


# EMERGENCY MEDICAL RESPONDER PROGRAM

PROGRAM POLICY  
BOOKLET



**POLICIES  
PROCEDURES**





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# STUDENT RIGHTS & RESPONSIBILITIES

All students have rights and responsibilities during the learning process. This is not an exhaustive list of student rights and responsibilities during their EMR course.

## Safety

- The student has a right to an educational environment that is safe and secure
- The student has a right to an educational environment that promotes learning and skill mastery
- The student is responsible to contribute to the safe and secure environment
- The student is responsible for ensuring that they treat all faculty, students and visitors to the facility with respect and dignity irrespective of race, religion, gender or sexual orientation

## Diversity, Equity and Inclusion

- The student has the right to be free from harassment, bullying, injury or violence of any sort
- The student is responsible for maintaining an environment that is respectful of diversity, equality and inclusion and is free from discrimination and harassment

## Fairness

- The student has the right to be treated fairly and honestly
- The student has the right to be treated the same as all other students in the program
- The student is responsible to ensure that they maintain academic integrity
- The student is responsible to make ethical decisions in accordance with the Paramedic Association of Manitoba Code of Ethics

## Policies and Procedures

- The student has the right to have reasonable access to all applicable program policies, procedures and guidelines
- The student is responsible to review, understand and adhere to all applicable program policies, procedures and guidelines

## Accountability

- The student has the right to know the content and evaluation criteria for the program
- The student is responsible for being accountable for their own actions
- The student is responsible for their own learning and addressing any areas of need with the program faculty
- The student is responsible for checking program correspondence

## Privacy

- The student has the right to have their academic information remain confidential and only accessible to program faculty and only shared outside of the program for accreditation purposes.
- The student is responsible for maintaining the privacy of the other students, faculty, guests, patient partners and patients during precepting.

# GENERAL CLASSROOM CONDUCT

While a student at Elite Safety Services Inc., you are expected to accord yourself in a manner that enhances the learning opportunity for you and your classmates. While in class, students are required to meet the following expectations:

- Attend class regularly and on time
- Be active and engaged in all courses, which includes participating in classroom conversations and being respectful and attentive to those instructing
- Offer original thoughts and responses to others in class, throughout discussions and within writing
- Maintain academic integrity
- Appropriately challenge one another, encouraging respectful and constructive dialogue
- Have an open mind to new ways of thinking, working, studying, teaching, reading, and writing
- Contribute to your own educational experience

Elite Safety Services Inc. will not tolerate rude, disruptive, unsafe, or threatening conduct and will deal with infractions appropriately. Students who engage in disruptive or threatening classroom behaviors that interfere with the rights of fellow students who wish to learn, and/or impede their faculty's ability to provide instruction will be expected to remedy such behavior immediately. Each instructor has the latitude to determine what is acceptable behavior within their class.

The following personal actions on Elite Safety Services Inc. property, while representing Elite Safety Services Inc. in any capacity or actions which place students, faculty or employees at risk are prohibited. The following list is not intended to be exhaustive, and Elite Safety Services Inc. reserves the right to deem other behavior inappropriate that is not expressly identified in these regulations.

- Refusal to comply with reasonable instructor directions, including expectations posted within the course syllabus
- Repeatedly arriving after class has begun or leaving class early
- Distractive talking, including speaking out of turn or monopolizing discussion
- Use of any electronic device not related to class during the class period including the use of personal headphones
- Disruptions in online conversations as part of a distance education or web-based class
- Activities not relevant to the content and work of the class in session
- Use of alcohol, tobacco products, drugs, or controlled substances
- Threat of harm or violence including verbal, physical, or psychological threats, harassment, and physical violence



# RESPECTFUL WORKPLACE & LEARNING ENVIRONMENT

Elite Safety Services Inc. recognizes the dignity and worth of every person and is committed to providing a respectful, healthy and safe environment for work and study.

It is the expectation that employees, students, third party contractors, visitors and volunteers will share in the responsibility to report any threat of, or actual incident of violence (including sexual, domestic or intimate partner), harassment (including bullying), psychological harm or injury, or discrimination. Employees, students, third party contractors, visitors, and volunteers are responsible to comply with policy, report non-compliance and to not participate in identified behaviors: violence, harassment (including bullying), psychological harm or injury and discrimination.

## Roles and Responsibilities

Bullying: when people repeatedly and intentionally use words or actions against someone or a group of people to cause distress and risk to their wellbeing.

Elite Safety Services Inc. is responsible for creating and maintaining a Respectful Workplace and Learning Environment, free from bullying, discrimination and harassment. It is recognized that creating and maintaining a workplace and learning environment free from bullying, discrimination and harassment is a shared responsibility. Accordingly, all members of the Elite Safety Services Inc. community will:

- Treat others respectfully and refrain from participating in behavior that is, or could reasonably be perceived to be bullying, discrimination, harassment or associated violence in relation to all matters;
- Understand and apply this Policy
- Take reasonable, practical and timely steps, to prevent the development, escalation and recurrence of bullying, discrimination and harassment in the workplace and learning environment as appropriate; and
- Cooperate fully in any review of allegations under the Policy

Any Individual who believes they have been subjected to bullying, discrimination or harassment is strongly encouraged to raise these issues in a timely fashion.

Instructors have an important role to play in addressing bullying, discrimination and harassment. Instructors will:

- In the event of any incidents of alleged or reasonably suspected discrimination or harassment, contact the Directors and/or Program Advisory Committee to discuss the situation so that a determination can be made regarding the appropriate course of action; and
- In the event of any incidents of alleged or reasonably suspected bullying, take steps to address the alleged or reasonably suspected bullying in a timely manner and to consult with the Directors and/or Program Advisory Committee for guidance as required.

In many cases, instructors will be deemed to be the appropriate administrator responsible for addressing concerns and complaints. As such, instructors should know the key aspects of the Policy Booklet and review the Policy Booklet as issues arise.

# RESPECTFUL WORKPLACE & LEARNING ENVIRONMENT

Elite Safety Services Inc. will:

- Take steps to educate members of the community about bullying, discrimination and harassment, and about their rights and obligations under this Policy;
- Maintain a process to deal with allegations of bullying, discrimination and harassment in a procedurally fair, unbiased, impartial and timely manner;
- Take appropriate and timely corrective action in relation to any member of the community who engages in bullying, discrimination or harassment;
- Communicate this Policy and any associated Procedures Guides through various mechanisms

## Discrimination and Harassment

Complaints of discrimination, harassment, bullying, and psychosocial or psychological harm or injury may be made to the Training Coordinator, Program Coordinator or the Program Directors. Where a complaint involves senior management, the complaint can be made to the Program Advisory Committee through the Training Coordinator.

Any individual who is found to have taken action in retaliation against any parties involved in a complaint may be subject to disciplinary action. If, at any time, it appears that the complaint is clearly frivolous, vexatious or made in bad faith, the complaint may be dismissed by the Program Advisory Committee. Any individual who is found to have made such a complaint may be subject to disciplinary action.

## Confidentiality

Confidentiality, including the identity of parties and witnesses, must be balanced against the requirements of procedural fairness, and any disclosure obligation imposed by law. Individuals who are interviewed about a complaint must not discuss the allegations, evidence or other information except to their legal counsel, chosen support, or unless required by law.

The personal information of complainants, respondents and witnesses and the circumstances of the complaints of harassment or incidents of violence shall be kept confidential to the greatest extent possible. There are exceptions, such as where disclosure is necessary:

- To investigate the allegations;
- To inform the parties of the results of the investigation and any corrective action or related disciplinary measures;
- Only the minimum amount of personal information that is necessary to inform the relevant parties of a specific or general threat of violence or potential violence; or
- As required by law or judicial proceeding.



# SEXUAL VIOLENCE POLICY

## General

Elite Safety Services Inc. supports and is committed to maintaining a positive learning and working environment where sexual violence will not be tolerated.

The purpose of this Policy is to articulate Elite Safety Services' commitment to a safe, supportive, and healthy environment and to confirm its commitment to provide support to those members directly affected by sexual violence. All individuals associated with Elite Safety Services Inc. are covered by this Sexual Violence Policy.

## Definitions

**Sexual Violence:** Any sexual act or act of a sexual nature, or act targeting sexuality, whether physical or psychological, committed without consent. This includes, but is not limited to sexual assault, sexual harassment, stalking, indecent exposure, voyeurism, distribution of intimate images, inducing intoxication, impairment, or incapacity for the purpose of making another person vulnerable to non-consensual sexual activity, and other analogous conduct.

