



*Emergency Medical  
Services Academy*

## **UNM EMS Academy Policies 2015**

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**THE UNIVERSITY OF NEW MEXICO, SCHOOL OF MEDICINE, EMS ACADEMY  
POLICY ON TECHNICAL STANDARDS FOR, ADMISSIONS, CONTINUATION, AND  
GRADUATION**

Applicants for admission to The University of New Mexico School of Medicine Emergency Medical Services Academy (UNM-SOM EMSA) and current students must possess the capability to complete the entire emergency medical services (EMS) curriculum, achieve the level of Emergency Medical Technician Certification or Bachelors of Science in Emergency Medical Service for which they are enrolled or seeking enrollment, and practice paramedicine with or without accommodation. The University recognizes that otherwise qualified candidates for the EMS programs may be able to meet the technical standards described in this document if provided reasonable accommodation. It should be noted however that the use of a trained intermediary is not acceptable in situations where the candidate's judgment is impacted by the intermediary's powers of selection and observation. Accommodations which cannot be applied in the course of the work, or which would compromise patient care, including accepting slower performance or lower standards of competency than would normally be expected would not be considered "reasonable. Thus the use of personal aids, assistants, care-givers, readers, and interpreters may not be appropriate, particularly in clinical education settings. Students must also be aware that approval for, and the provision of, reasonable accommodations at UNM-SOM EMSA does not mean that similar accommodations would be granted elsewhere or by national licensing review boards.

In accordance with the Americans with Disabilities Act (ADA), The University of New Mexico School of Medicine Emergency Medical Services Academy will implement policy and procedures to ensure equal access to educational opportunities for persons with disabilities. Because graduates of EMS programs must be prepared to assume care for patients in a wide variety of clinical disciplines the education for the paramedic program is, of necessity, broad in nature. An avowed intention to practice only a narrow part of the curriculum does not alter the requirement that all students take the full curriculum.

**TECHNICAL STANDARDS REQUIRED TO PERFORM THE ESSENTIAL FUNCTIONS OF THE  
EMS SCHOOL CURRICULUM**

The EMS curriculum requires demonstrated proficiency in a variety of cognitive, problem-solving, manipulative, communicative, psychomotor, and interpersonal skills. To achieve these proficiencies, the School of Medicine Emergency Medical Services Academy requires that each student be able to meet the following Technical Standards\*.

- A. Observation:** Through independent observation the student must be able to acquire information in the basic medical sciences, including that obtained from demonstrations and experiential activities. The student must also be able to observe and accurately acquire and interpret information directly from the patient as well as from other sources including written documents, images, slides, videos, and films. This level of observation and information acquisition requires the functional use of vision, hearing, and somatic sensation.
- B. Communication:** Students must be able to effectively speak, hear, read and write in a tutorial, classroom, and assessment setting. Student must be able to speak, hear and observe patients in a clinical setting. A student must be able to record

information accurately and clearly, fluently speak and write English, and communicate effectively and in a sensitive manner with patients. A student must also be able to appropriately and professionally communicate with members of the healthcare team in oral and written form and in patient care settings where clinical decisions may depend on rapid communication.

**C. Motor Coordination:** Students must be able to elicit information independently from patients by palpation, auscultation, percussion, and other diagnostic maneuvers. Students should be able to respond to emergency situations in a timely manner and provide when necessary, or direct, general emergency care to the level of their education such as airway management, CPR, placement of intravenous catheters, medication administration, simple wound repair, and basic obstetrical procedures. Such activities require sufficient physical mobility coordination of both gross and fine motor neuromuscular function, functional use of the sense of touch, vision, hearing, and balance and equilibrium.

**D. Physical Demands** (*NHTSA Functional Job Analysis*)

**a. Strength:** Standing (47%)/Walking (50%)/Sitting (3%): Walking and standing are major components of the paramedic job analysis. Sitting is necessary for certain elements of clinical care and for transportation to and from the scene of an emergency.

**i. Lifting/Carrying/Pushing/Pulling:** The EMT is required to assist in lifting and carrying injured or sick persons to ambulance and from ambulance into hospital. May be required to engage in pushing and/or pulling to assist other EMS providers to extricate patient from scenes to include, but not limited to, closed upright vehicles, patient in closed overturned vehicle, patient pinned beneath vehicle, pinned inside vehicle, in vehicles with electrical hazards.

