floor plan capable of adapting to the needs of each student group and skills practice necessary for competency.

EMS Instructional Faculty

Full-Time	Adjunct
Program Director Braiden Green Email: braiden.green@csn.edu Office: West Charleston, B205-G	
Instructor Imonie Coward Email: imonie.coward@csn.edu Office: West Charleston, B205-H	
Instructor Jessica Goldstein Email: jessica.goldstein@csn.edu Office: West Charleston, B205-C	Justin Anderson Alex Garcia-Sanchez Davin Kitis Ronald Myers Vanessa McManus Alecia Neel Tiffany Pinkerton Nicholas Pedulla Amy Potts Mitch Przybylski Audra Rosenthal Oscar Toro
Instructor Trish Klein Email: tricia.klein@csn.edu Office: West Charleston, B205-F	
Instructor Bob Matoba Email: bob.matoba@csn.edu Office: West Charleston, B205-B	
Professor Richard Main Email: richard.main@csn.edu Office: West Charleston, K306-A	
Instructor Melanie Robison Email: melanie.robison@csn.edu Office: West Charleston, B205-E	
Instructor Aria Rosenblum Email: aria.rosenblum@csn.edu Office: West Charleston, B205-H	
Professor Michelle Zahn Email: michelle.zahn@csn.edu Office: West Charleston, B205-D	

Program Policies

Each policy below is the minimum requirement for every EMS student to follow at all times while enrolled in an EMS course at CSN. Course-specific policies may not be less restrictive or more lenient, as most are based on accreditation or local regulatory requirements.

Attendance

Students are expected to attend all sessions of the course(s) in which they are enrolled. To ensure adequate exposure to the educational material and standards, the CSN EMS program adheres to the standard that “Individuals who miss more than 10% of a course will not receive credit for the course.”

- For lecture/lab courses which are scheduled to meet two (2) times per week for sixteen (16) weeks, this equates to being absent no more than three (3) times and being tardy no more than one (1) time.
- For lecture/lab courses which are scheduled to meet one (1) time per week for sixteen (16) weeks, this equates to being absent no more than one (1) time and tardy no more than two (2) times.
- For lecture/lab courses which are scheduled to meet two (2) times per week for eight (8) weeks this equates to being absent no more than one (1) time and tardy no more than two (2) times.
- For lecture/lab courses which are scheduled to meet one (1) time per week for eight (8) weeks this equates to being absent no more than one (1) time and tardy zero (0) times.
- For lecture/lab courses which are scheduled to meet two (2) times per week for more than eight (8) weeks but less than sixteen (16) weeks this equates to being absent no more than two (2) times and being tardy no more than two (2) times.
- For lecture/lab courses which are scheduled to meet one (1) time per week for more than eight (8) weeks but less than sixteen (16) weeks this equates to being absent no more than one (1) time and tardy no more than one (1) time.
- For hybrid lecture/lab courses which are scheduled to meet one (1) time per week for sixteen (16) weeks this equates to being absent no more than two (2) times and being tardy no more than one (1) time.

Tardiness exceeding 10% of a class will be considered an absence. This equals about twenty (20) minutes of class time for a 3-hour lecture or lab. Please consult the syllabus to confirm an instructor’s specific rules and limits regarding tardiness.

EMT STUDENTS: Students who know they will miss, or who have missed, a scheduled lab session should make every effort to attend an alternate lab section to complete the missed content. In most cases, students must complete the make-up lab during the same instructional week as the originally scheduled lab. (*Procedures for 8-week courses may differ; students should consult their lab instructor for specific guidance.*) Students may request to attend an alternate lab section by submitting a Lab Change Request Form and are limited to two (2) lab changes per semester. When a lab change is approved and the alternate lab is completed within the same instructional week, the missed scheduled lab will not be recorded as an absence.

Any student who misses class for any reason must immediately contact their course instructor to arrange any required make-up assignments. Make-up assignments must be completed as directed by the instructor and do not undo or forgive the absence. If a student exceeds the maximum allowed absences, regardless of the number of tardies, they will not be included on course completion forms sent to the certifying bodies (SNHD and NREMT) and will not be eligible for EMS certification or licensure at that educational level.

Grading

EMT/AEMT Coursework

EMS courses are graded either as “Pass/Fail” or with letter grades. This information is available on the syllabus and course descriptions. When letter grades are assigned for EMT and AEMT courses, the following scale will be used:

- A: 90 – 100%
- B: 80 – 89%
- C: 70 – 79%
- D: 60 – 69%
- F: Below 60%

If a student does not achieve a cumulative score of 80% or higher (B grade) by the end of the course, they will not be included on the course completion forms sent to the certifying bodies (SNHD and NREMT) and will not be eligible for EMS certification or licensure at that educational level. **Additionally, to be listed on the SNHD Course Completion record and to qualify for the NREMT certification exam, a student must pass all content area exams and the cumulative final exam. Students will be granted one retest attempt on the final examination**

No student will receive more than 2% of the total points available in the course as extra credit. The instructor will determine opportunities for extra credit, which may include volunteering as a patient or EMT assistant for more advanced student examinations.

Paramedic Coursework

EMS courses are graded either as “Pass/Fail” or with letter grades, as specific in the course syllabus and catalog description. To progress through the Paramedic program, students must successfully complete all required program courses with a minimum overall grade of 75%. For courses that use letter grades, the syllabus will identify the point values and grading criteria required to achieve the minimum passing score. Unless otherwise specified in the course syllabus, the following grading scale applies to Paramedic courses:

- A: 90 – 100%
- B: 80 – 89%
- C: 70 – 79%
- D: 60 – 69%
- F: Below 60%

Paramedic course grades may include assessments of clinical assignments and rotation completion, as well as the required decorum and professionalism of EMS professionals in a live medical setting. Laboratory paramedic course grades might also specify the number of successes and/or failures at certain skills after giving reasonable opportunities for remediation. They can be based on performance in a single, high-stakes, summative assessment similar to certification and licensure requirements. All assessment criteria will be outlined in the course syllabi and shared with students. Final grades below 75% in any lecture, lab, or clinical course of the paramedic program will make the student ineligible to continue in the program.

CSN has adopted a Grade Appeal Policy that specifies limited grounds for student appeals. CSN has also

implemented an Academic Integrity Policy that enforces sanctions, including course failure, for violations such as cheating, plagiarism, or similar misconduct. Additionally, NSHE BOR has established a Student Conduct Code in Title 2, Chapter 10 of their Handbook that prescribes sanctions, such as suspension or expulsion, for students who engage in abusive or threatening behavior. All these policies are available for review on the CSN website. Students are responsible for discussing any academic or clinical concerns about grading or assessment criteria with the instructor and EMS Program Director as they arise.

Testing Procedures

All high-stakes exams, including quarterly, midterm, or final assessments, will follow these procedures. Students who may not be able to comply with these procedures should contact the Disability Resource Center (DRC) at least a month before their scheduled exam to request accommodations and complete all necessary CSN steps to obtain documentation of their needs before the exam date. Instructors cannot provide individual accommodations without DRC documentation.

Online Exams (all EMT and AEMT exams):

All students must use the CSN-approved online exam proctoring software to take exams. This process is similar to the method used for national EMS certification.

Exams that are not held during scheduled classroom time before the exam due date. We will provide scheduling instructions to students at least 2 weeks before the exam due date. Students are responsible for ensuring they have the correct hardware and software to complete the exam before starting. Direct any questions or concerns about completing online, proctored testing to the EMT and AEMT Lead Faculty member:

Professor Aria Rosenblum, BS, NRP
Phone: (702) 651-7514
Email: aria.rosenblum@csn.edu

At the end of the exam window, all individual scores will be posted in Canvas, and the EMT and AEMT Lead Faculty member will conduct a detailed exam item analysis. Each EMT/AEMT instructor will receive general information on their students' performance and weaknesses, which they can share with each student.

Students seeking a more detailed improvement plan can request an individual learning prescription from their instructor based on their unique assessment score. The learning prescription will outline topics and content areas the student should review but will never include verbatim questions and answers for studying material.

In-Person Exams (Paramedic exams):

All students must place their phones, smartwatches, and any other digital or electronic devices on a table with the instructor before the exam begins. These devices should be turned to silent mode and remain in the designated area, supervised by the instructor, until the student finishes the exam.

All backpacks, purses, and other bags must be completely closed and secured either under the desks or tables or alongside electronic devices.

Students should plan to use the restroom before the exam begins. Once the exam has started, only one student may leave the classroom to use the restroom at a time, as determined by the instructor administering the exam. Students may not access electronic devices or any other items not needed for personal hygiene or medical needs until they finish the exam and submit it to the instructor.

Students may bring two writing utensils, blank paper, and a single, unlabeled water bottle for the exam. Students must hand in all used paper before leaving the classroom.

Instructors will conduct a thorough item analysis of all exams and review difficult subject areas with students after everyone has completed the exam. Students may schedule a one-on-one session with their instructor to review their individual test results, as outlined in the course syllabus. However, no instructor will post questions and answers verbatim for student study materials. Likewise, students may not copy or photograph test items for later review.

EMS Testing (Platinum Software)

The CSN EMS Program uses Platinum Educational Group (PEG), including EMSTesting and Platinum Planner, as its official testing and clinical scheduling platforms. All students must follow PEG's Terms and Conditions of Use, which strictly forbid copying, downloading, transcribing, sharing, or otherwise reproducing any test questions, answers, explanations, or related content. Using right-click or keyboard shortcuts (Ctrl/Command + C) to copy content triggers PEG's automated security system, while hovering alone does not. Students must acknowledge these restrictions when creating their account, upon login, and before each exam or test review.

Violations of PEG's copy-theft policy result in progressive disciplinary action. A first violation results in a temporary suspension of the student's Platinum account for three (3) minutes, a second violation results in an extended suspension of five (5) minutes, and a third violation results in the permanent revocation of Platinum access with no option for appeal or refund. Any posting, sharing, or distribution of PEG's protected intellectual property will result in the immediate and permanent termination of the student's Platinum account.

Students who lose access to Platinum will be unable to complete required program examinations, access required testing materials, or schedule clinical experiences. Because successful completion of all required program examinations is mandatory for course completion, students who permanently lose access to Platinum and therefore cannot complete required examinations will receive a failing grade in the course. In addition, violations may be referred for adjudication under the Nevada System of Higher Education (NSHE) Board of Regents Handbook, Title 2, Chapter 10 (Student Conduct).

Uniform

The approved uniform includes navy blue pants (not jeans), a navy-blue tactical polo shirt with the CSN EMS program patch and the appropriate level rocker patch, shineable black boots, a black belt, and a current CSN student ID displayed with the proper badge buddy identifier beneath it.