**Sexual assault:** A criminal offence under the Criminal Code of Canada. Sexual assault is any type of unwanted sexual act done by one person to another that violates the sexual integrity of the survivor and involves a range of behaviors from any unwanted touching to penetration. Sexual assault is characterized by a broad range of behaviors that involve the use of force, threats, or control towards a person, which makes that person feel uncomfortable, distressed, frightened, threatened, or that is carried out in circumstances in which the person has not freely agreed, consented to, or is incapable of consenting to the activity.

**Acquaintance sexual assault/violence:** Sexual contact that is forced, manipulated, or coerced by a partner, friend or acquaintance.

**Consent:** A voluntary, ongoing, active and conscious agreement to engage in the sexual activity in question. Consent or a "yes" that is obtained through pressure, coercion, force, threats or by inducing intoxication, impairment or incapacity is not voluntary consent. Silence or ambiguity do not constitute consent.

Additionally, there is no consent when:

- It is given by someone else
- The person is unconscious, sleeping, highly intoxicated by drugs and/or alcohol, or otherwise lacks the capacity to consent
- It was obtained through the abuse of a position of power, trust, or authority
- The person does not indicate "yes", says "no" or implies "no" through words or behaviors
- The person changes their mind and withdraws their consent. Consent cannot be implied (for example, by a current or past relationship, by consent to another activity, or by failure to say "no" or resist). In addition, consent cannot be given in advance of sexual activity that is expected to occur at a later time. It is the responsibility of the person wanting to engage in sexual activity to obtain clear consent from the other and to recognize that consent can be withdrawn at any time

# SEXUAL VIOLENCE POLICY

**Coercion:** In the context of sexual violence, coercion is unreasonable and persistent pressure for sexual activity. Coercion is the use of emotional manipulation, blackmail, threats to family or friends, or the promise of rewards or special treatment, to persuade someone to do something they do not wish to do, such as being sexual or performing particular sexual acts.

**Stalking:** A form of criminal harassment prohibited by the Criminal Code of Canada. It involves behaviors that occur on more than one occasion, and which collectively instill fear in the survivor or threaten the survivor/target's safety or mental health. Stalking can also include threats of harm to the target's friends and/or family. These behaviors include but are not limited to non-consensual communications (face to face, phone, email, social media); threatening or obscene gestures; surveillance; sending unsolicited gifts; "creeping" via social media/cyber-stalking; and uttering threats.

## ESSI Requirements

Sexual assault and sexual violence are unacceptable and will not be tolerated. We are committed to promoting and maintaining a safe and positive space where members of our community work, learn and express themselves in an environment free from sexual violence.

Elite Safety Services Inc. recognizes that all individuals are at risk of sexual violence, no matter their background, identity, or circumstance. But women, girls, and gender-diverse people are at high risk of sexual violence. Some are at even higher risk due to the additional discrimination and barriers they face. This includes women with cognitive or physical disabilities, Indigenous women, newcomer women and women from ethnocultural communities, individuals within the LGBT2SQ+ and international students. Elite Safety Services Inc. will investigate all reported incidents of sexual violence to the best of the administration's ability and in a manner that ensures due process.

ESSI commits to:

- Including this policy with additional information on sexual violence at all orientation sessions, including this policy with all program registrations and making this policy available online
- Accommodating all disclosure options/preferences
- Assist those who have been affected by sexual violence by providing detailed information and support, including provision of and/or referral to counseling and medical care, appropriate academic and other accommodation, that recognizes individuals who have been affected by sexual violence may suffer emotional, academic, or other difficulties. Accommodations may include but are not limited to, extended time on assignments, changing classroom or work proximity of the survivor and alleged offender or implementing scheduling of service access times for the survivor to ensure the offender is not present
- Addressing harmful attitudes and behaviors (e.g., adhering to myths of sexual violence) that reinforce that the person who has been affected by sexual violence is somehow to blame for what happened.
- Treating individuals who disclose sexual violence with compassion
- Ensuring internal investigation procedures are available in the case of sexual violence, even when the individual chooses not to make a report to the police
- Engaging in appropriate procedures for investigation and adjudication of a complaint and ensuring fairness and due process



# SEXUAL VIOLENCE POLICY

- Engaging in public education and prevention activities including sexual violence and cultural sensitivity
- Arranging professional development opportunities focused on cultural sensitivity and sexual violence awareness and response
- Contributing to the creation of an atmosphere in which sexual violence is not tolerated
- Monitoring and updating our policies and protocols to ensure that they remain effective and in line with other existing policies and best practices
- Offering and promoting programs to educate and promote the prevention of and response to Sexual Violence. These programs are to be offered in fully accessible formats for all audiences. Awareness and prevention training must include the use of online materials, social media, and educational workshops
- Participating in Sexual Violence Month Awareness in Canada. Our objectives would align with and link to the NSVRC
- Practice and promote consent and respect
- Every 5 years, ESSI will participate in a “crime prevention through environmental design” audit with the local law enforcement to consider how the physical environment can contribute to incidents of sexual violence in public spaces and how ESSI can promote better educational environments

Elite Safety Services Inc. commits to take the following steps to ensure public awareness of all activities/complaints and reports of sexual violence by reporting, and distributing to all faculty and staff the following:

- All information on activities undertaken to raise awareness and contribute to prevention, including the type of activity and the number of students and staff who were in attendance;
- Completed, After Action Reports (AAR) on all of the above activities;
- De-identified reports on the number and types of disclosures of sexual violence occurrences and formal complaints received;
- Other relevant information which may further the implementation of this policy and its procedures.

We recognize as an institution that while boys and men do experience abuse, it is important to remember that the majority of victims are female, and the majority of perpetrators are boys and men. As such we encourage our staff to educate themselves on the root cause of sexual violence by attending any training available on the subject and learning about the realities of sexual violence and understanding how our society condones it. We do not allow images or posts on digital or social media that exploit or degrade women and will report any of the same immediately if they are seen.

## Reporting and Responding to Sexual Violence

Any student/faculty/employee of ESSI should immediately report incident(s) where they, witness or have knowledge of sexual violence, or where they have reason to believe that sexual violence has occurred or may occur. Reports will always maintain the anonymity unless the survivor gives signed authorization for their identity to be communicated in the report. Persons who have been affected by sexual violence are encouraged to come forward to report as soon as they are able to do so.

# SEXUAL VIOLENCE POLICY

Any person in a position of authority, including any person directing the activities of others, shall take immediate action that is appropriate in the circumstances to respond to, or to prevent, sexual violence from occurring. If a member of faculty or staff of ESSI becomes aware of an allegation of sexual violence against another, the faculty or staff is required to report the alleged incident to the Directors of Elite Safety Services Inc. immediately.

Training will be provided to all Elite Safety Services Inc. faculty on an annual basis. This training will include how to respond to a claim of sexual violence, the complaint and investigation process of a sexual violence claim and confidentiality.

Students will be provided with training during their orientation to their program. This training will include how to make a claim of sexual violence, what to expect after a claim has been made, and how to respond to another student disclosing a case of sexual violence.

## Complaint Process and Investigations

A complaint of sexual assault or any other kind of sexual violence can be filed under this policy by any ESSI student/faculty/employee. When a potential violation by one or more employees is alleged, the responsible manager or managers will investigate.

## Right to Withdraw a Complaint

While a complainant has the right to withdraw a complaint at any stage of the process, ESSI may continue to act on the issue identified in the complaint to comply with its obligation under this policy and/or its legal obligations.

## Protection from Reprisals, Retaliation or Threats

ESSI will take all reasonable steps to protect persons from reprisals, retaliation, and threats. This may entail, for example, advising individuals in writing of their duty to refrain from committing a reprisal and sanctioning individuals for a breach of this duty. ESSI may also address the potential for reprisals by providing accommodation appropriate in the circumstances.

## Unsubstantiated or Vexatious Complaints

If a person, in good faith, discloses or files a sexual violence complaint that is not supported by evidence gathered during an investigation, the complaint will be dismissed. Disclosures or complaints that are found following investigation to be frivolous, vexatious, or bad faith complaints, that is, made to purposely annoy, embarrass, or harm the respondent, may result in sanctions and/or discipline against the complainant.



# SEXUAL VIOLENCE POLICY

## Confidentiality

Confidentiality is particularly important to those who have disclosed or been affected by sexual violence. The confidentiality of all persons involved in a report of sexual violence must be strictly observed. ESSi shall respect the confidentiality of all persons, including the complainant, respondent, and witnesses by restricting routine access to information to individuals with a need for such access and by providing education and training to those who are regularly involved in the administration of reports and complaints. However, confidentiality cannot be assured in the following circumstances:

- An individual is at imminent risk of self-harm
- An individual is at imminent risk of harming another
- There are reasonable grounds to believe that others at Elite or the wider community may be at risk of harm
- Reporting is required by law (e.g., In the case of a minor)

In such circumstances, information would only be shared with necessary services to prevent harm, and the name of the survivor would not be released to the public.