**ii. Climbing/Balancing:** Climbing and balancing may be required to gain access to site of emergency, i.e., stairs, hillsides, ladders, and in safely assisting in transporting patient.

**iii. Stooping/Kneeling/Crouching/Crawling:** Patients are often found injured or sick in locations where assessment of patient is possible only through the EMT stooping, kneeling, crouching, or crawling.

**iv. Reaching/Handling/Fingering/Feeling:** Required for clinical maneuvers such as: assessing pulse; assessing breathing; blocking nose and checking ventilation; lifting chin, head, or jaw for opening airway; following angle of ribs to determine correct position for hands after each ventilation; compressing sternum; assisting in lifting of patient; administering medications through intravenous therapy or other means; and handling of advanced life support equipment such as mirror airway devices. Extension of arms to use hands and fingers to assess vital signs, feel and touch patients skin to assess body warmth, handle limited equipment, and transport patient are important aspects of this position. Finger dexterity needed to insert needles, prepare fluids/medications for administration, and to operate equipment.

- b. **Hearing:** Verbally responding to dispatcher’s messages on phone or radio is necessary for quick, efficient service that can be vital to life in emergency situations. Communication on scene is critical for interviewing patient and in some instances, significant others, and in relaying this information in most expedient manner. Sounds of vehicles may alert the EMT that additional help is on the way. Other sounds can alert the EMT that other persons may be hurt or injured, i.e., someone thrown behind a bush in a vehicle accident who cannot be seen and whose voice may be barely audible.
  - c. **Seeing:** Acuity, Near/ Acuity, Far/ Depth Perception/ Accommodation/ Color Vision/ Field of Vision – Sight is used to drive ambulance to scene of injury or illness, to visually inspect patient and area, to read maps and navigation systems, to read small print on medication/prescription containers, to read drug reference manuals, and to administer treatment.
- E. Intellect:** Students must be able to identify, define, and solve problems in a timely and effective manner. This critical skill demanded of EMTs requires the ability to: work effectively with measurements and calculations; learn and reason in a variety of settings including formal lectures, small group discussions, individual teaching sessions, clinical teaching sessions and independent learning activities; self-evaluate; and integrate, analyze, and synthesize data concurrently in a multi-task setting. In addition, the students must be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures.
- F. Behavioral and Social Attributes:** Students must possess the emotional health and the self-discipline required for full use of their intellectual abilities, the exercise of good judgment, and the timely and safe completion of all tasks and responsibilities. They must be able to adapt to rapid change, to display flexibility, and learn to function in the face of stressful situations and uncertainties. Students must consistently demonstrate honesty, integrity, altruism, empathy, and concern for patients, their families, colleagues, members of the healthcare team and the community at large.

The determination of whether an applicant or current student meets the above standards will be done on an individual, case by case basis utilizing the existing committee structure of the School of Medicine Emergency Medical Services Academy (i.e. Committee on Admissions, Advisory Committee on Students with Disabilities, Promotions and Evaluations Committee [PEC]).

\*“Technical standards” shall mean those minimum standards for EMTs that must be examined and enforced in the admissions process and in the determination whether a recommendation for certification.

## **SPECIAL ACCOMMODATIONS**

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### **Technical Standards and the Policy and Procedure for Requesting Special Accommodations**

Policy on Technical Standards for Admissions, Continuance, and Graduation (Abbreviated)

In accordance with the Americans with Disabilities Act (ADA), the University of New Mexico School of Medicine Emergency Medical Services Academy will implement policy and procedures both in the spirit and the letter of the law to ensure equal access to educational opportunities for persons with disabilities.

Applicants for admission to the University of New Mexico School of Medicine Emergency Medical Services Academy and current students must be able to complete, with or without reasonable accommodations, the entire EMS curriculum to achieve the recommendation for Emergency Medical Technician certification.

The determination of whether an applicant or current student meets the Technical Standards with or without a reasonable modification will be done on an individual, case by case basis utilizing the UNM School of Medicine Committee on Students with Disabilities.

#### Procedure for Students Requesting Accommodations in the EMS Academy Curriculum and/or Evaluation

The following procedure is written to be consistent with the UNM-SOM EMSA Policy on Technical Standards for Admission, Continuance, and Graduation and to guide the student and the representatives of the institution through the process for requesting and evaluating students' requests for reasonable accommodations.

