



Cleveland Community College  
Instructor Policies / Guidelines  
EMS Program

**Program Description:**

1. To provide quality training to the community, citizens, and organizations of Cleveland County.
2. To provide a pleasant atmosphere for students to learn in.
3. To help fill the need for emergency service work throughout our community.

**Classroom Conduct / Rules:**

1. All instructors should present their self in a professional manner.
2. No profanity should be used in the classroom at any point or time.
3. Instructors encountering a problem with a student should ask that student politely to do as the instructor asked, if problem is not resolved then the student may be dismissed and the program director should be notified within 24 hours.
4. Instructors and students are expected to be on time, prompt, and organized. The door should be shut at the start of class and students that are late should not be allowed in until first break.
5. All instructors should fill out the class sign-in sheet for attendance purposes. The instructor should fill in date, instructor name, instructor signature, and topic of presentation.
6. Objectives should be covered by State OEMS objectives, not by war stories, or the way the instructor would go about dealing with the situation.
7. Instructors should give a 10 minute break on every hour, example (18:30-19:30 break for 10 minutes).
8. You may leave no earlier than 15 minutes prior to the class ending time, example (class is 18:30-21:30 you may not leave before 21:15)! If you run out of objectives to cover before end of class, then start reviewing past chapters, and/or skills.

**Dress Code:**

1. The instructor should be neat and clean at all times while instructing any program on or off campus.
2. Clothing should consist of nice jeans, or slacks, no holes or tears should be visible. Shirts should consist of knit, T's, or button up. No tank tops, or shirts with sleeves cut out should be worn while instructing a class.

**Instructional Materials:**

1. All instructors have been provided with an instructor book consisting of State OEMS objectives.
2. All instructors have been provided a Student Text Brady EMT or Paramedic Text for classroom purposes.
3. When instructors agree to teach a class, a course syllabus is provided to that instructor. The instructor should find the lesson example (lesson 3-1 scene size-up) the instructor should locate all cognitive objectives for that session and cover them by State OEMS & National standards. It is important that all cognitive objectives are covered in each session.
4. When teaching a skill night: All instructors will be provided with current and up-to-date skill sheets by State OEMS & NREMT standards. When teaching a skill night make sure to cover all the material for the specified skill. When evaluating students, the instructor should bring the student testing in, do not coach them, but test their performance. If the student completed a skill, place a check mark beside the block, if the student misses a skill place an x mark in the blank. All skill sheets should be forwarded back to the program director for scoring.
5. Module Testing: When administering a written exam, make sure all books are placed underneath the desk, all notes are put away, and monitor closely for any cheating. Any student suspected of cheating should be called out of the room, test taken away from student, and program director notified within 24 hours.

**Registration Materials:**

1. When receiving class confirmation in the mail, your packet will include contracts, registration, class role sheet, evaluation sheets, time sheets, class sign-in sheets, and objectives for class instructing.
2. All registration forms, attendance sheets, time-sheets, and sign-in sheets should be filled out properly, signed by the instructor and forwarded back to the course director no later than 10 days after the course took place (an example of the forms will be attached showing the correct way).
3. When instructing coned classes, anytime you are teaching a skill night, sheets will be provided with your packet. All sheets should be filled out and checked off by the instructor and forwarded back to the program director with all other paperwork.

**Success Factors:**

1. All lead instructors shall possess Level 1 EMS certification at the level or above the level in which they are teaching.
2. Cleveland Community College is graded on success factors by the State board of Community Colleges. This means that the EMS program must maintain 70% success rates or higher each year to avoid probation or suspension of the EMS program.
3. Instructors will be graded on success factors as well. This process will consist of overall testing percentages by each module broken down by chapters that each instructor covers. Each lead instructor will be graded overall on State pass rates as well.
4. Once a class concludes and all students have tested then an overall grade percentage is conducted. The grading percentage will be based on first-time test takers. Once all students have tested the State exam at the level they are testing for then a percentage rate will be calculated. Should a course fail to achieve 70% the lead instructor(s) will be evaluated. Should a course average fail below 70% the lead instructor(s) will be placed on probation for one-year. Should the lead instructor(s) fail to achieve 70% in the next course taught or within the one-year probation period then he or she will be suspended from teaching in the EMS program for one-year.

### **HIPPA / Confidentially Act**

1. All instructors must comply with HIPPA laws at all times while performing instructional / clinical time through Cleveland Community College.
2. This means that all patient / student information must remain confidential at all times while the instructor is employed through Cleveland Community College.
3. The instructor / preceptor shall not spread any patient or student information via word of mouth, pictures, documents, or internet. All patient or student contact must remain confidential at all times.
4. Any personal or HIPPA violation will be reviewed by the EMS program director and disciplinary actions will be taken at the discretion of the complaint in the form of written disciplinary actions up to terminations if deemed necessary by the EMS program director.