## Policy Review

This policy was developed and is to be reviewed every four (4) years in consultation with both students and faculty through the process of anonymous survey.

Each student will receive a questionnaire package at the completion of each program that allows them to provide comments on the existing Sexual Violence policy and outreach. The surveys can be submitted by students if they choose to provide comments but will not be mandatory.

Two (2) months prior to the four (4) year review, the survey will be administered to all faculty and registered students to provide any comments or feedback.

The review and pertinent changes made to the policy shall be posted on the Elite Safety Services Inc. website for public reference.

Date Prepared: January 3, 2022

Revision Date: May 29, 2023



Darren Brick, Director



Marc Watt, Director

# NON-FRATERNIZATION

Fraternization between Faculty, Preceptors and Students is strictly prohibited.

Elite Safety Services Inc. expects all Faculty, Preceptors and Students to maintain appropriate professional relationships, and to be sensitive to the appearance of impropriety in their conduct. For this reason, it is prohibited to engage in any of the following types of conduct, regardless of whether the conduct occurs while at Elite Safety Services Inc., while representing Elite Safety Services Inc. or otherwise.

Fraternization may include, but is not limited to:

- Fostering, encouraging or participating in inappropriate emotionally or socially intimate relationships in which the relationship is outside the bounds of the reasonable professional Employee/Preceptor-Student relationship, and in which the relations could reasonably cause a student to view the Employee/Preceptor as more than a teacher, advisor, administrator, or other
- Engaging in any romantic or sexual relationships including dating, flirting, sexual contact, inappropriate displays of affection, or sexually suggestive comments, regardless of who initiates the behavior, consensual or not
- Initiating or continuing communication for reasons unrelated to any educational related purpose, including oral or written communication; telephone calls; electronic communication such as texting, IM/DM, email, social networking sites. Electronic and online communication should be professional in content and tone
- Socializing on or off campus, or outside of class time for reasons unrelated to any educational related purpose or job duties
- Borrowing/lending money to students

Some relationships involve inherent conflicts of interest that cannot be eliminated. Interactions that go beyond the normal scope of business, such as romantic and/or sexual relationships, may disrupt and undermine the essential purpose of the institution as an unfettered learning environment and place of work. Individuals should be aware that dating, intimate, romantic and/or sexual relationships between individuals of unequal power, even when consensual, may result in claims of sexual harassment because the voluntariness of the consent is questionable when a power differential exists. For this reason, relationships of this type are prohibited.

Elite Safety Services Inc. recognizes that there may be circumstances where a pre-existing relationship may exist. In such a case, the person with the new authority must notify their department head or other supervisor immediately and prior to the course start date. The supervisor will consult with the Directors and Program Advisory Committee to manage the potential conflict of interest.

# FIT FOR DUTY

Elite Safety Services Inc. supports and is committed to maintaining a positive learning and working environment.

The purpose of this Policy is to support Elite Safety Services Inc. in maintaining a safe & healthy work & learning environment. This policy applies to all students, contractors, visitors, and members of the public granted access to or using Elite Safety Services Inc. facilities.

## Definitions

**Fit for Duty:** A physical and mental state, free from impairment, that allows individuals to perform their job safely and effectively. Reasons for impairment may include, but are not limited to: sleep deprivation, physical or mental health issues, the consumption of a legal or illegal drug or the consumption of alcohol.

**Fit for Learning:** A physical and mental state, free from impairment, that allows individuals to perform their academic and social tasks safely and effectively. Reasons for impairment may include, but are not limited to: sleep deprivation, physical or mental health issues, the consumption of a legal or illegal drug or the consumption of alcohol.

**Signs of Impairment:** Signs of impairment may include, but are not limited to: slurred speech, lack of physical coordination, erratic behavior, or the scent of alcoholic beverages, cannabis or other drugs & fatigue.

## Elite Safety Services Inc. Requirements

- All employees and faculty are expected to be Fit for Duty as per the ESSI internal Fit for Duty program
- All employees and faculty will complete Reasonable Suspicion training bi-annually

## Policy

All students are expected to be Fit for Learning while carrying out their Elite Safety Services Inc. academic and social tasks. No student shall ever consume or partake in illegal drug activity during their academic activities, nor should alcohol, THC products and illegal drugs be consumed within 12 hours prior to any academic activity.

Any medications either over the counter, or by prescription, that may cause any cognitive impairment shall cause the student to notify their instructor or the program coordinator immediately. Elite Safety Services Inc. may request a Fitness for Duty assessment from the prescribing practitioner before the student is permitted to participate in any safety sensitive procedures. The Fitness for Duty Assessment will be conducted at the cost to the student.



# FIT FOR DUTY

All students of Elite Safety Services Inc. shall adhere to this fit-for-duty practice and participate in the following types of testing:

**Pre-entry (program specific):** All students enrolling in an Educational Program that requires students to operate/perform in a Safety Sensitive Role will be subject to a Drug & Alcohol test. This will be specified within the program registration requirements.

**Reasonable suspicion:** If a faculty member has reason to suspect that an student is in a condition unfit for normal duty, the faculty member must take the following actions:

1. Escort the employee (by the Supervisor) to a safe, private location to be interviewed and given an opportunity to explain why they appear in a condition unfit for work;
2. Refer the employee for medical attention if there is an obvious and immediate medical concerns;
3. Arrange for a drug & alcohol test as soon as reasonably possible if there is grounds to believe that drugs and/or alcohol use may be a factor in the situation.

**Post incident:** Following a preliminary investigation, a student must undergo a drug and alcohol test in incidents where a student is deemed at fault. An incident is an occurrence, condition, or situation that resulted in or could have resulted in injuries, illnesses, damage to health, or fatalities. Post incident testing should be conducted as soon as reasonably practicable.

Initial testing will be performed using a Point of Care Testing Device (POCT). Should the POCT test show as “non-negative” for any substance, the sample must be sent to the lab for further confirmation testing. A sample is considered non-negative when a POCT test kit has the absence of a test line for an analyte.

At the time of a non-negative result, the student will be permitted to continue with lectures and didactic lessons. They will not be permitted to perform any safety sensitive rolls, nor perform skills/assessments on living patients until the lab confirms a negative test result.

Should a student receive a confirmed positive test result on a reasonable suspicion and/or post incident test, they will be suspended from the program immediately. The case will be referred to the Program Advisory Committee for appropriate disciplinary action and/or dismissal from the program.

Testing will be completed by a trained Drug & Alcohol Technician. The technician must follow DOT protocols for sample collection and handling. Technicians must be trained in and adhere to all requirements within the Personal Health Information Act (PHIA).

Elite Safety Services Inc. will conduct testing for the following substances: Amphetamines, Barbiturates, Benzodiazepine, Cocaine, Opiates, Methamphetamines, MDMA (Ecstasy), Methadone, Oxycodone, Phencyclidine, and Propoxyphene, Fentanyl.

In post incident and reasonable suspicion cases, students will be tested additionally for alcohol and THC (marijuana).

# SOCIAL MEDIA USE

The following guidelines provide a general overview of the professional responsibilities of Elite Safety Services Inc. students during practice education experiences. Although these guidelines are specific to social media and electronic communication, the general guidance applies to all forms of communication about practice education experiences, whether electronic or not.

In Manitoba, the collection, use, disclosure, retention, disposal and destruction of personal health information is governed by the Personal Health Information Act (PHIA). This Act is foundational for all health professionals and it is a requirement for all students to read and understand the Act.

These guidelines are intended to complement the PHIA as well as the applicable Elite Safety Services Inc. directives for professional behavior and conduct. In situations where the established practice education employer's (Shared Health & Hospital) guidelines differ from what is outlined here, the practice education employer's guidelines take precedence.

Students are expected to familiarize themselves with applicable legislation, rules, regulations and guidelines. Failure to do so will not be an acceptable excuse for inappropriate behavior during practice education experiences. Students must be aware that behavior contrary to the requirements of those documents could lead to disciplinary action by Elite Safety Services Inc., termination and failure of your placement or even legal action (in the case of breaching health information legislation).

## Definitions

**Electronic Communication and Social Media:** includes interaction between students and preceptors/clinical instructors, students and patients/clients, students and other health professionals, students in public or semi-public forum and between students before, during or after practice education experiences.

**Practice Education:** includes all instances where students are employed or engaged to undertake work for an employer as part of their program. This includes both direct patient/client care and observational experiences.