The student will self-disclose their disability if the student can reasonably anticipate the need to request a reasonable accommodation to perform the essential functions of the course of study. The student will request an accommodation from the UNM-SOM Office of Academic Resources and Support (OARS), either prior to matriculation or, in the case of a disability acquired after matriculation, as soon as a disability, for which a reasonable accommodation will be sought, is known or evident. UNM-SOM-OARS will help guide the student in providing or acquiring the documentation needed by the Committee on Students with Disabilities in their deliberations. It is the responsibility of the student to obtain the necessary documentation as requested by the committee. This initial documentation will:

1. Be current, within the last year.
2. Be detailed, comprehensive and include justification pertaining to the requested accommodations based upon two considerations:
  - a. The specific nature of the student's functional impairment of a major life activity.
  - b. The education or testing environment in which the disabled but "otherwise qualified" individual will be functioning.
3. Contain credible supporting evidence from appropriately licensed health care professionals.
4. Include a diagnosis by a competent professional with appropriate expertise who must provide a rationale for any recommended accommodations and must explain how those adjustments or technical aids would cancel or ease the impact of the impairment on the task for which it is sought.

The Committee on Students with Disabilities will determine if the:

1. Student has an adequately documented medical disability that affects the students' major life activity.
2. Requested modifications are appropriate and "reasonable."
3. Accommodation is consistent with the Technical Standards of the institution.
4. Accommodation requested does not compromise the integrity of the educational program.

The Committee on Students with Disabilities will deliberate regarding the four issues noted above with the following determination and make one of the following three decisions:

- I. The Committee on Students with Disabilities will deny the request for disability determination if the disability is not adequately documented. The student may appeal the decision of the Committee to the Associate Dean of Student Services who will review the decision against the four criteria specified above. The Dean of the School of Medicine will consider any appeal of the Associate Dean's decision. All appeals must be made in writing within 10 days of the Committee's written decision.
- II. The Committee will deny the request for accommodation if the disability is sufficiently documented but the accommodation is determined to be unreasonable in the context of the technical standards or an undue burden to the school. The committee's decision that the accommodation is not consistent with the Technical Standards may be appealed to the Education Counsel by the student or student's advocate. This determination is independent of the validity of the student's claim of a disability and can be done while maintaining the student's confidentiality. If the denial is based on the burden to implement the accommodation, it may not be possible to maintain student confidentiality. The Education Council may make the determination or may defer to a vote of the UNM School of Medicine Faculty. If the student desires to appeal the decision, the Dean of the School of Medicine will be the final point of appeal. All appeals must be made in writing within 10 days of the written decision that is the subject of the appeal.

If the accommodation is not granted, the student's options include:

1. Continue in the educational program without the requested accommodation  
-OR-
  2. Not matriculate -OR-
  3. Withdraw from the educational program.
1. The Committee on Students with Disabilities will grant the accommodation if the disability is a) adequately documented, b) the accommodation is both consistent with the disability and reasonable, in accordance with the Technical Standards, and c) the accommodation does not cause an undue burden and it does not unacceptably compromise the integrity of the educational program.  
If an accommodation is granted, the committee shall:
    - a. Place the specifics of the accommodation granted in a confidential file in the EMSA Administrative office.
    - b. Determine whether the accommodation granted will be included in the director's letter and, if so, how it will be worded.

- c. The student will notify the program director in writing when he/she wishes to implement the accommodation. The director will contact the EMSA Staff and Faculty concerned regarding the specifics of the accommodation.
- d. When the Committee on Students with Disabilities grants the overall accommodation, the deadline for notifying the program director will be specified. In general, the following guidelines will be used:
  - i. 4 weeks in advance for extended time for a written examination.
  - ii. 8 weeks in advance for performance-based exams, which may include formative, summative, practical, and comprehensive exams.
  - iii. 8 weeks in advance prior to the start of an internship or course for accommodations that impacts the daily activities within the program.
- e. If the student does not make the request for the accommodations granted by the committee within the stipulated time frame, the student will forfeit the right to have that accommodation during that particular course or internship.
- f. Once granted, the accommodation will be arranged, if requested by the student, for all core courses, and internships. However, if an elective or sub-internship is unable to provide the accommodation, an alternative educational opportunity will be designated by the Committee. The Committee on Students with Disabilities will be available to assist clinical coordinators in developing appropriate mechanisms to provide the accommodations.
- g. If the student wishes to exercise his/her accommodation during a visiting elective away from UNM, the student must notify the host school during the original scheduling period to verify that the host school is willing and able to provide the accommodation approved by the Committee.