Sweatshirts, hoodies, sweaters, heavy coats, and jackets: Must be black or navy blue and plain, without graphics or writing (unless it includes a CSN school logo). Students must wear their EMS uniform shirt under their outerwear. Wear outerwear that does not meet this standard only outside the classroom and remove it when entering the building. Unapproved outerwear is also never permitted during clinical rotations.

Uniforms must be neat, clean, and well-maintained. No excuses will be accepted for a student who shows up without a complete uniform, including if any part of the uniform is dirty, soiled, or excessively wrinkled. The uniform shirt must always be tucked into the pants. If an undershirt is worn, it must be plain navy blue (without insignia, image, or wording) or the CSN EMS t-shirt.

Unless EMS faculty directs otherwise, all currently enrolled students must wear the EMS uniform at every CSN EMS-related activity. This includes attending lectures and labs, participating in clinical rotations, and taking

part in additional clinical orientations, volunteer activities, school tours, and similar events. Students may be denied participation in an EMS activity if they are not in full uniform; this may result in refusal of entry and being marked absent for lecture and lab sessions or clinical rotations. Do not wear the uniform at any off-site location unless the student is participating in a CSN EMS-sponsored activity.

The student ID badge must be valid for the current semester and academic year and display the student's photograph and current program designation (e.g., EMT, AEMT, or Paramedic). Students must wear the ID badge in plain view at all times by clipping it to the uniform shirt collar or sleeve. No substitute identification badges or name tags are permitted. Students must wear both their CSN student ID and the appropriate badge buddy on the outside of the uniform during all EMS classes, laboratory sessions, clinical and field experiences, and any other program-related activities.

Students may not wear caps, hats, or sunglasses in the classroom, lab, or clinical experiences. They must also avoid jewelry that could cause injuries, interfere with safe equipment operation, or hinder proper performance of EMS skills. During clinical rotations, students must not wear earrings, face jewelry, or tongue jewelry.

All students must pull long hair back from the face and secure it. Facial hair should be neatly groomed at all times; EMS students are advised to consider shaving all facial hair to meet the grooming standards expected of all EMS field providers.

All students are expected to maintain fingernails in a manner that promotes patient safety, infection prevention, and a professional appearance. Fingernails must be clean, neatly groomed, and kept short enough to allow safe patient care and the proper use of medical gloves. Artificial nails, acrylic nails, gel overlays, nail extensions, and similar nail enhancements are not permitted during any laboratory, clinical, or patient care activity. Nail polish, if worn, must be a single, neutral color and free of chips or peeling. Students who fail to comply with this policy may be prohibited from participating in laboratory, clinical, or field experiences until the deficiency has been corrected.

In certain situations, on-duty EMS personnel may wear their agency uniform during class or clinical rotations. The student requesting this accommodation must be approved solely by the EMS Program Director and must be paid by the sponsoring agency during the class or clinical rotation for which they are wearing the agency uniform. For further information or questions, contact the EMS Program Director directly.

Safety/Risk Assumption

For a student to maximize their learning experience, they will need to participate in both scenario- and skills-based activities. These activities may require some physical effort, such as lifting, stepping up and down from ambulances or simulators, carrying equipment, navigating halls or stairs with stretchers, or performing chest compressions. There may be additional physical tasks not listed but that are still essential to providing care in an EMS setting. It is important to recognize that engaging in any physical activity carries inherent risks of injury, and the severity or type of injury can vary depending on the activity, as well as the student's physical condition, behavior, and limitations.

A description of the Essential Functions of EMS Students is provided (see Appendix A); additional information about the physical agility typically required for this profession can be found online through ONET. If there are known limitations that would prevent a student from performing any of the course-related activities, the student should seek further information and counseling from the EMS Program Director.

Provision of emergency medical services poses inherent occupational risks for EMS responders. Students should be aware that the risks include the following:

- Violence/assaults
- Verbal threats/aggression
- Motor vehicle crashes
- Infectious disease
- Lifting injuries
- Sprains and strains
- Psychological trauma
- Hazardous chemical exposure
- Hyper/hypothermia

Physical Contact

All EMS students must take part in lab and clinical activities that involve physical contact with other students, instructors, or patients. This contact may occur between individuals of the same or different genders. Students have the right to refuse physical contact from anyone at any time and for any reason, including but not limited to cultural or religious beliefs. However, students who agree to participate in supervised assessments and the necessary modest physical contact will gain the most from these learning experiences.

AEMT and Paramedic students may have the chance to practice certain invasive procedures on each other under instructor supervision during the course's laboratory component. Participation in these activities is optional but highly encouraged. Affected students will receive more information about these procedures and associated risks before being asked to consent to or decline participation.

Emergency Procedures

If an injury occurs during course-related activities, the student must notify the course instructor immediately. Additionally, EMS students will use medical sharps, including needles and catheters. Students involved in these training activities may be injured by improper handling or disposal of sharps, as well as may be exposed to others' blood or body fluids. If a student is exposed to foreign blood, body fluids, or other potential pathogens during a lab or clinical session, they must notify the instructor immediately and complete the required forms (see Appendix A). More information about reporting and handling injuries and exposures is in the Bloodborne Pathogens Exposure Control Plan.

CSN is served by a full-time police department made up of sworn peace officers and a contracted security service. In the event of a campus emergency, students, faculty and staff can quickly contact the University Police Department (UPD) by dialing “7911” from any campus landline. This number connects directly to the campus police dispatch center for immediate assistance. Dialing “911” from a cell phone on campus connects you to the Las Vegas Metropolitan Police Department, whose dispatchers will then coordinate with the UPD dispatcher. Use the “911” number only for immediate emergencies or ongoing crimes. For non-emergency police assistance, students, faculty, and staff should contact UPD directly using a campus telephone.

To enhance personal safety and emergency preparedness, all EMS students are strongly encouraged to download and activate the CSN Safety mobile application on their smartphone before the start of the semester. The app provides direct access to campus emergency resources, safety escorts, emergency notifications, incident reports, and other important campus safety information. Students should enable push notifications and

location services to receive timely alerts regarding emergencies, campus closures, and other critical safety information. The CSN Safety app is available at no cost for both Apple iOS and Android devices through their respective app stores.

While downloading the app is strongly recommended, students remain responsible for staying informed of all official College of Southern Nevada emergency communications and complying with campus safety procedures.

Student Conduct

Students must adhere to all NSHE, CSN, and program conduct expectations, in addition to the behaviors listed below. Professional behavior can be demonstrated through the following activities, although this list is not exhaustive.

- Giving instructors and peers their full attention, cooperation, and participation during classroom and lab activities.
- Maintaining the cleanliness and organization of lab rooms, equipment, and supplies.
- Wearing appropriate personal protective equipment and practicing adherence to body substance isolation standards in the performance of any hands-on activity.
- Displaying the values consistent with the professional identity of EMS including responsibility, cooperation, work ethic, critical thinking, punctuality, independence, self-esteem, respect, self-discipline, assertiveness, confidence, creativity, ethics and morals, problem solving, decision-making, communication, clinical reasoning, integrity, and safety.

Examples of unprofessional and unacceptable behaviors are as follows; this list is not all-inclusive and is subject to instructor discretion.

- Defacing, vandalizing, or otherwise purposefully damaging school property to include desks, walls, manikins and other lab or classroom equipment.
- Lying to an instructor or committing another act consistent with a violation of CSN's academic integrity policy.
- Interrupting or disrupting the learning of other students in the same classroom, lab, or clinical activity.
- Using a cell phone or other electronic device during classroom, lab, or clinical activities in any manner which distracts others or demonstrates a student's lack of full participation in the course activities.
- Engaging in any unsafe activity which places the student, their peers, instructors, or any other person at increased risk for injury or exposure.
- Violation of Health Insurance Portability and Accountability Act (HIPAA) regulations.
- Being under the influence of drugs, alcohol, or other mind-altering substance

Use of Social Media

CSN recognizes that social media platforms – TikTok, Facebook, X, and many others – provide alternative ways to connect with community members and students. Using social media respectfully strengthens our reputation in the community and increases awareness of our diverse educational options. Social media allows us to build strong professional relationships with students, community members, industry experts, business partners, and organizations.

Personal not link personal social sites to official CSN web pages. No site should be created that could be mistaken for an official CSN site. Information published on your social media platforms must comply with CSN's confidentiality, proprietary data disclosure, and FERPA policies, including information about CSN's business partners and affiliations. This also applies to comments posted on other blogs, forums, and social networking sites. Do not use CSN's name to promote or endorse any product, cause, or political party or candidate. Be respectful of everyone and their right to privacy. Students are expected to follow copyright laws and properly cite sources. Plagiarism applies to online content as well. You cannot use CSN logos without permission.

Social networks and the internet offer unprecedented opportunities for rapid information sharing and dissemination, but this sharing also comes with risks. EMS providers, including students, must understand the nature, benefits, and consequences of participating in all types of social networking. Online content and behavior can either enhance or damage not only the individual provider's career but also the EMS profession as a whole.

Remember to comply with all privacy laws when operating in a clinical setting in accordance with HIPAA. Keep in mind that your online presence reflects CSN and the EMS program. Do not reference or cite any CSN faculty, staff, or students without their explicit consent. Avoid using their images or likenesses without permission.

Use of Artificial Intelligence (AI) Tools

The use of generative Artificial Intelligence (AI) tools in EMS courses varies by course. Unless the instructor explicitly allows AI tools for specific tasks, students may not use AI tools for assignments, exams, or projects. When not authorized, students must complete all work independently, without AI assistance, at every stage, including planning, drafting, and final submission.

Students must review their course syllabus and consult their instructor to understand the specific AI-use policies for each course. CSN will handle unauthorized or suspected misuse of generative AI under its Academic Integrity Policy and may consider it "cheating," which involves receiving aid not allowed by the instructor. Penalties can include a warning, grade reduction, course failure, or academic probation, based on the severity of the violation.

Use of Phones and Personal Technology

To ensure a safe, professional, and distraction-free learning environment, personal phones and non-essential technology are restricted in EMS classrooms, skills labs, and clinical or field settings. Devices must be silenced and put away unless the instructor explicitly authorizes their use for educational purposes. Personal phone use is prohibited during skills labs and is strictly forbidden in clinical and patient-care settings, except during designated breaks. Photography, video, or audio recording in labs or clinical environments is not allowed. Failure to follow this policy may lead to removal from the learning setting or additional disciplinary actions in line with program and College policies.

Professional Behavior in EMS

All EMS students are expected to conduct themselves in a professional manner consistent with the identity a practicing EMS provider.

Integrity: Consistent honesty – doing the right thing even when no one is watching. Examples include being able to be trusted with protected health information and personal belongings, accurate documentation practices, personal accountability, etc.