**Practice Education Employer:** refers to any organization in which a student completes a clinical or co-operative education experience as part of their educational program with Elite Safety Services Inc.

**Social Media:** defined as any web-based forum where users interact online and share information. Social media sites include, but are not limited to, Facebook, Twitter (X), Instagram, Google+, blogs, YouTube, LinkedIn, Snapchat.

**Electronic Communication:** refers to the use of any personal electronic communication mediums (such as email) and personal mobile devices (such as cell phones, smart phones, tablets) for sending and receiving messages, texts, emails or other information.

# SOCIAL MEDIA

## General Guidelines for Students

- Consider the privacy of patients first. Everything that is written and spoken about a patient is confidential.
- Be respectful. When communicating electronically, conduct yourself as you would in a professional face-to-face environment: with a respectful demeanor and attention to proper etiquette and language.
- No social media. Students are prohibited from posting photos or discussing any aspect of their practical education experience on social media (students should check with Elite Safety Services Inc. regarding posting practice education sites on their LinkedIn resume).
- During work hours, ensure that any personal mobile devices are put away and on silent mode. Do not engage in personal business during work hours – this includes taking or making phone calls, texting and using social media.
- Ensure that all privacy settings in your accounts are set at a high level. This is for your own privacy, but also to protect others.

## Guidelines for Interacting with Patients/Clients

- Always maintain professional boundaries in all workplace relationships. Do not contact patients/clients from personal email accounts or via social media.
- Do not post photos or information or discuss specific details about patients/clients or patient/client-based learning experiences.
- Do not comment upon or criticize patients/clients (even if unnamed) in online forum.
- Do not exchange private emails (nor email addresses), text messages or photos with or about patients/clients.

## Guidelines for Interacting with Preceptors, Colleagues and Employers

- Do not post content or otherwise speak on behalf of your practice education employer.
- Maintain professional boundaries in all workplace relationships. You should not exchange private emails, text messages or photos with or about preceptors, colleagues or employers.
- Do not criticize fellow health care professionals, preceptors/clinical instructors or fellow classmates – even if unnamed.
- Do not post photos or information or discuss confidential details about colleagues, employers or workplace practices online, even if unnamed or seemingly anecdotal.

## Guidelines for Using Electronic Devices for Learning Purposes

- It is your responsibility to familiarize yourself with your practice education employer's policy for the use of personal electronic devices for learning purposes, diagnosis and patient care. Always ask your preceptor before using personal devices.
- You should never collect patient/client health information on a personal mobile device. Only employer-provided mobile devices should be used for the collection of patient/client information.



# FACULTY ROLES & RESPONSIBILITIES

## Teaching Responsibilities

Faculty are expected to:

- Contribute broadly to the curriculum according to the needs of their academic assignments
- Provide a course syllabus to students during the first week of classes. Syllabi should be a roadmap for the course and include clear statements of course objectives, requirements, and expectations.
- Provide timely feedback to students on their coursework and be reasonably available to students outside class time.
- Make reasonable accommodations for students with disabilities or students who observe religious holidays.
- Submit final grades no later than the official deadline.
- Be responsible for the supervision of the work carried out by teaching & lab assistants.
- Meet all scheduled classes. In the event of a missed class, the faculty member must promptly notify the students and reschedule the class or provide relevant alternatives.

## Service

Faculty are expected to perform service that is appropriate to their rank and the needs of the academic assignment

## Availability

- Faculty are expected to be available to students and colleagues during the work week by holding office hours and/or being otherwise available for consultation and by responding to correspondence in a timely fashion.
- When on leave, ensure substitute is adequately prepared for the class including: lesson plans, schedules & timelines, labs/skills and any additional class needs & requirements.

# ATTENDANCE

- Students are expected to maintain 100% attendance throughout the entirety of the program and must be present for all examinations and specified learning activities (field trips/specialty days).
- If extenuating circumstances arise where the student can not attend an exam or practicum shift, the student must notify the instructor or clinical coordinator immediately. Additionally, the student has 2 business days to submit a reason for absence to the instructor. This will be reviewed by the Advisory Committee and arrangements will be made if the absence is determined to be acceptable to the program. This will be done on a case-by-case basis.
- Students are required to avoid unnecessary absences.
- Students are required to schedule all vacation outside of class time.
- Students are required to provide medical documentation to support medical related absences for three (3) or more consecutive instructional days. This medical documentation can either be faxed or emailed to the instructor or training coordinator.
- Students are required to provide prior notification to the instructor in the event of any foreseen absences.
- Students are required to make their own arrangements to acquire lecture notes and assignment instructions missed due to absence.
- Regular timely attendance for all classes and webinars is seen as integral to student success.
- If a student is more than fifteen (15) minutes late for class or leaves more than fifteen (15) minutes early from a class, they will be marked as absent for a minimum of 1 hour

If a student misses a total of 25 hours of the course for any reason, they will be withdrawn from the program. A student may also be withdrawn if they are unable to meet the clinical and field preceptorship competencies due to missed practice education placements.

# STUDENT WITHDRAWAL

**Voluntary Withdrawal:** The student decides that they are unable to continue in the program and removes themselves from the program.

**Leave of Absence (LOA):** The student has had an extenuating circumstance arise and can not continue but wants to continue at a later time. The extenuating circumstance may be a life event or physical reason. Examples might include, but is not limited to, illness of a family member, injury requiring medical treatment or pregnancy.

A student who wishes to voluntarily withdraw must do so in writing to the Training Coordinator. The student that voluntarily withdraws from the program will receive a course status of “Withdrawn”. After withdrawal, if the student wishes to complete the program, the student must re-apply to the program and meet all admission requirements as outlined at the time of re-application.

A student wishing to take a LOA must also submit the reason to the Training Coordinator. Once the request is received, the Program Manager will take the request to the Advisory Committee for review. If the reason for the request is deemed acceptable by the committee or if it is for a reason that is protected characteristic under the Manitoba Human Rights Code, the student will be notified in writing. They will then be able to enter the next available course. A Prior Learning Assessment will be done to determine at what point they re-enter the program. All grades and fees will be retained for the student, no additional fees will need to be paid to re-enter the program.

Prerequisites that have expired during the LOA will need to be recertified before re-entering the program, BLS for example, at the student’s expense. A LOA request that is deemed not acceptable will be notified of the decision and be given an explanation as to why in writing.

# ACADEMIC INTEGRITY

Academic Integrity refers to the values on which good academic work must be founded: honesty, trust, fairness, respect and responsibility. Academic integrity includes a commitment not to engage in or tolerate acts of falsification, misrepresentation, or deception. Such acts of dishonesty violate the fundamental ethical principles of the Paramedic Code of Ethics from the College of Paramedics of Manitoba (<https://collegeparamb.ca/professional-practice/code-of-ethics/>) and compromise the worth of work completed by others. The terms “academic integrity” and “academic honesty” are used interchangeably in this policy.

Academic dishonesty, in whatever form, is ultimately destructive of the values of Elite Safety Services Inc. and the EMS profession.

## Forms of Academic Dishonesty

The following acts or omissions constitute academic dishonesty and are prohibited. Please note this list is not meant to be exhaustive and is designed to provide guidelines.

- Plagiarism, including submitting or presenting the work of another person, as that of the student without full and appropriate credit;
- Copying all or part of an essay or other assignment from an author or other person, including a tutor or student mentor, and presenting the material as the student’s original work;
- Submitting documents created by artificial intelligence programs (AI);
- Failing to acknowledge the phrases, sentences or ideas of the author of published and unpublished material that is incorporated into an essay or other assignment. Submitting the same, or substantially the same, essay, project, presentation or other assignment.
- Cheating in testing or examination, including the unauthorized sharing of material such as textbooks;
- Concealing information, including on electronic devices, pertaining to the examination in the examination room, or in washrooms or other places in the vicinity of the examination room;
- Using course notes or any other aids not approved by an instructor during an examination.
- The unauthorized possession or use of a testing or examination question sheet, an examination answer book, or a completed examination or assignment.
- Cheating in assignments, projects, examinations or other forms of evaluation by:
  - Using, or attempting to use, another student’s answers;
  - Providing answers to other students;
  - Failing to take reasonable measures to protect answers from use by other students; or
  - In the case of students who study together, submitting identical or virtually identical assignments for evaluation unless permitted by the course Instructor or supervisor.
- Impersonating a candidate or being impersonated in an examination.
- Engaging in misrepresentation, including falsifying documents, to gain a benefit or advantage in a course including the submission of a forged or altered medical certificate or death certificate.
- Engaging in any action intended to disadvantage students in a course including destroying, stealing, or concealing library resources.
- Stealing, destroying or altering the work of another student.
- Unauthorized or inappropriate use of computers, calculators and other forms of technology in course work, assignments or testing or examinations.