The Committee on Students with Disabilities will consist of individuals who are knowledgeable about both specific disabilities as well as the requirements of paramedic education and should include, but not be limited to, representation from university counsel, educational diagnostics, neuropsychology, psychiatry, neurology, general/primary care, surgery, and the Assistant Dean of Admissions. The Chair of the Committee of Students with Disabilities will be appointed by the Dean for three years. Members of the Committee will be appointed by the Chair for staggered terms of two years.

## Professional Conduct Policy

Students are expected to display professional behaviors that are consistent with the public's and employer's expectations of paramedics. You will be evaluated by instructors and preceptors to ensure that your comportment is always appropriate. The EMS Academy has a responsibility to the public to up hold the professional standards of the EMS field. Students are responsible for adhering to the following policy **any time** they are at the Academy, while participating in any EMS Academy program activity, and while in EMS Academy uniform, whether or not they are actively engaged in a EMS Academy program.

As students at the University of New Mexico, the UNM Student Code of Conduct also applies to EMS Academy students. You are encouraged to review the UNM Student Code of Conduct, which is found in the Pathfinder, the UNM Student Handbook at <http://pathfinder.unm.edu/campus-policies/student-code-of-conduct.html#studentcode>. In addition to the UNM "Pathfinder" Student Code of Conduct, the following infractions will result in referral to the PEC. They may result in immediate dismissal from the program.

- Ingestion of drugs or alcohol prior to or during any program activity.
- Carrying a weapon while engaged in any program activity or while wearing an EMS Academy student uniform. *Note: This does not include multitools, or pocket knife with 3" blade or less.*
- Unauthorized use or possession of any EMS Academy property, or the property of any hospital, EMS service, or other organization or institution with which the Academy is affiliated, including testing materials.
- Unprofessional behavior in any aspect of EMS education.

### Teamwork and Personal Effort:

- It is one of the primary goals of the EMSA to instill a commitment to teamwork among its EMS students. Therefore, the students shall cooperate, support and assist each other whenever necessary.
- The student's best effort is expected at all times.

### Courtesy

- At all times students will demonstrate compassion, respect, concern for others, teamwork, leadership, and a commitment for excellence.
- Students shall always exhibit courteous behavior and professionalism toward all patients, staff, instructors, fellow students, members of the EMS service, Hospital staff, and other individuals they encounter.
- Students will initiate a polite greeting to all individuals they encounter and they will respond appropriately to any greeting directed to them.
- Students will refer to EMS Academy faculty and staff, preceptors, and clinical staff by their last name with the appropriate prefix (Dr., Professor, Mr., Ms., etc.).

### Respect for Others

- Respect will be shown to all members of the Instructional staff, staff, fellow students, preceptors, clinical staff, and anyone the student encounters.
- Disrespect or abusive language toward any individual or group shall be considered unprofessional behavior.
- Students shall respect the rights of all individuals and will not engage in

discrimination, oppression, or favoritism.

- Smoking on university or clinical site grounds in designated areas only.

#### Electronic Devices

- Laptops, Pads, PDAs or other electronic data devices are allowed only with expressed permission of the instructor.
- Lectures may be recorded only with the instructors explicit permission.
- All cell phones and pagers will be turned off at all times during class. Appropriate breaks will be provided. The EMS Academy main telephone number (see front desk for number) can be used as emergency contact. Excessive disruption of class due to cell phone or pager use may be grounds for disciplinary action. Cell phones that ring during an exam will result in the student being asked to leave the room and a score of zero will be awarded. During testing times students will not look at any electronic device.

UNM student "Code of Conduct" will be in effect at all times while a student participates in the EMS Academy offerings. Detailed information can be found at

<http://pathfinder.unm.edu/campus-policies/student-code-of-conduct.html#studentcode>

## Professional Appearance Policy

This section establishes specific regulations for wearing uniforms and related equipment. EMS Academy students shall wear only those uniform items officially sanctioned by the EMS Academy, and are required to be in uniform **any time** they are at the Academy and while participating in any EMS Academy program activity.

Official Uniform and Equipment -- The EMS Academy requires the neat and uniform appearance of all students during clinical education. EMS academy instructors and preceptors may dismiss students from the clinical site at their discretion for appearance outside the requirements of this dress code. The instructor and the preceptor has sole discretion on appropriateness of attire and may dismiss students from class or clinical for inappropriate attire or appearance. Violations of this dress code may result in disciplinary action.