Empathy: Showing compassion for others. Examples include responding appropriately to the emotional needs of patients and family members, demonstrating respect, remaining calm and cooperative, etc.

Self-Motivation: Taking the initiative to complete clinical milestones. Examples include setting daily goals, completing required tasks in a timely fashion, finding work without direction or supervision, offering assistance to others, striving to performance improvement and constant excellence in the delivery or patient care, etc.

Self-Confidence: Demonstrating an awareness of one's personal strengths and weaknesses. Examples include making sound judgement calls regarding supervision and assistance required to complete clinical tasks, requesting help for identified shortcomings, demonstrating independence and critical think commiserate with experience level, etc.

Communication: Speaking or writing clearly in a manner which enhances patient care. Examples include providing accurate reports to other healthcare providers, conducting patient interviews, utilizing nonverbal strategies when necessary, adapting communication styles to the situation, etc.

Teamwork & Diplomacy: Placing the success of the team above self-interest. Examples include not undermining team efforts, being supportive of others, remaining flexible to changing needs, etc.

Respect: Behaving in a manner that brings credit to the EMS profession. Examples include being polite to others, not using offensive terms or language, following instructions, listening actively, arriving on-time, etc.

Patient Advocacy: Providing quality patient care unaffected by personal bias or feelings. Examples include placing the needs of the patient above self-interest, protecting and respecting patient confidentiality and dignity, etc.

Corrective Action

All EMS students are expected to adhere to each of the policies outlined in this student handbook. Failure to comply with program policies may result in corrective action and/or disciplinary sanctions. Depending on the severity of the misconduct, discipline or sanctions may be imposed in any order, up to and including dismissal from the program, without following a progressive disciplinary process. When appropriate, corrective action is intended to identify unacceptable performance or behavior and give the student an opportunity to improve while maintaining EMS Program standards. On the first offense or incident, the instructor will provide the student with a written Unsatisfactory Progress Notification (see Appendix A) with detailed information for their review. On the second offense or incident, the instructor will provide the student with another written notification and deliver it with appropriate counseling. On the third offense or incident, the instructor will provide the student with a final written notification and recommend that the student schedule a meeting with the EMS Program Director.

All corrective action documentation must be submitted to the EMS Program Director for review and signature. Depending on the nature and severity of the offense, the Program Director may determine that immediate removal from the course and/or EMS program is warranted. The Program Director may also refer the matter to the Department Chair, Dean, and/or the Office of Student Conduct for further review and disciplinary action.

Chain of Command

For effective communication and resolution of student issues or complaints, the EMS Program follows a structured chain of command. All EMS students are expected to adhere to this chain of command when engaging in course activities. Students who do not follow the chain of command when contacting EMS faculty or staff will be directed to the appropriate contact and given more specific instructions on how to follow the chain of command.

The first level in the chain of command and the initial point of contact for students is their designated course instructor. Each student will be assigned at least three different instructors during any given school term: a lecture instructor, a lab instructor, and a clinical instructor. Students can verify their assigned instructors' names through MyCSN or Canvas.

For EMT and AEMT students, the second level in the chain of command is the EMT/AEMT Lead Instructor. Students may escalate to the Lead Instructor only after attempting to resolve issues with the primary or assigned instructor for the related activity.

For EMT and AEMT students, the third level in the chain of command is the EMS Program Director. Students shall not escalate their communication to the Program Director without first notifying both the assigned/primary instructor and the EMT/AEMT Lead Instructor.

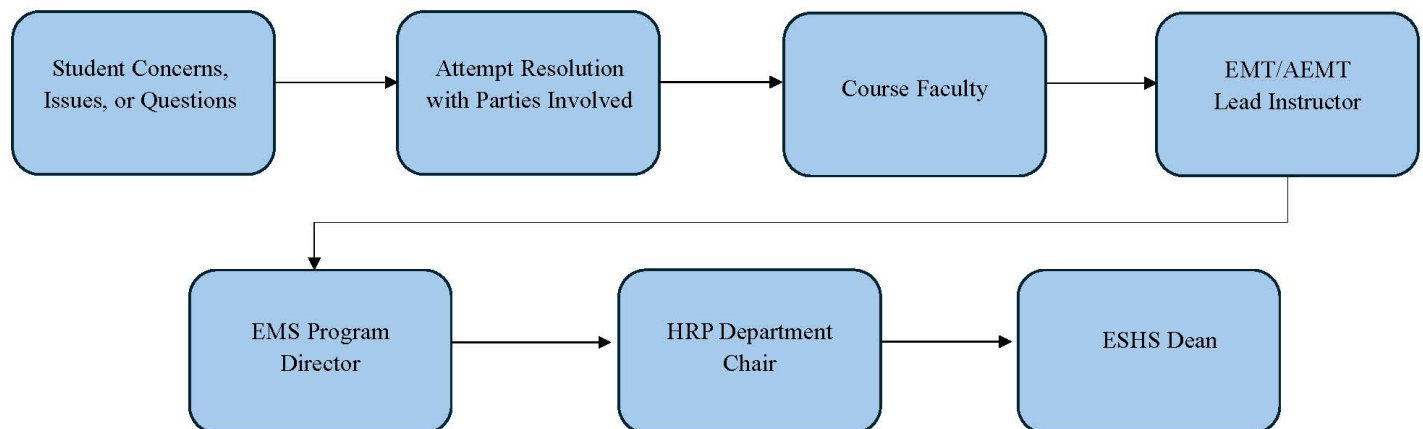
For Paramedic students, the second level in the chain of command is the EMS Program Director.

The subsequent levels in the chain of command are outside the EMS Program: the Health Related Professions Department Chair, the Dean, the Vice President of Academic Affairs, and the CSN President. Students should never contact these individuals without first completing the steps above.

A reasonable attempt at resolution is defined as the student making at least two attempts to contact the respective individual by email, voicemail, or a combination of both, with a minimum of one business day between each attempt, without receiving a response. Alternatively, a reasonable attempt is satisfied if the student has communicated with the individual in person or by telephone at least once but believes the information or decision provided is inconsistent with the course syllabus, this handbook, or other published CSN policy.

If the EMS Program issue remains unresolved after the student has met with the respective Program Director and Department Chair, the student may contact the Dean of the Engelstad School of Health Sciences (ESHS) by submitting the written EMS Program Request for Resolution Form. Upon receipt of the written form, the Dean's office will initiate an inquiry. The inquiry process can take up to 10 working days, and the student will be contacted only if the Dean has specific questions or needs additional information. The student will receive a written decision from the Dean's office at the conclusion of the inquiry period.

Student Resolution Process Flow Chart



Advanced Placement for Paramedic Students

Advanced Credentials:

Students who submit evidence of academic credit in paramedic-level coursework or higher (such as RN, NP, PA, MD, DO, etc.) from a nationally accredited college or university in good standing at the time of attendance may be eligible for admission and advanced placement in the College of Southern Nevada's Paramedic Program if all college transfer requirements are met. Applicants interested in this opportunity must first demonstrate the completion of all existing Paramedic Program prerequisite coursework or its equivalent through transfer, as well as completion of AHA/NAEMT card courses.

After acceptance into the program, the applicant must successfully complete all terminal testing and meet the summative program exit criteria. Once these requirements are fulfilled, the applicant will be recognized as having completed didactic coursework and will be eligible to start the field internship or capstone phase. During this phase, the applicant must show entry-level competence and successfully complete all minimum program requirements listed on the student minimum competency matrix.

Transfer Paramedic Students:

Students who provide evidence of academic credit in paramedic-level coursework from a nationally accredited program or college in good standing at the time of the student's attendance may be eligible for admission and advanced placement in the College of Southern Nevada's Paramedic Program if all college transfer requirements have been satisfied. Admission is contingent upon cohort space availability. Applicants wishing to pursue this opportunity must first demonstrate successful completion of all existing Paramedic Program prerequisite coursework or equivalency via transfer.

An advanced placement applicant must submit a letter of intent to the Program Director at least eight (8) weeks in advance of the term start date for which they are applying. The letter of intent should include the course(s) for which they are seeking advanced placement consideration as well as documents supporting the course completion(s) equivalency.

If, after review of the submitted documents, the Program Director finds that advanced placement is indicated, the applicant will be notified in writing and required to demonstrate current mastery of the subject(s) requested through one or more of the following:

- Theory testing equivalent to the final examination(s) in all courses for which transfer credit is sought. The passing score is 75%. Each theory examination can be taken one time only.
- Skills demonstration of all psychomotor competencies taught in the course(s) for which transfer credit is sought. The skills demonstration(s) may be attempted only twice.

Advanced placement applicants who do not meet the specified requirements may apply for admission to the academic track through the existing process and procedure.

Clinical Requirements

Logistics

When applicable, the dates and times when students are to report to a clinical facility will be announced as soon as possible near the beginning of each semester. Students may be scheduled for available day, evening, or night assignments at various locations as determined by the program faculty or clinical coordinators. Holidays will NOT be available, but weekends may be included.

The EMS program uses an online scheduling system (Platinum) to optimize scheduling for all EMS students across different levels and clinical sites. A CSN EMS code specific to each student level and semester will be provided to students in the appropriate orientation and/or syllabus. The code is valid only for the specified level, and students must create a new account/redeem a new code as they progress into more advanced EMS courses. Costs for the Platinum clinical scheduler is as follows:

EMT: \$35.00

AEMT: \$66.00

Paramedic: \$100.00

As a student, you are responsible for making appropriate arrangements for transportation, childcare, personal business, etc., so you can attend all assigned clinical rotations and meet the program's requirements. Clinical assignment dates, times, and locations are subject to change to provide the best possible educational experience. Students will be notified of any changes through Platinum Planner and email whenever possible, with at least three (3) calendar days' advance notice.

Each level of instruction has unique requirements and learning objectives; therefore, each EMS student population will complete a different clinical rotation. Students should always verify course requirements in their given syllabus. The following clinical rotation requirements must be completed for each program level to satisfy course and graduation requirements:

	EMT	AEMT	Paramedic
Total Hours	24 – 36	24 – 48	300 minimum
Type of Rotation	Ambulance Rides Community Service	Ambulance Rides	Ambulance Rides Hospital Rotations Conferences/Meetings Live/Dead Tissue Labs
Locations	AMR MedicWest Three Square	AMR MedicWest Henderson Fire Dept.	911 EMS Agencies Valley Health System University Medical Center SNHD Misc.

Distance Education Clinical Contingency

Upon direction from CSN administration or the EMS Program Director; clinical courses may be moved to a distance learning platform in accordance with EMS Program Medical Director, SNHD, and accrediting body approval.