# ACADEMIC WARNING & ACADEMIC PROBATION

Academic Warning: an alert given to students who are not meeting the minimum grade requirements of the program.

Academic Probation: a temporary status given to students who have been given an academic warning and have not made the required improvements to their required grades.

Academic Suspension: students on academic probation who fail to meet the minimum grade requirements will be withdrawn from the program. Suspended students will not be permitted to re-apply to the program for a full calendar year from the time of the suspension.

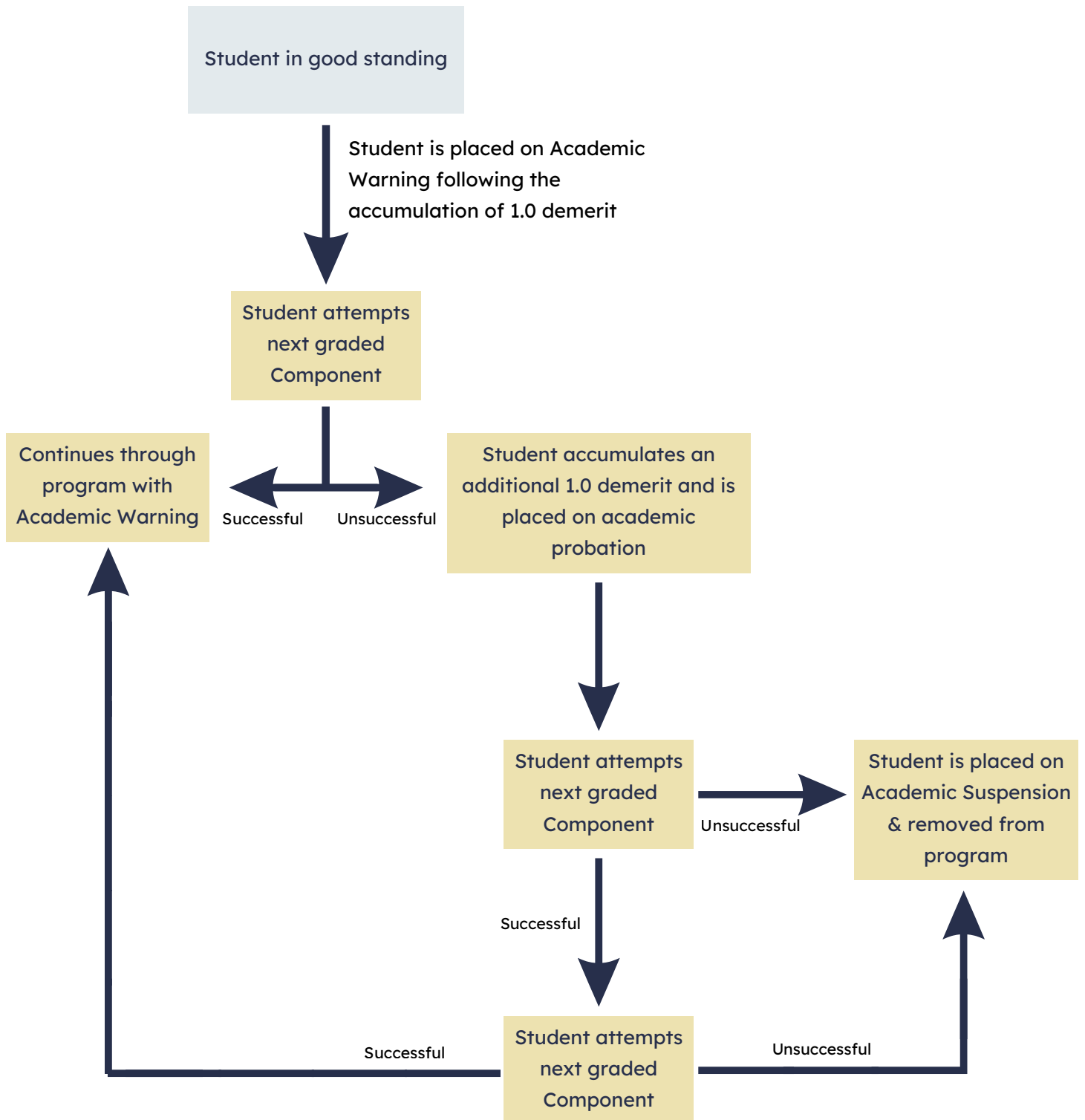
The student academic standing is monitored by the Training Coordinator or designate.

- If a student does not meet the minimum grade requirement on an assignment, exam, or evaluation, they will be assigned 1.0 demerit point.
- If a student obtains a 1.0 demerit point, they will be given an academic warning and will meet with the Training & Programs Coordinator to discuss academic progress.
- If a student accumulates 2.0 demerit points, they will be placed on academic probation and must meet with the Training & Programs Coordinator or designate.
- If a student on academic probation achieves passing grades with no demerit points on the next two assignments, exams and/or evaluations, they will be taken off academic probation but will remain on Academic Warning status.
- If a student on academic probation receives a further 1.0 demerit point, the student will be placed on Academic Suspension and will be withdrawn from the program.
- If a student achieves a pass mark on their final exam but does not achieve the final course mark of 80%, they will be provided with an opportunity to remediate other course assignments to raise their overall mark. During this time, the student will be placed on academic warning. If following remediation, a student achieves the final course grade of 80%, they will progress to their clinical and practicum rotations. If the remediation requirements are not met by the beginning of practicum and the course mark remains under 80%, the student will be withdrawn from the program. Each assignment may only be resubmitted once.
- If a student is removed from the program for failure to meet the academic requirements, they must re-apply to the program and meet all admission requirements again at the time of re-application. Their marks and progression from the previous attempt to pass the course will not be kept.

Students may only be placed under Academic Probation status twice throughout the duration of the program. A third placement will lead to immediate dismissal from the program.

Students whom have been dismissed from the program for academic warning & suspension reasons may only re-apply to the program once.

# ACADEMIC PROGRESSION



# ACADEMIC PROGRESSION REQUIREMENTS

## Academic Progression Requirements

Students are required to:

- Achieve a final course mark of 80%
- Achieve a minimum 75% on the final exam
- Achieve a minimum 75% on the midterm exam
- Achieve a minimum of 75% on all formal evaluations and assignments
- Achieve a “pass” rating on all classroom and practice education requirements
- Achieve a “pass” rating on the final Practical Scenario Evaluations (1 Trauma and 1 Medical Scenario)

Students will be given one (1) rewrite attempt for the midterm written exam and the final written exam and one (1) re-attempt at each final practical scenario evaluation.

Should the overall mark at the completion of the course be below 80% (after successful completion of both the final written and final practical scenario evaluations), a single section test re-write will be considered at the discretion of the Instructor, Training Coordinator and Program Directors.

## Extensions & Late Assignments

Students are required to submit all assignments by the posted submission date & time. The following exceptions may apply:

- At the course instructor’s discretion, an alternate due date may be arranged at least 48 hours in advance of the scheduled due date.
- As stipulated by the course instructor, assignments may be submitted in paper and/or electronic format.

A late (date and/or time) assignment will be assessed and graded with a five percent (5%) decrement for each day it is late, including holidays and weekends, up to a maximum of 14 calendar days, after which a grade of zero will be assigned.

## Exam & Assignment Results

Results for exams and assignments must be released to students within three (3) business days of the submissions/completion date. Students will be given the opportunity to review their exams in a supervised environment. Students are not permitted in any way, to take pictures/copies/notes of the completed exams. All exams must be returned to Elite Safety Services Inc. immediately following the review. Failure to return the completed exams will result in an incomplete mark for that exam.

# PROGRAM EVALUATION CRITERIA

## Evaluation Criteria

Section Tests (6) - 5% each	30
Medical Terminology	2%
A&P Assignment	2%
Pharmacology Assignment	4%
Documentation	4%
Research - Communication	4%
Research - Health Care	4%
Research - Level of Care	4%
Midterm Exam (Sections 1-3)	20%
Final Exam (Sections 1 - 6)	26%
Practical Scenario Evaluations	Pass/Fail

Total - 100%



# REASONABLE ACCOMODATION

Elite Safety Services Inc. recognizes the diversity of its students and is committed to providing a learning environment in which all members of the community are treated in a fair and equitable manner while providing appropriate academic accommodations for its students as required, based on the grounds protected by Manitoba's provincial human rights law, The Manitoba Human Rights Code.