### Uniform

- Black EMS pants or BDUs
- Black or dark blue socks at least mid-calf high. No anklets – no skin showing between top of footwear and bottom of pants
- Black boots or shoes with appropriate ankle support -- boots above the ankle are required for pre-hospital shifts – no heels higher than one inch
- Black belt
- EMS Academy polo uniform shirt (to be purchased from EMS Academy), worn tucked in
- Hats may be worn, if they are EMS Academy approved/accepted
- Sunglasses may be worn only when class meets outdoors
- Optional: Plain turtleneck, vest or jacket, of a color exactly or closely matching with the uniform shirt, without identifying writing

### Underclothing

- Plain white or black t-shirts with no graphic or writing on them may be worn as part of the uniform. The T-shirt sleeves shall be no longer than the uniform shirtsleeves.
- Other appropriate personal underclothing shall be worn.

### Equipment

- Watch that counts seconds (digital or analog – a cell phone may not be used)
- Stethoscope
- Penlight
- EMS shears
- Approved Protective eyewear (with clear lenses)

*Note: Students are required to comply fully with all clinical sites policies on piercing, tattoos, and grooming standards. Variations of this dress code may exist at specific medical facilities or within particular units, such as the Operating Room (OR) and Office of the Medical Investigator (OMI). In these cases students will receive instructions from an EMS Academy instructor, or the preceptor, and be directed to the changing area.*

### Uniform Maintenance

- Students shall be responsible for keeping all uniform articles clean and in good

repair. Uniform shirts are to be kept clean and pressed.

- Uniform pants will be kept clean and pressed. They will be plain bottom leg, hemmed no shorter than to the top of the back of the shoe. Pants will be worn at the natural waistline, not on the hips.

### Personal Appearance and Grooming Standards

These standards will apply to both men and women unless otherwise specified. These standards are for both classroom and clinical settings, and during any EMS Academy program activity, regardless of location.

- No excessive cologne or perfume
- No excessive make-up
- Piercings will be limited to modest ear studs or clear gauges/plugs, worn in the lobe of the ear. No dangling Piercings. All piercings will be in compliance with clinical site policies.
- Hair will be clean, neat, well trimmed, and properly combed at all times. Hair will not contain excessive amounts of grooming aids such as grease, creams, oils, and sprays.
- Hairstyles shall be within the following restrictions:
  - Hair that touches the shoulder or is longer must be pulled back during all skills and clinical rotations.
  - Hair may be dyed, tinted or frosted only in colors naturally occurring in human hair.
- Facial Hair: will be clean, neat, well trimmed, and properly combed at all times when reporting for class and clinical.
  - Sideburns
    - will be kept neatly trimmed
    - shall not be flared, bushy or a similar style (such as "muttonchops")
    - shall not extend lower than one-third the way down from the top of the ear, and shall end in a clean horizontal line
- All personnel will have fingernails that are clean and neatly trimmed so as not to extend more than 1/2" beyond the fingertip. Nails are not to interfere with the efficient operation of medical equipment and patient care. Overlay, such as acrylic or solar or other "false" nails shall not be worn during clinical rotations due to infectious disease concerns.
- No necklaces or bracelets are allowed.
- Tattoos must be in compliance with clinical site policies for clinical rotations

The field of prehospital medicine expects a high standard of comportment from students. The preceding policies, in practice, exhibit the following professional values, which are expected from students at all times.

- Integrity
- Professionalism
- Leadership
- Empathy
- Teamwork

- Diplomacy
- Effective time management
- Confidence
- Respect for others
- Effective communication

## **Paramedic Program Tardy and Absentee Policy**

Student attendance is required at all scheduled classes, mandatory study sessions, labs, clinical assignments and internship. You are to report to class, clinicals and internship shifts **15 minutes before the beginning of the class/shift start time**, and ready to work at the beginning of your scheduled shift. Violations of this policy may result in corrective and/or adverse action, up to and including, program dismissal.

**\*This policy is a minimum requirement. If the policies of the Service where a student's clinical or internship is being held are more stringent than the Academy's policies, the Service's policies prevail. This holds true for any section of this policy that refers to clinical and/or internship shifts.**

### **Absenteeism**

Absenteeism will be addressed with either a verbal or written warning or, in the case of excessive violations (explained in detail below), referral to the Promotion and Evaluation Committee (PEC) for review of the student's status in the paramedic program. If a student misses any class, study hall, clinical shift or internship shift s/he is responsible for the material covered in that session as well as any missed examinations or assignments. Any course work due on the date of a scheduled absence remains due on that date unless otherwise stipulated by the course faculty and indicated on the required absence record form (see absence record form).