The current schedule of distance education clinical rotations for each level is as follows:

	EMT	AEMT	Paramedic
Type of Rotations	Distance Education Simulations and Discussion Group	Distance Education Simulations and Discussion Group	TBA
Locations	Jones and Bartlet Navigate 2	Jones and Bartlet Navigate 2	TBA

Background Check

Clinical sites require each student to complete a criminal background check. Once accepted into the program, the student will receive guidance on submitting the required information. After being assigned to a clinical facility, the facility will review the background check and decide whether to accept or reject the student for placement. If the student is rejected, the clinical coordinator will try to arrange an alternative placement at another facility. The student will have the opportunity to explain or provide additional information to the facility's relevant authority to address the rejection. If the program cannot successfully place the student in a clinical experience, it may jeopardize the student's ability to meet program requirements, and the student may be advised to withdraw.

Students are advised to carefully review the criminal history eligibility requirements for both the Southern Nevada Health District Office of EMS and Trauma Systems (SNHD OEMSTS) EMS certification/licensure and the National Registry of Emergency Medical Technicians (NREMT) before enrolling in the EMS Program. Certain criminal convictions may affect an individual's eligibility for national EMS certification and state licensure, even if the College's educational requirements are successfully completed. The Southern Nevada

Health District conducts fingerprint-based criminal history reviews and may deny certification or licensure for certain qualifying offenses.

Students are solely responsible for determining their eligibility for certification or licensure. Enrollment in or completion of the CSN EMS Program does not guarantee eligibility for National Registry certification, Southern Nevada Health District licensure, or employment. Students with questions regarding their eligibility are strongly encouraged to review applicable policies and contact the appropriate certifying or licensing agency before enrolling in the program.

Drug Screen

CSN is dedicated to safeguarding the safety, health, and well-being of its students, faculty, staff, as well as the patients and employees of its affiliated clinics. Drug and alcohol abuse threaten this objective. The use of intoxicants in violation of NSHE policy, CSN policy, or state or federal law, or the use of illegal controlled substances without a legal prescription, is prohibited.

To participate in the clinical education part of the curriculum, students must pass a drug and alcohol screening. Any student who violates the substance abuse policy will be administratively removed from the EMS program. Each student must complete and submit the Substance Abuse Policy Release form (see appendix). Pre-clinical testing, which may change, screens for amphetamines, barbiturates, benzodiazepines, cocaine metabolites, marijuana metabolites, methadone, opiates, oxycodone, phencyclidine, propoxyphene, adulterants, and alcohol.

If a student is under a doctor's care and taking prescribed medication that could affect their ability to perform tasks, the student must inform the instructor before beginning clinical work. Any controlled substances used by a student must be lawfully prescribe to the student and approved by the U.S. Food and Drug Administration (FDA).

Pre-Placement Testing

Participation in and successful completion of all required clinical experiences are mandatory components of the EMS curriculum. Students who test positive on a required pre-clinical drug or alcohol screening for an illegal substance, a controlled substance without a valid prescription, or alcohol at or above the legal limit (0.08 BAC) will not be permitted to begin, participate in, or continue in clinical education. Because clinical participation is a required component of EMS courses, students who are ineligible to participate in clinical experiences due to a positive drug or alcohol screening may be unable to successfully complete course requirements and may receive a failing grade and/or be dismissed from the EMS Program.

To ensure high-quality, accurate results, CSN selects a laboratory to conduct drug and alcohol testing. The student is responsible for the cost of all drug screenings and transportation to the testing lab. The student will visit the CastleBranch website and then go to the specified lab to have the test performed. A urine sample is collected and tested. If the sample tests positive, the same laboratory retests it using a different method.

Only persons authorized to receive laboratory results may discuss them. Faculty within the EMS Program and CSN will be notified of results only on a limited need-to-know basis. No test results will appear in a student's permanent file.

If a positive test result is confirmed in this manner, the laboratory sends it to an impartial third-party medical review officer to determine whether the student has a legal prescription for the drug or another legitimate reason for testing positive. The medical review officer sends a report to the Dean. If the result is positive, the

Dean will contact the student and request that he/she withdraw from the program. Repeat testing is not permitted unless the external medical review officer has reason to believe the results or the process was compromised through no fault of the student.

Random Testing

Clinical Sites: When the clinical instructor or the affiliate institution/agency reasonably suspects that a student is under the influence of a drug, including medical marijuana, or alcohol, an on-site diagnostic test—such as a blood, urine, breath, or other appropriate test—will be conducted immediately at the student’s own expense. In this case, a second opinion for positive test results will not be available to the student. By participating in the clinical experience at such a site, the student agrees to accept the site’s laboratory results without contest. Refusing to cooperate with the collection process, refusing to take the test, or testing positive will disqualify the student from continuing the clinical experience. EMS professionals are in the mandatory reporting group and, by law, must notify the appropriate parties of a positive drug test if it relates to patient care activities performed by the student.

Classroom/Laboratory: If the student is on CSN premises and an instructor has a reasonable suspicion that the student is under the influence of a drug, including medical marijuana, or alcohol, the student will be immediately directed to the designated laboratory, at their own expense, for appropriate diagnostic testing.

“Reasonable suspicion” or other justification to order a student to take a drug and alcohol test (besides the mandatory pre-clinical test) must be documented by the instructor or a representative of the clinical affiliate and submitted to the Program Director for review within 3 days of the student’s test. “Reasonable suspicion” is defined as a belief that a student is using, or has used, drugs or alcohol in violation of our policies based on specific objective facts that can be clearly described, and reasonable inferences may be made from those facts. Such facts and reasonable inferences include, but are not limited to:

- Physical symptoms or manifestations of being under the influence of a drug or alcohol while at school or at the clinical site;
- The direct observation of drug or alcohol use while at school or at the clinical site;
- A report of drug or alcohol use while at school or at the clinical site provided by reliable and credible sources; or
- Evidence that a student is involved in the use, possession, sale, solicitation or transfer of drugs while at school or at the clinical site.

If it is determined that a student may be under the influence of a drug, including medical marijuana and/or alcohol, the student will be dismissed from all EMS activities for the day. Arrangements will be made for transportation to home or to an off-site testing facility (if on-site testing is not available). The instructor will contact the EMS Program Director, and a specimen collection form will be transmitted to the nearest approved collection site. A positive drug and/or alcohol test will result in dismissal from the course and program.

CPR

Students must maintain current certification in Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED) use at all times. The EMS Program requires American Heart Association (AHA) Basic Life Support (BLS) Provider certification. Online-only courses are not accepted.

Physical Exam

Students enrolled in an EMS clinical course must undergo a physical examination, with the results documented on the CSN Health History Questionnaire & Physical Examination form (see Appendix). A licensed physician (M.D. or D.O.), physician assistant (PA), or nurse practitioner (APRN) must perform the examination. The physical examination must certify that the student can safely perform the essential functions of an EMS student and must remain valid for the duration of the course. An initial physical examination is required before participation in clinical education and must be renewed annually thereafter, or more frequently if required by a clinical affiliate.

The EMS Program reserves the right to require a student to obtain an updated medical evaluation at any time during the program if there is reasonable suspicion or concern that the student's physical or mental health status has changed in a manner that may affect the student's ability to safely perform the essential functions of the program or to participate safely in laboratory, clinical, or field experiences. The student is responsible for the cost of any required reevaluation.

Health Insurance

Each EMS student participating in required clinical rotations must have an active medical health insurance policy. Accidents or illnesses may occur as a result of contact with the clinical environment. Students are financially responsible for medical evaluation, treatment, and follow-up care. CSN and clinical facilities require proof of medical health insurance coverage, which must be submitted each semester before clinical assignments. Each student must sign the Acknowledgment of Health Insurance form and submit it (see appendix).

Clinical Safety

Students are responsible for maintaining a safe environment for themselves, patients, classmates, faculty, and healthcare personnel during laboratory, clinical, and field experiences. Students must remain vigilant for potential hazards, including but not limited to biohazardous materials, sharps, unstable patients, hazardous environments, and other situations that may pose a risk of injury or illness. Unsafe actions, attitudes, or behaviors that jeopardize the safety of patients or others will not be tolerated and may result in disciplinary action, up to and including removal from the clinical site, course failure, dismissal from the EMS Program, and/or referral for College disciplinary action.

Students shall adhere to Standard Precautions at all times and exercise appropriate care when handling blood, body fluids, or other potentially infectious materials. Dispose of all biohazardous waste in the appropriate biohazard receptacles in accordance with Occupational Safety and Health Administration (OSHA) standards, clinical site policies, and EMS Program procedures.

Follow Standard Precautions in all laboratory, clinical, and field settings whenever there is a potential for exposure to bloodborne or airborne pathogens. To reduce the risk of disease transmission, students must treat all blood and body fluids (except sweat), regardless of visible blood or the perceived health status of the source individual, as potentially infectious. Appropriate personal protective equipment (PPE), including gloves, eye protection, masks, gowns, or other required equipment, shall be worn whenever there is a risk of exposure. Failure to comply with Standard Precautions or required PPE requirements constitutes misconduct and may result in disciplinary action.

Incident Reporting

Report all accidents, injuries, incidents, and unusual occurrences immediately, no matter how minor they may seem. Notify the CSN instructor responsible for the course and complete a Written Statement – Incident Report (see appendix). If the occurrence takes place at an off-campus location, immediately notify the off-campus site supervisor and then notify the course instructor within 48 hours so that appropriate CSN forms can

be completed.

Medical evaluation, treatment, and follow-up care following an accident or incident are the student's financial responsibility. Student accidents, injuries, and incidents are not “work-related” and should not be reported as such. They will not be covered under the clinical facility’s or CSN’s workers’ compensation program.

dr who is pregnant or becomes pregnant while enrolled in a health sciences program is strongly encouraged to notify her Program Director of the pregnancy or suspected pregnancy using the Pregnancy Notification/Release form (see appendix). Providing this notice is voluntary and does not require any change to the student’s status or curriculum unless requested by a student with a physician’s certification.

Upon receiving notice that a student is pregnant, the Program Director will provide counseling regarding possible precautionary measures based on the student’s temporary pregnancy status and possible risks to the student and her fetus. Areas of special concern include the effects of strenuous activity, exposure to infectious/communicable diseases, noxious fumes such as nitrous oxide, radiation and other toxic substances, bloodborne pathogens, antineoplastic agents, and other risks unique to the student’s specific program.

A student who declares her pregnancy will receive options for continuation in the program from the Program Director. These options include the following:

- Withdraw from the program and be reinstated after the pregnancy ends.
- Withdraw from clinical courses, while completing didactic courses for the semester. This option is subject to accreditation requirements and scheduling limitations. The student assumes all risks of injury or death to either the pregnant student or her fetus.
- Continue with all courses until the pregnancy ends. Instructors will attempt to accommodate the student’s restrictions, if any, but cannot guarantee alternate clinical assignments. The student assumes all risks of injury or death to either the pregnant student or her fetus.