## Definitions

**Accommodation:** refers to the services, adaptations, and/or strategies that provide all students with an equitable opportunity to meet the essential requirements of their course or program, with no alteration in standards or learning outcomes.

**Academic accommodations:** individually determined and may include teaching and learning accommodations, assessment and evaluation accommodations, environmental accommodations, and auxiliary services and supports

**Undue hardship:** refers to the extent to which an employer, facility and/or service provider must attempt to accommodate the needs of an employee, job applicant and/or service recipient who has demonstrated that accommodation is required on grounds protected in the Code. The three factors under the Code that can be considered in determining undue hardship are:

- cost of the accommodation
- outside sources of funding, if any
- health and safety requirements, if any

When determining and implementing appropriate accommodations, Elite Safety Services Inc. considers the essential requirements of the program. Essential requirements are defined as:

- The knowledge and skills that must be acquired or demonstrated in order for a student to successfully meet the learning objectives.
- Something that must be demonstrated in a particular way or via a particular method or equipment, with no alternatives.

## Policy

Elite Safety Services Inc. will:

- Provide accommodation to students, to the point of undue hardship, and commits itself to an accommodation process that respects the principles of dignity and privacy, inclusion, and individualization
- Not deny an accommodation request on the basis that a student may not be successful in the program or find work in related employment

# REASONABLE ACCOMODATION

- Will not implement accommodations that would fundamentally alter course or program requirements or exempt a student from the requirement to demonstrate competency in the subject matter.

## Procedure

- The student shall identify their disability by emailing the Instructor and/or Training Coordinator within two (2) weeks of registration of the program. The following information must be provided to Elite Safety Services Inc with the request:
  1. Name, Contact Information
  2. Documentation from a registered health professional which should include: name of the healthcare professional, dates of the clinical assessments performed in determining the disability and the need for reasonable accommodations, how the disability will affect the student in the academic setting and recommendations for appropriate accommodations to be made for that student.
  3. Students may seek academic accommodations without documentation of a diagnosed condition, but must provide information from a physician that a diagnosis is under investigation
- Students must schedule a meeting with Elite Safety Services Inc. staff to discuss their accommodation requirements.
- Elite Safety Services Inc. will provide a Letter of Accommodation outlining individual needs for distribution to instructors.

## Expectations of the Student

- The accommodation process is a cooperative process, involving shared responsibilities between the student requesting accommodation and Elite Safety Services Inc.
- Students are responsible for being aware of the academic and clinical or placement requirements of the program and the challenges inherent in them, as well as possible limitations on future employment opportunities arising from job demands or restrictions
- Once accommodation is provided, students are expected to meet the published learning outcomes and essential requirements of their academic programs.
- Elite Safety Services Inc. is not responsible for costs incurred by a party who retains a paid advisor.

# APPEAL PROCESS

EMR Program candidates who are pending course failure for attendance, exam scores and/or practical evaluation failures will be given the opportunity to discuss their concerns with the Training Coordinator or designate, in attempt to resolve their concerns informally. If an agreement is not reached, students have the option of making a formal appeal in writing, within 2 business days from receiving the grade to the Advisory Committee.

When an appeal is received, the committee will:

- Review the written information
- Review attendance and academic records
- Meet with the EMR program candidate within 7 business days of the appeal submission to discuss the appeal and to give opportunity to the candidate to discuss their performance
- A final decision will be provided, in writing to the EMR candidate before the next course day

# VEHICLE USE

This policy is for Elite Safety Services Inc. students concerning the operation of motor vehicles for educational purposes or for events and activities arising out of one's attendance or student status with Elite Safety Services Inc.

The following procedures and requirements are considered to be minimum standards for Elite Safety Services Inc. vehicle safety and the operation of any vehicle. Students operating Elite owned or private passenger vehicles in connection with/representing Elite Safety Services Inc. activities must adhere to the following:

1. Must never operate and Elite Safety Services Inc. vehicle without permission from the instructor(s)
2. Must have a valid driver's license and inform the Training Coordinator immediately upon the suspension or revocation of their driver's license or driving privileges
3. Must not have exceeded two at-fault accidents within the past eighteen months or have any conviction in the last eighteen months for driving under the influence of alcohol or drugs, or reckless driving
4. Must abide by the requirements of the Fit For Duty policy
5. Must not smoke or allow smoking in an Elite Safety Services Inc. Vehicle or in any vehicle while it is being used for Elite Safety Services Inc. business
6. Must be at least eighteen years of age
7. Not permit any unauthorized person to drive a vehicle on Elite Safety Services Inc. business under conditions which violate this policy, except when necessary in an emergency
8. Must use seatbelts or other available occupant restraints and require other occupants to do likewise and be secured in accordance with applicable law. The number of passengers should never exceed the number of seatbelts in the vehicle
9. Operate the vehicle in accordance with Elite Safety Services Inc. regulations, know and observe applicable traffic laws, ordinances and regulations, and use reasonable and safe driving practices at all times
10. Assume all responsibility for any and all fines or traffic violations associated with his/her use of a Elite Safety Services Inc. vehicle or a privately owned vehicle on Elite business
11. Turn off the vehicle, remove the keys and secure the vehicle when it is unattended, except for specialized maintenance equipment
12. Drive the vehicle at legal speeds appropriate for traffic, weather and road conditions
13. Not drive the vehicle "off road", except when necessary in an emergency
14. Immediately report all accidents or violations (see incident reporting)
15. Must assume responsibility for seeking information about weather and safety conditions

Violations of this policy by any Elite Safety Services Inc. student will be referred to the Program Advisory Committee for appropriate disciplinary action.



# UNIFORMS

As a student Paramedic you will be expected to wear a uniform when in practice settings and during all scheduled class time. Only items provided by Elite Safety Services Inc. will be allowed to be worn as part of the uniform.

Your uniform is selected to comply with health and safety requirements, so you need to ensure that your uniform is complete, and you wear it correctly. You must always remember that you represent Elite Safety Services Inc. and the paramedic profession.

As part of your program fees, the following uniform items will be supplied to you:

- T-shirts (2)
- Sweater (1)

## Additional PPE

You are required to purchase black CSA boots with safety toe at your own expense. You will also need to provide your own belt (black), EMS Station Pants (black or navy blue) and any belt accessories you wish to purchase.

If uniform items that were previously supplied to you need replacement due to unexpected damage or wear and tear, contact your instructor. Pending the nature of the damage, costs for replacement may be associated.

## Wearing Uniform

The uniform clearly identifies you as a student paramedic from Elite Safety Services Inc. As a representative of Elite Safety Services Inc. you must always dress and behave in a manner consistent with professional appearance, safety standards and that will reflect positively on the paramedic profession.

Your uniform should be clean to provide a professional appearance. Follow the manufacturers recommendations for cleaning of your uniform (on the tag of the item of clothing).

You must not wear the uniform to go shopping, go to a bar, go to a restaurant or any other social situation, it is only to be worn in your role as a paramedic student.

## Hygiene

While it is important to maintain your personal hygiene, shower and use deodorant, you must avoid strong odors. Most health care and other public facilities are designated as “scent free” due to allergies to strong smells. You must not wear perfumes, colognes or other strong smelling products. If you arrive to class or a practicum wearing a strong-smelling product, you will be dismissed for the day and it will count as a unexcused absence from the program.

# UNIFORMS

## Appearance

While in uniform, your hair should be neat and pulled back out of your face.

Earrings are to be limited to studs or nose/eyebrow rings. Wearing of bracelets and necklaces should be limited. Rings should only be a design that can fit under gloves without damaging the integrity of the gloves. Lipstick, if worn, is to be limited to neutral colors. Fingernails should be short and clean. Neutral nail polish color if worn. Boots are to be cleaned and polished regularly. Remember that any dangling objects or loose hair can be grabbed by patients that are combative and can be used to inflict harm upon you. Jewelry can be caught while using equipment or assisting with extrications and can cause you serious injury. Long, sharp fingernails can hurt patients and damage the integrity of PPE, exposing you to possibly infectious diseases.

When in uniform, you represent yourself, Elite Safety Services Inc. and the paramedic profession. Dress and conduct yourself appropriately.