### **Tardy**

A student reporting, and ready to work, to a class, study hall, clinical shift or internship shift later than the scheduled start time is considered tardy. If a student misses 25% or more of a class, study hall, clinical shift or internship shift, that student is considered absent for that class, study hall, clinical shift or internship shift. Occurrences of tardiness will be addressed with either a verbal or written warning or, in the case of 5 or more violations in any one class, study hall, clinical shift or internship shift, referral to the PEC for review of the student's status in the paramedic program.

### **Absenteeism**

Up to 4 days total of absence allowed per class, study hall, clinicals and/or internships per semester may be granted by the course faculty for extenuating circumstances. Occurrences of 5 absences or greater in any class, study hall, clinical shift or internship shift will result in referral to the PEC for review of the student's status in the paramedic program.

### **Absence Due to Temporary Illness**

For absences due to temporary illness greater than 4 consecutive days due to illness, refer to leave of absence policy.

### **Absence Record Form**

***Students must submit an Absence Record form in advance, unless not possible, completed and signed by the faculty responsible for the class, study hall, clinical shift or internship shift missed every time they are, or expect to be, absent. Forms not submitted in advance must be submitted on the first day of return to the program. If the appropriate faculty member is not on-site at the Academy that day, turn in your form to the paramedic program administrator for***

***appropriate signature. Submission of absence record forms past the first day of return to the program automatically renders the work missed with a grade of zero.***

### **Excessive Absenteeism**

5 non-consecutive absences for any one class, study hall, clinical and/or internship shift will result in referral to the PEC for review of the student's status in the paramedic program.

### **Medical Leave of Absence / Light Duty**

Medical leave of absences from the program or requests for light duty may be granted by the PEC. Absences of 4 days or less are not eligible for medical leave of absence request.

### **Leave of Absence**

Leave of absences from the program may be granted by the PEC for extenuating circumstances. Absences of 4 consecutive days or less are not eligible for leave of absence request.

## **Paramedic Program Tardy and Absentee Procedures**

### **Tardy**

1. First and second Tardy occurrence: Verbal warning for each occasion.
2. Third and fourth Tardy occurrence: Written warning for each occasion.
3. Fifth occurrence: Referral to the PEC for review of student's status in the Paramedic Program.

If a student misses 25% or more of a class, study hall, clinical shift or internship shift, that student is considered absent for that class, study hall, clinical shift or internship shift.

### **Absence**

- Student must submit an Absence Record form, in advance unless not possible, completed and signed by the faculty responsible for the class, study hall, clinical shift or internship shift missed.

### **Absence Due to Temporary Illness**

- On the day of returning to the program, students submit an Absence Record form, completed and signed by the faculty responsible for **each** class, study hall, clinical shift or internship shift missed.
- Absence will be recorded by the Program administrator.

For absences greater than 5 consecutive days due to illness, refer to medical leave of absence procedure.

### **Excessive Absenteeism**

- If a student reaches the threshold of any combination of 5 absences for any one class, study hall, clinical and/or internship shift that student will be

notified in writing that they are being referred to the PEC for review of the student's status in the paramedic program.

### **Leave of Absence / Limited Participation**

To be eligible for light duty or a medical leave of absence from the program the student must:

1. Submit an Absence Record form for **each** class, study hall, clinical and/or internship shift to be missed, signed by the faculty responsible for that class, study hall, clinical and/or internship shift, and indicating that this is for Leave of Absence. Additional supporting documentation may be required to thoroughly explain the reasons for the request.

*Note: The Paramedic Program Director must approve or disapprove the request for leave of absence and the student will be informed in writing. If the request is approved, the PPD will determine when the leave is effective, and when the student must report back to program. Any changes in the leave of absence must be reported to the EMS Programs Director and may require review and approval by the PEC. If the leave of absence or light duty request exceeds the ability of the student to adequately continue in ALL courses, the PEC may direct the student be recycled in the next available equivalent course(s). Retesting and competency verification may be required for a recycled student.*

2. If the request is due to a medical condition, in addition to the Absence Record form, the student must:
  - a. Present a licensed provider certificate (Doctors note) to include: MD, DO, NP, and PA (No other medical practitioner's certificate will be accepted) detailing the light duty restrictions and requirements or the reasons for the medical leave of absence, including beginning and ending dates.
  - b. The student must complete a HIPAA release form available at the Academy.
  - c. To return to the program after a light duty or medical leave of absence, the student must present to the EMS Programs Director a Fit for Duty form, available at the Academy, completed and signed by a licensed provider to include: MD, DO, NP, and PA. No other medical practitioners will be accepted. The provider must indicate the student is eligible for a full return to duty. No student will return to the program without the required approved documentation.