Instructors will attempt to accommodate the student’s restrictions (if any) but cannot guarantee alternate clinical assignment.

The student is responsible for providing notice of the pregnancy and obtaining permission from a health care provider as soon as possible. Neither the CSN nor its clinical affiliates assume responsibility for any harm that might occur to a fetus or a pregnant student.

Patient Confidentiality

A student working in a clinical setting has access to patients’ protected health information. The student must maintain the privacy and confidentiality of patient health information and personal information such as age, address, telephone, marital status, etc. pursuant to federal law; this federal law is known as the Health Insurance Portability and Accountability Act (HIPAA). All students will receive training in these rules.

Students may not remove patient information from the clinical facility. No photocopying or pictures of patient records are permitted without the patient's written authorization. Any list identifying a patient by name must remain in the hospital/agency. Acknowledging or disclosing that a CSN student is a patient at a clinical facility may constitute a violation of HIPAA and may also violate FERPA by improperly disclosing a student’s educational information.

Photography is prohibited while in a clinical facility. Postings on any social media site pertaining to patients or clinical activities are prohibited. Case reviews conducted at the clinical site, or in CSN classrooms/labs, must not contain personally identifiable patient information.

The violation of these rules could result in significant civil and criminal penalties for the student, particularly if an improper disclosure of information is done knowingly or resulting in personal gain. Violation of these rules may result in discipline up to and including termination from the EMS Program, even for a first offense.

You will be required to complete HIPAA training and sign the HIPAA Letter of Instruction (see appendix).

Suspected Child or Elder Abuse

Nevada Revised Statutes (NRS) 432B.220 and NRS 200.5091 require a student to report suspected child or elder abuse or neglect to the clinical instructor. According to these statutes, this includes physical or mental injury of a non-accidental nature, sexual abuse or exploitation, or negligent treatment or maltreatment. Anyone who fails to report these conditions is guilty of a misdemeanor, as indicated in NRS 432B.240 and NRS 200.5099.

Professional Liability Insurance

NSHE maintains professional liability insurance coverage for all students registered in clinical courses. This insurance covers the student during officially assigned clinical experiences, as long as they are functioning under appropriate CSN supervision/affiliation and within their scope of practice. At the beginning of the semester, the clinical coordinator will inform each student of their specific limitations based on their student level, scope of practice, and clinical site location.

Students should not arrange or attend any clinical rotations under the guise of a CSN student outside of those scheduled on the Platinum Planner system for their registered course and within the dates of the semester of attendance. Rides completed/coordinated with any EMS/Fire agency that are not assigned through the CSN scheduler will NOT count towards clinical hour completion, nor should they be completed while wearing a CSN EMS uniform. Any such non-CSN experiences will not be covered by NSHE professional liability insurance, and students should ensure they understand the differences in participation and patient contact for each role. This includes any rides/experiences as a fire/EMS explorer or those done alongside friends/family members in any healthcare or public service job.

Immunization and TB Skin Tests

Nevada law requires protecting students who may be at increased risk of exposure to vaccine-preventable diseases. All EMS students must comply with the CSN Immunization Policy and the TB Skin Test Policy, and current EMS vaccination requirements are aligned with CDC guidelines. Students must complete all required immunizations. Direct any questions about immunization requirements to the EMS Program Director.

TB Skin Test

All EMS students must maintain a two-step Tuberculin Skin Test (TST) throughout the program. In accordance with CDC recommendations, administer Step One and read it 48–72 hours later. Administer Step Two at least seven (7) days after Step One and read it 48–72 hours after administration. A Two-step TB test consists of two injections and two readings.

Two single TB skin tests performed within 365 days are acceptable, regardless of the interval between them. In lieu of a Two-step TST, a QuantiFERON®-TB Gold (blood test) is also accepted.

Documented History of Positive TST

Students who have a known history of positive TST *without a* history of active TB and treatment will not complete TB skin testing as indicated above. Instead, students will need to submit the following information:

- A chest x-ray (CXR) interpretation taken within the last 24 months AND
- Written documentation of evaluation by a healthcare professional indicating that no active pulmonary disease is present AND
- Complete the Tuberculosis Symptom Screening Questionnaire annually

If any symptoms suggestive of TB develop at any time, the student's responsible for seeking immediate referral to an appropriate healthcare provider and notifying the clinical coordinator and EMS Program Director.

Documented History of Active TB

Students who have a known history of active TB and successful completion of treatment will not complete TB skin testing or chest x-ray as indicated above. Instead, students will need to submit the following information:

- Written documentation of evaluation by a healthcare professional indicating successful completion of the recommended course of preventative treatment (minimum six (6) months) AND
- Complete the Tuberculosis Symptom Screening Questionnaire annually

If any symptoms suggestive of TB develop at any time, the student's responsible for seeking immediate referral to an appropriate healthcare provider and notifying the clinical coordinator and EMS Program Director.

New Positive TST

Students who have a positive TST upon the first or second TST interpretation will need to seek referral to a healthcare provider for evaluation and will submit the following information:

- The documented results of the newly positive TST AND
- A chest x-ray (CXR) interpretation taken within the last 24 months AND
- Written documentation of evaluation by a healthcare professional indicating that no active pulmonary disease is present AND
- Complete the Tuberculosis Symptom Screening Questionnaire annually

If any symptoms suggestive of TB develop at any time, the student's responsible for seeking immediate referral to an appropriate healthcare provider and notifying the clinical coordinator and EMS Program Director.

Vaccination Exemptions

Each clinical rotation site maintains its own policy regarding medical and religious vaccination exemptions. Therefore, the EMS Program will not accept or review student medical or religious vaccination exemption requests. The clinical facility will decide if a medical or religious exemption is acceptable for participation in a rotation. A student claiming a medical or religious exemption may not be able to complete the clinical components of the EMS Program, which could affect the student's progression toward graduation.

Required Vaccines

Immunity documentation must include official health records indicating the date of either disease diagnosis or vaccine administration. Acceptable records encompass original vaccination records or written verification from the treating physician on official letterhead or similar documentation with a valid signature. School records, baby books, and family testimonials are not accepted.

VACCINE	REQUIRED DOSE	ALTERNATIVE
Hepatitis B	3 Doses 1 st initial dose administered 2 nd dose administered 28 or more days after initial dose 3 rd dose administered 8 or more weeks after second dose (3 rd dose should be separated by 1 st dose by at least 16 weeks)	History of the disease based on diagnosis or verification of the disease by a healthcare provider through laboratory blood testing affirming serologic evidence of immunity.
Measles, Mumps, Rubella (MMR)	2 Doses 1 st initial dose administered 2 nd dose administered 28 or more days after initial dose	History of the disease based on diagnosis or verification of the disease by a healthcare provider through laboratory blood testing affirming serologic evidence of immunity.
Varicella	2 Doses 1 st initial dose administered 2 nd dose administered 28 or more days after initial dose	History of the disease based on diagnosis or verification of the disease by a healthcare provider through laboratory blood testing affirming serologic evidence of immunity.
TDaP	1 Dose Administered within the last ten years.	No alternative available.
Influenza	1 Dose Administered within the current influenza season.	No alternative available.
Covid	1 – 3 Doses Dependent on the CDC guidelines and vaccine manufacturer instructions.	No alternative available.

A licensed healthcare provider must order serologic (blood) testing to verify immunity, and a licensed clinical laboratory must perform the testing. Students are responsible for verifying insurance coverage and any costs associated with the office visit, laboratory testing, specimen collection, or processing fees. After obtaining a test order, students should contact their chosen laboratory to confirm current pricing and specimen collection requirements. All laboratory results must be reviewed and interpreted by the ordering healthcare provider. CSN EMS faculty and staff are not qualified to interpret medical test results and will not provide medical advice or recommendations regarding a student's health status or immunity.

APPENDIX A: INFORMATIONAL FORMS



Essential Functions of Emergency Medical Services Students

The following list outlines key functions of students participating in the Emergency Medical Services Program. This list exemplifies skills and tasks encountered in both classroom and laboratory settings. While it is impossible to predict every situation EMS students may face, this list of essential functions covers reasonable and routine tasks typically performed.

Students with a documented need for accommodation must meet with the Disability Resource Center as outlined by the Americans with Disabilities Amendments Act.

<u>Category</u>	<u>Activity/Attribute</u>
Cognitive	Students must be able to measure, calculate, reason, analyze, evaluate and synthesize complex information. Perform math skills such as counting, addition, subtraction, multiplication and division.
Communication	Students must be able to speak, read and write in the English language. Must have sufficient language abilities to understand printed materials, lectures and verbal instructions. Students must also be able to communicate physical conditions and interact with lay and medically trained personnel. Students must be able to interact and communicate with patients. Appropriately use terminology of the profession in verbal and written communication. Interpret feedback. Send and understand messages using current communication equipment.
Physical Agility	Twist, bend, stoop, squat, move quickly in emergency situations, walk, climb stairs. Students must be able to perform both fine & gross motor skills including but not limited to: Performing palpation, auscultation, visual inspection, and equipment operation used in patient assessment and treatment. Sit or stand for prolonged hours during 12–24-hour shifts. Push, pull, lift and balance loads up to 100 lbs; handle loads in excess of 100 lbs with assistance. Sufficient visual acuity correctable to 20/20. Be able to perform hand-eye coordination functions to manipulate equipment, instruments, and medication administration. Must be able to differentiate all visible color spectrums. Hear at normal conversation levels and hear both soft whispers and loud sounds.

COLLEGE OF SOUTHERN NEVADA

UNSATISFACTORY PROGRESS NOTIFICATION

PRINT Student Name

Student NSHE ID Number

Course / Section

Semester / Year

Instructor Name

This Notice of Unsatisfactory Progress is issued for the following reasons:

- _____ 1. Academic failure: a grade less than the required passing grade
- _____ 2. Unsatisfactory clinical performance: failure to meet minimal clinical competencies
- _____ 3. Professional misconduct: failure to adhere to stated objectives as outlined and defined by individual program policies and course syllabi.

We are concerned that the deficiencies indicated above endanger your standing in the program and may prevent you from continuing. Please indicate below how you intend to resolve these problems.

I have read and discussed the above with the appropriate faculty member. I understand these deficiencies must be corrected to remain in the program. These corrective measures are indicated above.

Student Signature

Date

Instructor Signature

Date

PRINT Instructor Name

Program Director Signature

Date

PRINT Program Director Name

CSN EMS Program Attendance Notification Form

Student Name		NSHE ID Number
Course Number/Section	Semester/Year	Instructor Name

This notice of unsatisfactory attendance is issued for the following reason:

You have been late to or been absent from your lecture class on the following dates:
Please refer to the "Attendance" section of the class syllabus for further information.