# PERSONAL PROTECTIVE EQUIPMENT

PPE requirements have been established for the Elite Safety Services Inc. Emergency Medical Responder and Primary Care Paramedic Programs students according to the following criteria to reduce worker exposure to potential sources of infectious agents and are based on Shared Health's Personal Protective Equipment (PPE) resources:

- Disposable gloves are to be worn when there may be hand contact with a student's skin or personal belongings such as clothing, bedding, or towels or when there is a risk of hand contact with surfaces or wastewater likely contaminated with human body fluids (e.g., blood, vomit, urine, feces, and saliva).
- A medical mask and eye protection are to be worn to protect mucous membranes of the eyes, nose and mouth during activities in an occupied unit involving prolonged close contact with a student who may generate splashes or sprays of body fluids; and during cleaning or maintenance activities involving wastewater likely contaminated with human body fluids.
- Gowns are to be worn when protection is required against skin-to-skin contact with a student or skin exposure (other than hands) to splash or spray of wastewater likely contaminated with human body fluids.
- Additional PPE, including N95 respirators, air purifying respirators, eye protection and/or gowns, may be required by Shared Health for certain situations based on various factors such as the presence of known or suspected cases of infectious diseases, mode of transmission of the infectious agent, severity of the disease, and community rate of transmission.

In addition to the PPE, practicing good hand hygiene is considered an important and effective measure to prevent the spread of communicable diseases. Hand washing with soap and water for at least 20 seconds or using an alcohol-based hand sanitizer must continue to be practiced immediately before entering a unit, after leaving the unit, and during donning and doffing of PPE.

# SHARPS & BODILY FLUID EXPOSURE

Elite Safety Services Inc. recognizes the legal and ethical obligation to ensure a safe working and learning environment for all students and staff. Our goal is to limit the risk of injury from exposure to sharps and bodily fluids. This policy applies to all programs, practices, communications, use of facilities and provision of all Elite Safety Services Inc. and the staff, students and third party providers/contractors and supporting individuals within Elite Safety Services Inc.

## Definitions

**Harm reduction:** Harm reduction is both a philosophy and set of practical strategies aimed at reducing the adverse health, social and economic consequences associated with drug use (both legal and illegal) in ways that are non-judgmental and non-coercive.

**Biomedical waste:** Biomedical waste is any kind of waste that contains infectious material (or material that is potentially infectious). It includes waste that is generated in healthcare settings or laboratories, as well as waste generated outside of those settings. Discarded, used needles are considered biomedical waste due to the possibility of there being blood-borne pathogens remaining on the needle, which could be transmitted if the used needle is not properly contained and disposed of, and a needle stick injury occurs.

**Injection equipment:** Safer injection equipment may include needles and syringes in various sizes, sterile water, alcohol swabs, tourniquets, filters, etc. Sterile injection equipment is distributed to reduce the potential for harm.

**Needles and syringes:** Needles are a long, thin, sharp tool for piercing the skin, made of metal. A syringe is a device, usually made of plastic, used for injecting or drawing fluids out of the body, also called a barrel. In this document, we use the term 'needles' to refer to needles with attached syringes, and without. Needles can also be referred to as sharps.

**Needle stick injury:** Needle stick injuries are accidental punctures of the skin.

**Sharps:** are items such as needles, razor blades, scissors, knives and broken glass that can cut or puncture the skin.

# SHARPS & BODILY FLUID EXPOSURE

## Safe Sharps Handling Guidelines

- Always practice good hand hygiene and have hand washing facilities available.
- Make alcohol-based hand sanitizer available and accessible for instances when hands are not visibly soiled but hand hygiene is necessary.
- Always have a sharps containers on-hand to support safe and timely sharps disposal.
- Never recap needles prior to disposal.
- Improperly disposed needles should be immediately discarded into an appropriate container as soon as they are found.
- Do not purposefully bend, break or remove a needle tip from a syringe.
- Never dispose of sharps in the regular garbage. Sharps should be placed into an approved biohazardous waste container that is rigid, leak-proof sealable container.
- Always ensure that the sharps container lid is secured and opening accessible prior to disposing a sharp.
- Do not insert fingers into the opening of a sharps container.
- Do not continue to use sharps containers that are full. Full containers should be sealed and stored for biohazardous waste pick up.
- Do not attempt to open a sharps container that has been lock sealed.

## How to Safely Handle and Dispose of an Improperly Discarded Sharp

- Put on nitrile gloves to protect yourself from any potential fluid contamination.
- Place a sharps container, with lid fastened, close to the sharp on a stable surface.
- Pick up the sharp using forceps, BBQ tongs, or tweezers. If the sharp is a needle, pick it up, by the barrel (the plastic tubular part of the syringe) with the tip facing down and away from you and others. If there are multiple needles, pick them up one at a time.
- Place used sharps, one at a time, in a sharps container with the sharp edge/tip pointed away from you and close the container opening. Securely store the container with disposed sharps.
- Wash hands with soap and water or if hand washing facilities are not close by and hands are not visibly soiled, clean hands with alcohol-based hand sanitizer.

## Sharp Injury Management

In the event of a sharps injury:

- Remain Calm.
- Allow the wound to bleed freely and DO NOT squeeze.
- Gently wash the wound with soap and water.
- Apply a sterile, waterproof bandage.
- Seek immediate medical attention.
- Inform the supervisor/instructor immediately of a sharps-related injury and follow the proper procedure for Incident Reporting.



# INVASIVE PROCEDURES

All invasive procedures performed by students on other students during their education program, may only be undertaken under the direct supervision of faculty and after procedure specific informed consent has been obtained.

The agreement to participate must be entirely free. Students must know that a refusal will not be detrimental to their future, health, welfare, and assessment or grading.

- Students must receive appropriate procedure specific informed consent from the “patient” student for each invasive procedure done (see the following Invasive Procedure Consent Form)
- Students learn invasive procedures as part of their required course.
- Competent practice on non-living models must be demonstrated prior to performing any of these invasive procedures on any live subjects.
- Any invasive procedure must use appropriate, sterilized equipment in the Elite Safety Services Inc. lab setting only.
- Needles, syringes or catheters must never be removed from the facility by the students.
- A student shall not practice these invasive procedures on the student’s own body.
- Faculty shall not ask a student to perform a skill beyond the student’s competence.
- The students shall receive supervision and instruction appropriate for the circumstances and the risk level of the procedure.
- The faculty are accountable for understanding the student’s competence in safely completing any invasive procedure on another student.
- Students have a corresponding responsibility to inform instructors if the student does not feel competent to complete the learning activity or if there is any factor, including medical conditions that may affect the student’s participation in the procedure.
- Demonstrations of invasive procedures on any Elite Safety Services Inc. student must be completed by faculty competent in the skill only with separate informed consent by the student for each demonstration

# INVASIVE PROCEDURE CONSENT FORM

\*Copies of this form can be found in the Resources folder on your student SharePoint or can be requested with your instructor(s) and the Training Coordinator.

Elite Safety Services Inc.



## Invasive Procedure Consent & Release

I understand that in the process of learning to perform skills required in the scope of practice for a Primary Care Paramedic that certain invasive procedures must be practiced, and competency demonstrated. To that end, I understand that there will be practical sessions in which I will first demonstrate competence in performing peripheral venous cannulation on a training prop by successfully performing intravenous cannulation on the prop at least three times under faculty supervision. Once that has been accomplished, I will then perform peripheral venous access on one or more of my classmates or program faculty. In turn, one or more fellow students or faculty will perform peripheral venous cannulation on me.

Further, there will be classes in which I will demonstrate competence in performing intramuscular and subcutaneous injections on a training prop and then on one or more of my classmates, and that one or more of my fellow students will perform intramuscular and subcutaneous injections on me.

There will also be classes in which I will demonstrate competence in performing a blood glucose check on one or more of my classmates requiring the use of a lancet to draw a drop of blood, and that one or more of my fellow students will perform a blood glucose check on me.

All invasive procedure attempts will be accomplished under the direct supervision of a qualified faculty member and students will use medical supplies/devices approved for patient care and aseptic technique. I understand that a qualified faculty member means a Paramedic with a valid certificate of practice from the College of Paramedics of Manitoba or Physician that is directly involved in the Primary Care Paramedic program offered by Elite Safety Services Inc and has met their requirements to be a member of the program faculty.

I also understand that while gaining competence in performance of each of these skills is a requirement of the program, I am not required to participate in any of these procedures. I also understand that if I choose not to participate in any of these procedures then I will not be able to perform them on fellow students. If I choose not to participate in any of these procedures I will cross off the paragraph above that corresponds to the skill I do not want to participate in and initial and date that adjustment. I will then be limited to performing that skill on a training prop only.

I release and fully discharge Elite Safety Services Inc, and its employees, agents and representatives from any claim, damages and liability for any injury or complication that happens as a result of these procedures being performed in a responsible manner. I represent that my true age is at least 18 years old and I am competent to contract in my own name. I have read this entire consent and release form and fully understand the contents, meaning and impact of this release and agree to be bound by it.