### **Professional Conduct and Test Ethics Policy**

Students are expected to abide by the Honor Code signed upon entering medical school/EMS Academy courses. Behavior which subverts the integrity of the examination process for oneself or others is unacceptable. Such behavior includes but is not limited to:

#### **Before an examination**

1. Seeking and/or obtaining access to examination materials prior to test administration.
2. Unauthorized entry into the area where test materials are being prepared.
3. Unauthorized reproduction and/or dissemination of test materials.

#### **During an examination**

1. Sharing information about any of the test materials including simulation (electronic, human or mechanical) and paper cases.
2. Possessing unauthorized materials during an examination. This includes reviewing instructions on outer doors for standardized patient encounters more than 5 minutes before the scheduled testing time.
3. Leaving the test area without authorization.
4. Possessing and/or using recording devices.
5. Possessing and/or using unauthorized study aids.
6. Giving or receiving information during the examination.
7. Sharing information, resources or reasoning on problems meant to be solved by individuals.
8. Theft of examination materials.
9. Disruptive behavior which affects other examinees, standardized patients, or staff. Communication and signaling devices must be off.
10. Making reference notes of any kind during the examination, except on paper provided.  
All written notes must be deposited in the designated area before moving forward to the next testing activity.
11. Unauthorized reproduction and/or dissemination of test materials.

#### **After an examination**

1. Sharing information about any of the test materials including simulation (electronic, human or mechanical) and paper cases.
2. Altering or misrepresenting examination scores.
3. Unauthorized reproduction and/or dissemination of test or copyrighted materials.

**IRREGULAR BEHAVIOR WILL BE INVESTIGATED AND REVIEWED.**

### **Inclement Weather Policy**

The University and EMS Academy make every effort to conduct class as scheduled, but recognize that inclement weather may make holding class impractical or impossible. This issue is complicated by the fact that students complete clinical rotations as a part of the paramedic program throughout the area and that weather conditions can vary widely in the area. The UNM inclement weather number is 505-277-SNOW. Students can also sign up to receive text alerts regarding the University, which includes closings, at <http://loboalerts.unm.edu/>

If the radio or TV has announced that the University is closed due to inclement weather, clinical attendance will not be required by the program. You may complete your scheduled clinical shift if the weather in that area permits. If classes have not been cancelled but severe weather conditions prevent you from safely reaching your assigned clinical site, please contact the clinical coordinator.

**UNIVERSITY OF NEW MEXICO SCHOOL OF MEDICINE  
HEALTH PROFESSIONAL AND PUBLIC HEALTH PROGRAMS  
STUDENT DUE PROCESS POLICY**

**I. Introduction**

This University of New Mexico Health Professional and Public Health Programs Student Due Process Policy (hereafter “Due Process Policy”) outlines for students, faculty and administrators in the School of Medicine Health Professional and Public Health Programs (HP/PHP), the course of action that is available to a HP/PHP student should his or her individual program take either an adverse or corrective action against the student for failure to maintain the academic, professional and/or ethical requirements and standards of the program.

The individual programs that make up the HP/PHP and that follow this Due Process Policy are: Occupational Therapy, Physical Therapy, Emergency Medical Services and Emergency Medical Services Academy, Medical Laboratory Sciences, Public Health, Physician Assistance Program, Radiologic Sciences and Dental Hygiene. Each of these individual programs must have a student guide/handbook made available to its students that includes, at a minimum, the program’s (1) academic requirements; (2) professionalism and/or ethical requirements and standards; (3) a description of the program’s process for dismissing a student or otherwise sanctioning a student for failing to meet program requirements; and (4) a copy of this Due Process Policy.

The individual programs that make up the HP/PHP are responsible for monitoring their students’ performance and compliance with academic, professionalism and ethical requirements and standards. The individual programs decide whether to dismiss or suspend a student or take other action for unsatisfactory performance pursuant to program policies and procedures. As discussed below, a student can appeal the program decision pursuant to this Due Process Policy.