Date	Incident	Remediation	Due Date
Date	Incident	Remediation	Due Date
Date	Incident	Remediation	Due Date
Date	Incident	Remediation	Due Date
Date	Incident	Remediation	Due Date

We are concerned that the attendance deficiencies indicated above endanger your classroom performance and academic standing in the program and may prevent you from satisfactorily completing this course. Please indicate below how you intend to resolve these problems.

Student Signature	Student Name (Print)	Date
Instructor Signature	Instructor Name (Print)	Date
Program Director Signature	Program Director Name (Print)	Date

COLLEGE OF SOUTHERN NEVADA

REQUEST FOR RESOLUTION

Student Name

NSHE ID

Email address

Request Date

Description of Concern *(must include dates, times, locations, and names of those involved/contacted)*

Describe all attempts to informally resolve concern/issue

Chain of Resolution Verification (must be able to check EVERY box)

Meeting completed	Position Name	Name(s)	Date/Time	Outcome
☐	Person(s) directly involved in issue/concern			
☐	Faculty/Advisor			
☐	Program Director			
☐	Department Chair			

I certify that the information reported above is true and accurate to the best of my knowledge.

I understand that I am bound by the policies and procedures of the School of Business, Hospitality and Public Services, including those policies of my Program, the code of ethics and the student code of conduct.

Student Printed Name/Signature

Date

Submit this form by email to alma.pineda@csn.edu

Allow 7-10 working days for review and response, which will be sent by email to the address indicated above. Do not call or otherwise contact the Dean's office during the review period.



COLLEGE OF SOUTHERN NEVADA

Report of Exposure to Bloodborne Pathogens

Following an exposure to bloodborne pathogens incident, please send the completed form to EH&S at EHS@CSN.EDU.

Do not write in this space

Incident or C-1 Report: _____

Exposure to BBP Case Number: _____

EXPOSED INDIVIDUAL

Name: PRINT _____ Sex: M / F

Date of Birth _____ Social Security Number: _____

Phone: home _____ Phone: cell _____ Phone: work _____

Address: _____ City _____ State _____ Zip _____

Check one:

- ☐ Employee; indicate department _____
- ☐ Student; indicate program where enrolled _____
- ☐ Campus Visitor

SOURCE INDIVIDUAL

Identify the source individual (the person to whom the exposed individual was exposed), if one exists:

Name: _____ Phone: HOME _____ OTHER _____

Address: _____ City _____ State _____ Zip _____

INCIDENT DETAILS

Date of Incident: _____ Time of Incident: _____ Time Incident was reported: _____

Name and title of person *initially* notified: _____

Location where incident took place: _____

Did the accident/exposure result in any of the following? (check all that apply)

- ☐ percutaneous exposure (break in skin that caused bleeding)
- ☐ mucous membrane contact (eyes, nose, mouth)
- ☐ abraded skin, chapped skin, dermatitis
- ☐ other, please explain _____

Did the incident involve exposure to potentially infectious materials (blood, saliva, body fluids, contaminated solutions)?

☐ YES ☐ NO describe: _____

EXPOSED INDIVIDUAL'S STATEMENT

Describe precisely how the incident occurred.

Describe what was done immediately after the incident.

Describe how this incident could have been prevented.

Signature of person making report

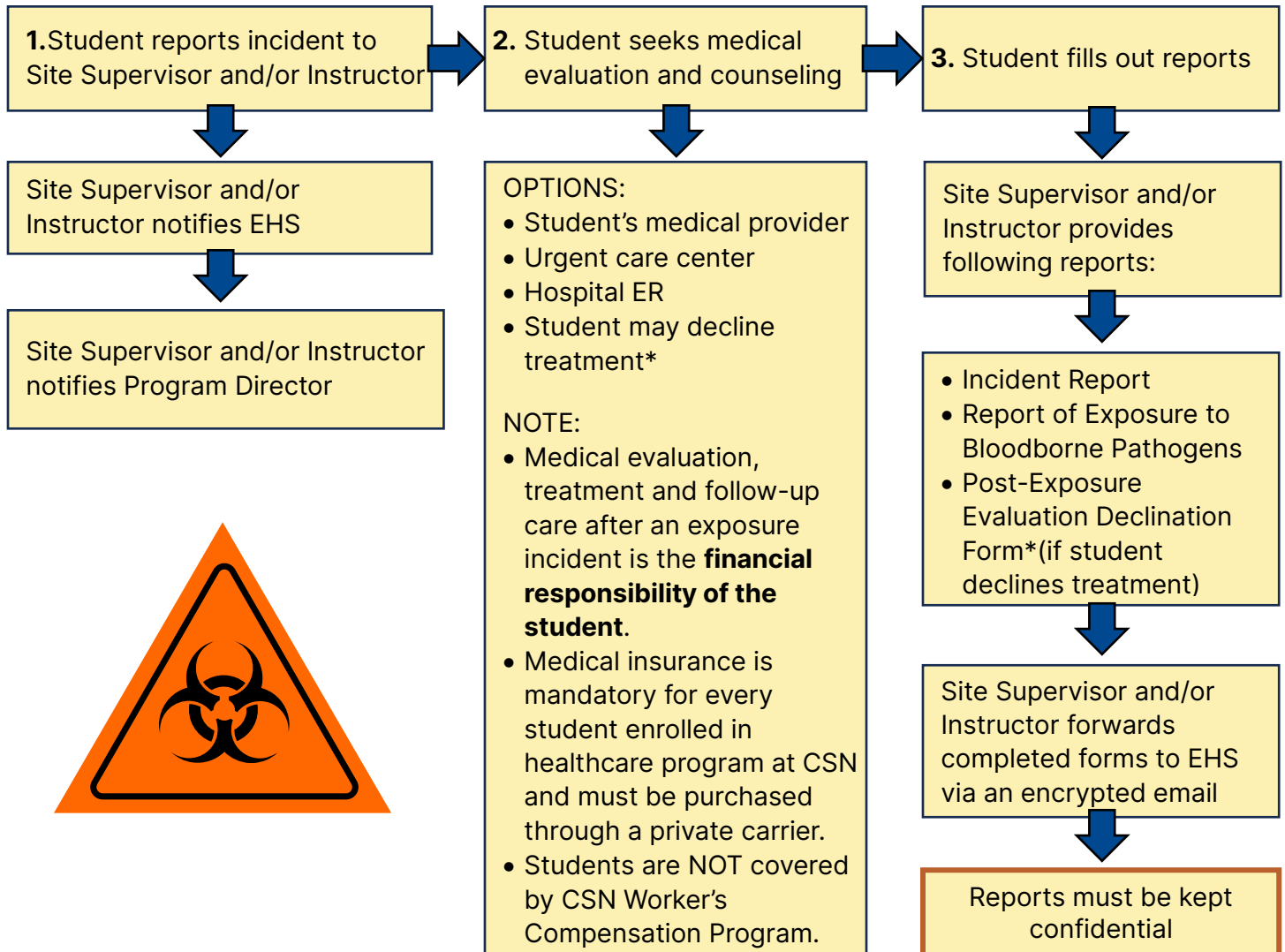
Date _____

Signature of Supervisor/Witness

Date _____

END OF REPORT

STUDENT EXPERIENCES BLOODBORNE PATHOGENS EXPOSURE EVENT





ENVIRONMENTAL HEALTH & SAFETY
702-651-7445

INCIDENT REPORT

Campus:

Date of Incident:

Time of Incident:

a.m. / p.m.

Specific Location (Building/Parking Lot/Stairwell/Classroom:

Personal Information of Involved Party:

Name:

Address:

Phone Number:

Date of Birth:

Gender:

M / F

Circle one: Student

Faculty/Staff

Guest

Contractor

Type of Incident: Liability

Property Damage

Vehicle Damage

Medical

Other

Description of Incident:

Nature of Injury or Illness or Property Damage:

Police Notified?

Police Report Filed?

Police Report #:

Witnesses:

Phone #:

Name of Person Completing Form:

Date:

Phone

Signature: _____ Department:

WRITTEN STATEMENT

(5/20)

COLLEGE OF SOUTHERN NEVADA
PREGNANCY NOTIFICATION/RELEASE FORM

I have read and I understand the EMS Student Handbook provisions regarding pregnancy.

Student Signature

Date

Print Student Name

Student ID# (NSHE)

DECLARATION (To be completed by student)

I, _____, am declaring my pregnancy and estimate the due date to be _____.

DOCUMENTATION (To be completed by health care provider)

I certify that _____ is _____ months pregnant and currently under my care.

☐ She may continue to participate in the laboratory and clinical experiences to meet the objectives of the course(s).* **Student to provide copy of course objectives to health care provider.*

☐ She may NOT continue to participate in the laboratory and clinical experiences.

Other Recommendations and Restrictions:

Health Care Provider Signature

Date

Print Health Care Provider Name/Title

Phone #

PROGRAM OPTIONS (To be completed by Student and Program Director)

I have met with the Program Director and am choosing the following option:

☐ Withdraw from the program immediately and apply for reinstatement after the pregnancy ends;

☐ Withdraw from clinical courses, while completing didactic courses for the semester;

☐ Continue with all courses until the pregnancy ends.

Student Signature

Date

Print Student Name

Student ID# (NSHE)

Appendix B: Standard EMS Student Signature Forms



EMS students will complete any/all of the following signature forms upon instructor or program director request. Students who fail to submit the requested forms/documentation may not be eligible for continued participation in EMS course activities which could result in failing grade(s). Any questions should be addressed to the EMS Program Director.

Acknowledgement of EMS Handbook Review

I have read and understand the EMS Student Handbook and acknowledge that I am responsible for reviewing and applying the information included at all times while enrolled in an EMS course at the College of Southern Nevada.



Initial beside each statement below:

_____ EMS coursework consists of lecture, lab, and clinical requirements; all of these must be taken and completed in the same term in order for me to eligible for professional certification and licensure.

_____ I know who and how to go about resolving and questions or concerns I may have regarding my participation in EMS courses.

_____ Attendance is expected at all sessions, and I am not permitted to miss more than 10% of any course. I will abide by any attendance policy listed in my course syllabus/syllabi.

_____ A minimum cumulative course grade of 80%, with a score of 80% or higher on all summative examinations, and a "Pass" in all pass/fail courses is required to be eligible for professional certification and licensure.

_____ I understand that all students in an EMS course are expected to wear the CSN EMS uniform at all times when participating in EMS-sponsored activities.

_____ My participation in EMS coursework predisposes me to certain risks of injury and illness. I will not purposefully endanger myself, my peers, my instructors, or patients with any unsafe acts or behaviors.