\_\_\_\_\_  
Student PRINTED NAME

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Elite Safety Services Inc representative

# INCIDENT REPORTING

Elite Safety Services Inc. is committed to safety and security programs designed to minimize the risk of incidents. However, when incidents do occur, it is important to ensure consistent reporting, investigation and recording of the incident to prevent a reoccurrence of the same or related incidents.

## Incidents incurred at Elite Safety Services Inc. facilities

1. The student will report any single incident or near miss to the supervising faculty/staff member. The student will seek medical attention as required.
2. Within 24 hours of the incident occurring, the supervising faculty/staff member in collaboration with the student, will file an incident report with Elite Safety Services Inc.
3. Within 48 hours of the incident occurring, Elite Safety Services Inc. will follow-up with the student and undertake appropriate action including reporting to all applicable agencies if required. A copy of the Incident Report will be forwarded to the Directors. All serious incident reports will be forwarded to the Program Advisory Committee.

## Incident incurred while at a clinical placement site

1. The student will report any single incident or near miss to the preceptor and the clinical coordinator
2. Within 24 hours of the incident, the student in collaboration with the clinical coordinator will complete a Student Incident Report Form.
3. Within 72 hours of the incident occurring, Elite Safety Services Inc. will follow-up with the student including applicable reporting if:
  - a. a student is seen by a medical professional
  - b. a student is unable to attend clinical placement due to the incident
  - c. work or academic accommodation is required due to the incident

A copy of the Incident Report will be forwarded to the Directors and to the Program Advisory Committee (if required).

\*Clinical Placement Site policies and procedures may supersede Elite Safety Services Inc.

Incident reports are mandatory and failure to submit may result in disciplinary action up to and including dismissal or expulsion

# INCIDENT REPORTING FORM

\*Copies of this form can be found in the Resources folder on your student SharePoint or can be requested with your instructor(s) and the Training Coordinator.

Elite Safety Services Inc.

## Student Incident Report Form



\_\_\_\_\_  
Injured Student's Name

\_\_\_\_\_  
Date of Incident

\_\_\_\_\_  
Time

\_\_\_\_\_  
Injured Student's Address and Phone Number

\_\_\_\_\_  
School Site

\_\_\_\_\_  
Location of Campus where accident occurred

Describe what happened:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe Injury: \_\_\_\_\_  
\_\_\_\_\_

School Employees/volunteers/students who witnessed incident:

Name

Phone No.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Medical Response

Was medical attention needed or provided?

First Aid Given: Yes / No

Ambulance Yes / No

Further medical attention? Yes / No

Follow-up (if applicable):

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Teacher/Site Administrator Signature

\_\_\_\_\_  
Date

# STUDENT PRACTICE EDUCATION

## Definitions

Practicum: a course of study for paramedic students that involves working in the area of study and using the knowledge and skills that have been learned in a school in a practical setting

Urban: Cities, towns and suburbs are classified as Urban areas. As per the College of Paramedics of Manitoba, "urban" is defined as cities with 10,000 people or greater including "catchment area"

Rural: Rural encompasses all population, housing, and territory not included within an urban area. As per the College of Paramedics of Manitoba, "rural" is defined as communities with less than 10,000 people.

## Final Practicum

The final practicum must be completed after successful completion of all course materials, successful completion of the final exam and successful completion of both final practical scenarios. Additionally, students must be meeting all requirements within the Academic Progression Requirements section listed in the Student Handbook.

Final practicum must consist of a minimum of the following hours:

- One (1) 12-hour rural ambulance shift



# STUDENT PRACTICE EDUCATION

Students must be available for placement in all practice education settings for the entire duration of the program. Where possible, practical education placements will be scheduled within the region. However, students will be expected to travel to other regions for placements where capacity is available. Rescheduling or cancellation of assigned dates will only be permitted for emergency situations and must be approved by the Clinical Coordinator and Instructor or designate. Students are required to be in full uniform with their Elite Safety Services Inc. student ID card for all practical education shifts. Students who fail to attend a practical education shift without approval from the Clinical Coordinator and Instructor or designate, will incur a \$200.00 rescheduling fee per placement.

It is the student's responsibility to understand and practice within their scope of practice.

## Practice Education Evaluation

Elite Safety Services Inc. uses the National Occupational Competency Profile set out by the Paramedic Association of Canada to determine when students have completed all the required skills and competencies throughout their Practice Education. The Paramedic Association of Canada determines competency through the demonstration of skills, knowledge and abilities in accordance with the following principles:

- Consistency – the ability to repeat practice techniques and outcomes
- Independence – the ability to practice without assistance from others
- Timeliness – the ability to practice in a timeframe that enhances patient safety
- Accuracy – the ability to practice utilizing correct techniques and to achieve the intended outcomes
- Appropriateness – the ability to practice in accordance with clinical standards and protocols outlined within the practice jurisdiction

The Paramedic Association of Canada considers consistency to mean that students should perform each specific competency more than once in the required performance environment. Elite Safety Services Inc. requires students to successfully demonstrate each competency a minimum of two (2) times. Completion of all applicable documentation will be required to achieve a passing grade.

If a student has been unsuccessful in meeting the requirements, they will be required to attend up to 8 additional shifts to attain competency. Further review may be required to assess student progress.

# FEE REFUND POLICY

## Refunds to students

26 A private vocational institution must refund all money received or realized in respect of a student being enrolled in a program of instruction it provides if

- (a) The registration of the registrant to operate the institution is cancelled; or
- (b) The institution
  - I. Ceases to provide instruction in the program while the student is still enrolled, or
  - II. Expels the student without cause.

## Providing training without registration

27 A person who provides a program of instruction before being registered as a registrant must refund all fees that have been paid in respect of the vocational training.

## Refunds re actions of students

28(1) Subject to section 16 of the Act, the private vocational institution must refund the following fees:

- (a) if the student ceases to be enrolled before the start date of the program, all money received or realized in respect of the program except any non-refundable fees specified as required under sub clause 11(1)(d)(iv);
- (b) if the student ceases to be enrolled after the start date of the program, the percentage of paid tuition fees set out in first column of the following table based on the percentage of the program completed by the student at the time the student ceases to be enrolled as set out opposite in the second column:

Percentage of paid tuition fees refunded	Percentage of program completed at time the student ceases to be enrolled
75% of paid tuition fees refunded	Up to 20%
50% of paid tuition fees refunded	21% to 50%
No tuition fees refunded	51% or more

8(2) in determining the percentage of the program completed at the time the student ceases to be enrolled,

- (a) Each assignment and each hour or class in a program of instruction is of equal value; and
- (b) A student is deemed to have attended every regularly scheduled hour of instruction or, in the case of a program provided by correspondence or other means, to have submitted each regularly scheduled assignment until the day immediately before the date the student ceases to be enrolled.

## Refund of materials fee

29(1) Subject to subsection (2), a private vocational institution must refund any materials fee when a student rescinds their contract under section 16 of the Act or when a student ceases to be enrolled in the program of instruction if the student returns the materials to the institution

- (a) Within 10 days after ceasing to be enrolled in the program; and
- (b) In substantially the same condition as the materials were in when they were received by the student

# FEE REFUND POLICY

## CONTINUED

29(2) a materials fee is not refundable for materials that (a) are personal use items; or (b) have been removed from their packaging.

29(3) for certainty, a digital version of a book or text is eligible for a refund if the code used to access its contents has not been used.

### Non-refundable fees

30 except as provided under section 16 of the Act, a student is not entitled to a refund of

(a) a registration fee; or

(b) In the case of an international student, the international student administration fee under subclause 11(1)(d)(v) of their student contract.

### When student ceases to be enrolled

31 under this regulation, a student ceases to be enrolled in a program of instruction on the earliest of the date that

(a) The private vocational institution

I.Receives the student's written notice of withdrawal from the program of instruction,

II.Cancels the student's enrolment under section 32, or

III.expels the student from their program of instruction; or

(b) the student

I.exceeds the number of absences allowed under the private vocational institution's attendance policy, or

II.graduates from the institution.

### Cancellation of enrolment of international students

32 A private vocational institution that receives written notice that a prospective international student is unable to obtain entry into Canada

(a) Must

I.Not enroll the student in a program of instruction, or

II.If the student is enrolled, cancel the student's enrolment within five days after receiving the notice; and

(b) Must refund any money received from or on behalf of the student.

### Payment of refunds

33(1) Subject to subsection (2), if a student is entitled to a refund from a private vocational institution, the refund must be paid directly to the student.

33(2) if a student is entitled to a refund and the institution received any payment of the student's fees from a government program, an agency or a person other than the student, the institution must pay the refund, on the student's behalf, to the government, agency or other person.

33(3) the institution must issue a refund payment within 30 days after the refund becomes payable.

**QUESTIONS?  
CONTACT US.**

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