# Program Policy

# *Following is a sample policy that a program may use to develop its own policy on handling exceptions due to the COVID-19 interruption.*

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| **Topic:** | **Policy Exceptions COVID-19 Interruption**  |
| **Policy #:** |  |
| **Date initiated:** |  |
| **Date effective:** |  |
| **Approved by:** |  |
| **Date review/revised:** |  |
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| **Category: Program Administration** |

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| **Policy:** |
| 1. Governmental Executive Orders, public health authorities, and Sponsor/Institution requirements have impacted the normal operation of colleges and other post-secondary education programs. Programs are prohibited from conducting in-person classroom, laboratory, and other instruction.
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| 1. Notice is posted by Sponsor/Institution regarding the campus closure with a contact number.
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| 1. Phones from impacted closed campus(es) have been forwarded to a central phone number as appropriate.
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| 1. Program Director will remain in contact with the Program Medical Director regarding the temporary changes.
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| 1. Programs have transitioned to online instruction for didactic education.
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| 1. Classroom didactic instruction has been moved to a Zoom or similar platform with continued use of the LMS.
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| 1. Skills, scenario, and simulation practice are deferred until the existing orders/restrictions have been lifted and students are able to return to the classroom.
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| 1. Some clinical and capstone field internship sites have suspended Paramedic student rotations until further notice. Students have been notified. Faculty are reviewing student data entries on patient contacts, skills completed, and required competencies.
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| 1. Clinical Coordinator may continue to perform clinical site visits if the hospital permits this activity.
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| 1. Capstone Field Internship Coordinators will conduct field visits with the student and preceptor virtually.
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| 1. Cohorts that have begun in the past few weeks have been paused until residential education can be resumed.
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| 1. Weekly webinar sessions will be held by the faculty with students halted in the clinical and field internship rotations to present and discuss case studies. The sessions can include a quiz structure to test for knowledge.
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| 1. Course progression:
	1. Administration continues to work with the campus to determine how far into the online delivery of the curriculum/program the course can progress before there is a need to pause the course until labs are once again available.
	2. Two units (topic blocks) can typically be completed without labs, but then the course must be paused until labs are available.
	3. This above applies whether the course is in the early stages or near the end.
	4. The grading policy will be modified due to the lack of ability to conduct labs that are intended to reinforce the classroom content:
		1. Failure of an exam the second time **will not result in dismissal** at that time.
		2. The student will be provided a **third**, and final, testing opportunity **once labs resume** and the individual has completed all the relevant lab components.
		3. Once the labs are complete, the program director will schedule the third attempt.  Scheduling will not be at the discretion of the student.
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| 1. Students will be notified via phone and email if the course is paused and a *Student* *Education Interruption* form completed and signed by each student.
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| 1. Deferred internships
	1. Students will be permitted to request a *deferral* of their capstone field internship but must submit that request in writing and the reasons for the request and should include specific concerns such as an underlying condition (i.e., asthma) that would make them more susceptible to infection.  The conversation with the student should include the nature of EMS work and the routine exposure to infectious diseases.
	2. A counseling form must be completed in each of these situations.  Where shelter-in-place is in effect, the Program Director will have a phone conversation and send the counseling form for student signature by DocuSign.
	3. This is a different situation than the Program pausing the student.  When a student is requesting to defer the internship a counseling form is required.
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| 1. Once normal operations are permitted to resume, the Program Director will revise the Program schedule to accommodate all skills, scenario, and simulation practice and testing.
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| 1. Students will be required to complete all course hours, skills, patient contacts, and competencies to satisfy graduation requirements.
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| 1. Any student wishing to withdraw from the program will follow the normal procedure.
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| 1. Candidate interviews may be scheduled via an electronic platform and decisions to proceed are made by program director. The Entrance Exam will be scheduled once restrictions are lifted.
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| 1. Staff may work remotely with permission from Program Administration and following the sponsor/institution guidelines.
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