_____ Participation in clinical rotations is mandatory for course completion; I understand there are numerous pre-clinical requirements to complete. Failure to complete these requirements to the satisfaction of both the clinical instructor and the clinical affiliate site may affect my eligibility to continue in the EMS program.

Student Signature

Date

Printed Student Name

NSHE ID

COLLEGE OF SOUTHERN NEVADA

EMS PROGRAM – VIDEO RECORDING USE AND CONFIDENTIALITY

CSN utilizes high-fidelity simulation to provide student-centered learning experiences that develop and assess clinical knowledge, technical skills, critical thinking, communication, and teamwork. Simulation is an integral component of both instruction and competency assessment throughout the EMS curriculum. A digital recording system designed specifically for simulation enhances post-simulation debriefing, supports objective and accurate evaluation of student performance, and supports continuous learning. As a condition of participation in the EMS program, students must consent to audio and video recording of their individual and group performance during simulation activities. Recordings are used solely for educational, assessment, debriefing, and program quality improvement purposes.

_____ I agree to maintain strict confidentiality regarding the details of the scenarios and the performance of any participant(s). Failure to maintain confidentiality will be considered a violation of the Health Insurance Portability and Accountability Act (HIPAA) and will result in failure of that clinical day.

_____ I understand that my CSN EMS simulation Lab will be recorded.

_____ I understand that video records will be used for educational purposes. Educational purposes include providing feedback to students to improve their performance, formally assessing student achievement and/or competency, evaluating and improving college or program curriculum, evaluating and improving our teaching and assessment processes using human and non-human simulations, grievances, and scholarly purposes.

_____ I understand that before video records are used for any other purpose, and there is a recognizable image of a student, faculty, or standardized patient, written permission of those individuals will be obtained prior to the use of any such images. This permission will specify the specific use(s) of the video records, including duration of use. The individual(s) reserves the right to agree or disagree to its use with or without stipulations. Such stipulations may include limiting use to specified use(s). All stipulations will be documented in the consent. Even after consent is granted, individuals retain the right to revoke their consent at any time.

_____ I understand that video recordings are maintained on a private network server. Video recordings are accessible only with the password specific to that record.

_____ I understand CSN will not release or make publicly available any recordings or portions of recordings made during any simulation session. All video recording viewing is limited to individuals with a legitimate educational need.

_____ I understand that CSN may permanently delete the audio/video recordings at its discretion.

Printed Student Name

Student Signature

Date



Emergency Medical Service (EMS) Program

Laboratory Intravascular Venipuncture

General Information:

During this year you will be participating in laboratory activities in which learning by students may require the use of human subjects in the training procedure, demonstration and/or experiment. As part of your learning activities, you will be asked to perform specific skills or be asked to be the subject of specific skill practice by other students.

It will be requested that you voluntarily donate the use of an arm or finger for fellow students to practice various laboratory techniques during the laboratory portion of some courses. This may be necessary at least once during laboratory sessions. Learning activities that use human subjects shall be conducted only under the supervision of program instructors and/or laboratory assistants who have been assigned to the course. Examples of procedures that involve human subjects include: venipuncture; skin puncture.

Use of Human Specimens:

During this year you will be participating in laboratory activities in which learning by students may require the use of human subjects/samples in the training procedure, demonstration and/or experiment. As such, specimens collected from students during the course of laboratory activities will not be used in other EMS courses. The results acquired from these specimens are not reportable, as the EMS student laboratory is not a licensed healthcare facility.

Benefits:

The EMS Program requires that students develop both cognitive and practical skills in all laboratory areas, including blood collection techniques. The experiences have been selected because they are skills essential to the learning process and faculty believes that realistic practice is essential for optimum learning. Participation will enhance the learning process and the acquisition of technical skills.

Risks/Discomforts:

Peripheral venipuncture carries associated risks. Participation may create some anxiety or embarrassment for you. Some of the procedures may create minor physical or psychological discomfort. Specific localized risks include infiltration, phlebitis, hemostatic occlusion, hematoma, nerve or tendon or ligament damage, temporary pain with any puncture, minimal possibility of infection, and slight possibility of minimal scarring. Specific systemic complications, while rare, include allergic reactions, air embolism, catheter shear, circulatory overload, and vasovagal reactions.

Your Rights:

You may ask questions and expect explanations of any point that is unclear. You have the right to withhold consent for participation and to withdraw consent after it is given.



Emergency Medical Service (EMS) Program

Laboratory Intravascular Venipuncture Consent

Please Initial

_____ I have been informed that students must perform skin punctures in order to successfully complete the EMS Program under the educational routes. It is in the interest of all students in the classroom to accomplish this low risk procedure during the laboratory sessions. Students who do not successfully complete the required number of skin punctures will be ineligible for national certification examinations until such time as the skin punctures have been completed.

Please select one of the following and sign below:

_____ I agree to participate in phlebotomy/venipuncture activities as described above. I have reviewed the information, and all questions have been answered to my satisfaction.

_____ I do not agree to submit to venipuncture or skin punctures in EMS courses as described above. However, I understand that it is necessary demonstrate competency in the performance of these procedures, and skill assessment activities will be determined by the EMS faculty. I understand that there will be no penalty or reduction in my grade.

Student Name

Student Signature

Date

NSHE Number

COLLEGE OF SOUTHERN NEVADA

DISCLOSURE OF EXPOSURE TO POTENTIAL HEALTH RISKS

During the course of clinical or laboratory components of educational programs at the College of Southern Nevada, students may come into contact with diseases, medicines, treatments, and equipment which are potentially hazardous to the student's health, or to the health of an unborn fetus, in the case of pregnant students. Educational programs in which clinical activities exist include, but not limited to:

Cardiorespiratory Sciences, Contact Lens Technician, Dental Assisting, Dental Hygiene, Diagnostic Medical Sonography, Emergency Medical Technician, Health Information Technology, Medical Coding, Medical Laboratory Assistant, Medical Laboratory Scientist, Medical Laboratory Technician, Medical Office Assisting, Medical Office Practices, Medical Transcription, Nursing (RN), Nursing Assistant, Occupational Therapy Assistant, Ophthalmic Dispensing, Optical Laboratory Technician, Paramedic Medicine, Patient Registration, Pharmacy Technician, Phlebotomy, Physical Therapist Assistant, Practical Nursing, Radiation Therapy, Surgical Technologist, Veterinary Technology.

Examples of potential hazards to which exposure may occur include, but are not limited to bacterial diseases (staphylococcal, streptococcal); mycotic diseases (Coccidioidomycosis); tuberculosis; viral diseases (AIDS, Hepatitis); radioactive materials and radiation; and rabies (Veterinary Technology Program). It is possible that exposure to other hazards may occur, as well. Although reasonable efforts are made to avoid and minimize these risks, the exact probability of exposure to these potential hazards is not known.

The student may be required to enter areas where access is restricted due to the storage, transfer or use of radiation sources. Prior to extended work in these areas, students will be given appropriate instruction in precautions, protective devices, and educated about problems which may be encountered in these areas. Students shall comply with requirements of the Nevada Administrative Code and CSN licenses and registrations which may apply in these restricted areas.

Students will be given instruction in infection control procedures, and other techniques for minimizing the risks of exposure to potential hazards. Once this instruction is provided, students will be expected to care for infected clients. Exceptions to this requirement are outlined in the *CSN EMS Student Handbook*. Refusal to carry out assignments with infected clients would be contrary to both the educational and professional objectives of the clinical programs.

Because of potential health risks to both parent and unborn child, the College of Southern Nevada strongly recommends that pregnancy be disclosed as soon as possible by notifying the Program Director for information and assistance to lessen the risk to both mother and unborn child. Areas of special concern are infectious/communicable diseases, noxious fumes such as nitrous oxide, radiation and antineoplastic agents.

COLLEGE OF SOUTHERN NEVADA

DISCLOSURE OF EXPOSURE TO POTENTIAL HEALTH RISKS (CONT.)

There is also a higher risk of danger to students who have compromised immune systems. Immunosuppression occurs when the body's ability to fight infections and other diseases is impaired due to inhibition of the body's normal immune responses. Typical conditions which result in immunosuppression include HIV infection/AIDS, chemotherapy, steroid therapy, and anti-rejection drug therapy for organ transplantation. Students who suffer immunosuppression may consider withdrawing from the clinical program for so long as the immunosuppressive condition continues.

Each student enrolling in the clinical program must read this disclosure and waiver before instruction begins. Further, as a part of the consideration for the clinical programs and instruction provided, each student must give up any and all claims for injuries which may arise from the potential hazards and risks described above. Each student shall complete and turn in to the Program Director the *Waiver of Liability*.

COLLEGE OF SOUTHERN NEVADA

WAIVER OF LIABILITY

I have received and read the attached *Disclosure of Exposure to Potential Health Risks*. By participating in the clinical or laboratory program, I waive any and all claims and causes of action, present and future, against the Board of Regents of the Nevada System of Higher Education and their respective officers, agents and employees arising out of my participation in clinical or laboratory program and resulting injury, physical or mental illnesses, disability, or death.

I acknowledge that this waiver is made freely, voluntarily and under no compulsion.

Student Signature

Date

Print Student Name

Student ID# (NSHE)

.....

Parent or Guardian Signature*

Date

Print Parent or Guardian Name*

*Students under age of 18

COLLEGE OF SOUTHERN NEVADA
ACKNOWLEDGEMENT OF HEALTH INSURANCE

I have read the student policy regarding health insurance and acknowledge that health insurance coverage is solely my responsibility as a student of the _____
_____ program at the College of Southern Nevada. I have provided proof of health insurance coverage to the program faculty. I further understand that should this verification be fraudulent or should I allow my coverage to lapse, I am solely responsible for all expenses incurred for all accidents or illnesses which may occur as a result of exposure to the clinical or laboratory environment.

My medical insurance with _____ is currently in effect through
(company)

_____. I have provided proof of health insurance coverage to the program faculty.
Date

Student Signature

Date

Print Student Name

Student ID# (NSHE)

COLLEGE OF SOUTHERN NEVADA - HEALTH HISTORY QUESTIONNAIRE

(Information and History: Completed by student / Physical Exam: Completed by the healthcare provider)

STUDENT INFORMATION:

Name: _____ DOB: _____ Gender: _____
(Last) (First) (MI) (MM/DD/YY)

Phone: _____ Type: _____ NSHE ID: _____
(Cell, Home, Etc.)

Emergency Contact: _____
(Name) (Relationship) (Phone Number)

HEALTH HISTORY:

Do you have, or have you ever had, any of the following:

	Yes	No		Yes	No
Alcohol Abuse	☐	☐	Foot problems	☐	☐
Allergies to animals	☐	☐	Gall bladder problems/Gall stones	☐	☐
Allergies, environmental/hay fever	☐	☐	Gland disease (any)	☐	☐
Allergies/reaction to medicine/serum/ latex	☐	☐	Gonorrhea, Syphilis, or other VD	☐	☐
Amnesia, loss of memory	☐	☐	Headaches, frequent/severe	☐	☐
Anxiety, nervousness, or excessive worry	☐	☐	Head Injury	☐	☐
Arthritis/Rheumatism/Bursitis	☐	☐	Hearing loss or hearing aid	☐	☐
Asthma	☐	☐	Heart murmur	☐	☐
Back Pain	☐	☐	Heart problems, or pounding/palpitations	☐	☐
Blindness, including partial or colorblind	☐	☐	Hepatitis or jaundice	☐	☐
Bloody cough	☐	☐	Hernia rupture	☐	☐
Blood pressure problems (high or low)	☐	☐	Joint problems, swelling or pain	☐	☐
Bone, joint, or other deformity	☐	☐	Kidney stones or blood in urine	☐	☐
Braces for joint or back support	☐	☐	Knee problems, "trick" knee, locked knee	☐	☐
Breathing Difficulty, shortness of breath	☐	☐	Liver problems	☐	☐
Broken bones	☐	☐	Mental disorder	☐	☐
Cancer, cyst, tumor, or growth	☐	☐	Neuritis	☐	☐
Chest pain or pressure	☐	☐	Paralysis (include infantile)	☐	☐
Chickenpox	☐	☐	Psychiatric disease	☐	☐
Chronic cough	☐	☐	Rheumatic fever	☐	☐
Colds/sinusitis	☐	☐	Skin disease	☐	☐
Depression	☐	☐	Stomach or intestinal issues	☐	☐
Diabetes	☐	☐	Thyroid problems	☐	☐
Dizziness or fainting spells	☐	☐	Tuberculosis	☐	☐
Drug abuse	☐	☐	Urine problems, painful or frequent	☐	☐
Ear, nose, or Throat issues	☐	☐	Urine with sugar or albumin	☐	☐
Epilepsy or seizures	☐	☐	Varicose veins	☐	☐
Eye problems/Corrective lenses	☐	☐	Weight changes (recent) (gain or loss)	☐	☐

Explain all "Yes" answers above:

List all current medications:

I certify that the above is true and complete to the best of my knowledge. In case of an emergency, I authorize the CSN personnel in charge to use their discretion regarding the College's emergency procedures.

Student Signature*
(*or parent/legal guardian if student under 18)

Date

STUDENT INFORMATION:

Name: _____ **DOB:** _____ **Gender:** _____
(Last) (First) (MI) (MM/DD/YY)

PHYSICAL EXAMINATION:

Constitutional:				☐ NAD	☐ WDN	Allergies:		
Vitals:	BP	HR	RR	SpO2	Temp	Height	Weight	
HEAD		☐ NC/AT				☐ NL	COMMENTS:	
Ears	☐ NL		☐ Gross Hearing		☐ ABN			
Eyes	☐ PERL		☐ Anicteric Sclera		☐ NL conjunctiva			
Nose	☐ NL							
Throat	☐ Trachea midline		☐ Neck supple, no mass		☐ Cervical/ supraclavicular nodes NL			
CARDIOVASCULAR		☐ Reg				☐ Tachy	☐ Brady	COMMENTS:
Rhythm	☐ Reg		☐ Irreg					
PMI	☐ NL		☐ ABN					
JVD	☐ No		☐ Yes					
Murmur	☐ No		☐ Systolic		☐ Diastolic			
PULMONARY					COMMENTS:			
Auscultation	☐ NL		☐ Dec.		☐ Unequal			
Left Lung	☐ Clear		☐ Wheeze		☐ Rales	☐ Rhonchi		
Right Lung	☐ Clear		☐ Wheeze		☐ Rales	☐ Rhonchi		
ABDOMINAL		☐ Soft, non-tender				☐ Positive BS	COMMENTS:	
		☐ No rebound tenderness				☐ HSM		
		☐ No guarding				☐ Surgical Scar		
EXTREMITIES		☐ NL, full CMS and range of motion				☐ Edema	COMMENTS:	
		☐ No cyanosis/ischemia				☐ Deformity		
		☐ No clubbing				☐ Limitation		
SKIN		☐ NL				☐ Hyperpigmentation	COMMENTS:	
		☐ Redness				☐ Latex Allergy		
		☐ Vesicles						
NEUROLOGICAL		☐ No focal deficits				☐ Appropriate affect and intact judgement	COMMENTS:	
		☐ Cranial nerves grossly intact				☐ Gait normal		
		☐ Motor strength WNL				☐ Reflexes symmetrical		
		☐ Sensory exam WNL				☐ Negative Romberg		

Health Care Provider Info:

Printed Name

MD DO PA NP

License

Location

Phone Number

Exam Findings:

Does this individual require any special accommodations? ☐ Yes ☐ No

Are there any limitation to the individual's full participation in school or work? ☐ Yes ☐ No

Please explain if "yes" marked above:

COLLEGE OF SOUTHERN NEVADA

SUBSTANCE ABUSE POLICY RELEASE

I have been informed that as a condition of my participation in a College of Southern Nevada (CSN) EMS program, I must submit to a urine drug screening test, and I accept this condition. I understand that I will be screened for: amphetamines, barbiturates, benzodiazepines, cocaine metabolites, marijuana metabolites, methadone, opiates, oxycodones, phencyclidine, propoxyphene, adulterants, and alcohol. I agree that CastleBranch, a drug testing facility, is authorized by me to provide the results of this test to CSN. I agree to indemnify and hold CastleBranch harmless from and against any and all liabilities or judgments arising out of any claim related to (1) compliance with federal and state law, or (2) CSN's interpretation, use (including EMS program selection/termination decisions) and confidentiality of the test results, except where CastleBranch is found to have acted negligently with respect to such matters.

I understand that if I fail to cooperate with a testing procedure, or in the care of a positive test result including an alcohol level at or above 0.08, I may be terminated from an EMS program.

I understand that if a test is positive for a controlled substance, I must be able to produce a prescription for that drug. The drug must be prescribed for me and the prescription must be from the medical doctor licensed to practice in the United States.

Student Signature

Date

Print Student Name

Student ID# (NSHE)

COLLEGE OF SOUTHERN NEVADA

AUTHORIZATION TO RELEASE INFORMATION

As a student enrolled at the College of Southern Nevada (CSN), I give permission for CSN to release the following documents if requested by my assigned Clinical Affiliate.

- Immunization Records
- Verification of Health Insurance
- CPR Card
- Drug Screen
- Background Check
- Other (please specify) _____

This information may also be released if requested for the purpose(s) of:

- Recruitment
- Employment
- Other (please specify) _____

This authorization is valid for two (2) years and may be revoked at any time. Revocation of this authorization must be made in writing to CSN. CSN is not liable for release made prior to revocation.

Student Signature

Date

Print Student Name

Student ID# (NSHE)



Educational Records Release Form

The Family Educational Rights and Privacy Act (FERPA) is a Federal Law designed to protect the privacy of a student's education records. The Law applies to all schools that receive funds under an applicable program of the US Department of Education. This act protects your personal information from being distributed to third parties. With limited exception, the College of Southern Nevada must have a signed acknowledgement from you before personal information can be released to a third party (i.e. attorney, employer, etc). For more information about FERPA, please visit: www.ed.gov/policy/gen/guid/fpco/ferpa/index.html.

Please complete all items below and return this authorization form to the Department you seek information from.

I _____ willingly give my consent for the following person(s) or entity:

To obtain the following information from my educational records on file at the College of Southern Nevada:

I am granting permission for the purpose of:

I acknowledge by my signature that by giving this consent I am willingly waiving my rights protected by the Family Educational Rights and Privacy Act (FERPA). I also agree to hold the College of Southern Nevada harmless of any damages resulting from the release of this information.

Student Signature

Date

NSHE ID No.

COLLEGE OF SOUTHERN NEVADA

HIPAA LETTER OF INSTRUCTION/CONFIDENTIALITY

As a student of the College of Southern Nevada with access to patients' health information, a student is expected to maintain the privacy and confidentiality of patient and/or student health information, as well as personal information such as age, address, telephone, marital status, etc. The federal Health Insurance Portability and Accountability Act (HIPAA) mandate requirements designed to enhance patient privacy.

The violation of these rules could result in significant civil and criminal penalties for the student and CSN, particularly if an improper disclosure of information is done knowingly and for personal gain. The student will receive training regarding these rules. In general, however, disclosure of health information to anyone other than the patient typically requires the patient's express written authorization except in the following situations: (1) to employees who need the information for their job, or to a supervisor, (2) to medical providers for treatment purposes, or (3) to an insurance company to obtain payment for services.

As part of your responsibilities, you are expected to comply with HIPAA and all procedures developed for its implementation. Violation of these rules may result in discipline up to, and including, termination for a first offense. If you have questions, please discuss it with your instructor or the designated privacy officer.

The undersigned understands that all medical information acquired as a result of their participating in work and/or health care activities at Facility is confidential and that the undersigned is prohibited from disclosing that information to any person or persons not involved in the care or treatment of the patients, in the instruction of Students, or in the performance of administrative responsibilities at Facility. The undersigned agrees to protect the confidentiality of patient information as required by law at all times both during and following his or her relationship with Facility. Conversations between physicians, nurses, and other health care professionals in connection with or in the presence of a patient receiving care or between the undersigned and a patient are also protected and may not be discussed. The undersigned recognizes that other sources of medical information include medical records, emergency room department, and ambulance records, child abuse reporting forms, elderly abuse reporting forms, laboratory requests and results, and x-ray requests and results. The undersigned understands that a breach of this confidentiality by him or her may result in an action for damages against him or her as well as against Facility. Facility may terminate the undersigned's relationship with Facility based upon a single breach of confidentiality by him or her.

Please acknowledge your receipt and your review of the contents of this letter by signing below.

Student Signature

Date

Print Student Name

Student ID# (NSHE)



www.csn.edu

Join the CSN Alumni Network. Visit www.csn.edu/alumni.

Board of Regents of the Nevada System of Higher Education

Byron Brooks, Chair; Stephanie Goodman, Vice Chair
Joseph C. Arrascada, Aaron Bautista, Patrick J. Boylan, Susan Brager, Heather Brown,
Amy J. Carvalho, Carol Del Carlo, Jeffrey S. Downs, Ph.D., Carlos D. Fernandez, Pete Goicoechea,
Jennifer J. McGrath

Matt McNair, NSHE Chancellor; Dr. Stacy S. Klippenstein, CSN President

CSN is an Equal Employment Opportunity/Affirmative Action Institution.
For more information, visit www.csn.edu/nondiscrimination.