**II. Adverse and Corrective Action Defined**

The distinction between an adverse and corrective action is important. Adverse actions are those that separate the student from his or her HP/PHP and include dismissal and suspension. Also, requiring a student to repeat a significant part of the program’s curriculum so that completion of the program will be delayed by more than one semester is an adverse action.

A corrective action involves the program imposing an educational prescription that, in the opinion of designated program faculty, is necessary in order to improve the student’s performance. Corrective actions include, but are not limited to, requiring a student to take a specific course, narrowing the choice of elective courses, mandating a student meet with a

program advisor regularly, and mandating additional professionalism training.

Adverse actions are subject to being appealed by the student as provided for in Sections III through VI herein. Corrective actions cannot be similarly appealed by the student, but may be reviewed at the student's request as provided for under Section VIII of this Due Process Policy.

### **III. Appeal of Program Decision Imposing Adverse Action**

A student who disagrees with the HP/PHP decision imposing adverse action is entitled to appeal that decision to HP/PHP Evaluation Committee. The request for appeal must be made in writing to the Assistant Dean for HP/PHP, stating the reasons why the student disagrees with the HP/PHP decision, and must be received by the Assistant Dean within fifteen (15) days after the student receives the program's written letter imposing adverse action. If the student fails to notify the Assistant Dean within fifteen days, this shall be considered a waiver of his/her right to appeal the adverse action and the HP/PHP's decision shall be final for the University of New Mexico.

### **IV. Formation of a HP/PHP Appeals Committee**

When an appeal is timely made by a student, the Assistant Dean for HP/PHP will form a HP/PHP Appeals Committee consisting of four (4) faculty members from the HP/PHP Evaluation Committee and one (1) student in good academic standing from the same program but a different class/cohort than the student bringing the appeal.

The HP/PHP Evaluation Committee will consist of one faculty member from each program appointed by the director of the program and up to three (3) members appointed by the Assistant Dean for HP/PHP. Evaluation Committee members serve a 3-year term which may be renewed for one additional 3-year term. Ideally, the Evaluation Committee will have a mixture of experienced and new members. Members will receive an orientation when appointed to an Appeals Committee, including a review of this Due Process Policy and any relevant policies from the appealing student's program.

The Assistant Dean of HP/PHP will review the composition of the Appeals Committee with the student making the appeal. If the student objects that any member is biased against the student or otherwise may not be a fair Appeals Committee member, the Assistant Dean will consider the student's objections and decide whether to remove the members. The Assistant Dean's decision is final. If a Committee member is removed for cause, the Assistant Dean will appoint a new member if one is available from the HP/PHP Evaluation Committee. If a new member is not available, the Appeals Committee will proceed to hear the appeal with three faculty and one student member. The Appeals Committee will select one of its faculty members to serve as chair.

## **V. Review of Appeal by HP/PHP Appeals Committee**

The Appeals Committee will accept relevant documentary evidence for review from the student and the director of the program that took the adverse action. Each party will be provided with a copy of the other's submission. The Appeals Committee will conduct individual interviews with the student, director and faculty from the program that took adverse action and others with relevant information. The Appeals Committee will decide who will be interviewed. These interviews will be tape recorded and the student will be offered an opportunity to listen to the tapes. The student will not attend the actual interviews. After the Appeals Committee concludes its interviews, if it has additional questions for the student and/or if the student wants to respond to statements from any of the witnesses, the student will be offered another opportunity to meet with the Appeals Committee.

After all of the interviews have been completed, including the final interview with the student, the Appeals Committee will deliberate in closed session. Within thirty (30) days of completing the interviews, the Appeals Committee will decide the appeal by a vote (simple majority) of its members and issue its written decision, which will include its rationale. The final decision will be to uphold or overturn the adverse action imposed on the student by the program. The student and the program director will each be sent the Appeals Committee's decision.

In arriving at its decision, the Appeals Committee shall not overrule the academic judgment of a faculty member in the program on the assignment of grades to the student. The Appeals Committee should, as appropriate in the case, consider: (1) whether the program followed its own policies governing student performance, advancement and program completion; (2) whether the evidence supports the program's decision; and (3) whether the student has significant new information that bears on the program's decision that was not available to the student when that decision was made. If the Appeals Committee finds that the student has significant new information, the appeal shall be referred back to the student's program for reconsideration of the adverse action in light of that information. If the program affirms the adverse action, the student may request review by the Appeals Committee. The Appeals Committee will consider any additional relevant evidence and/or witness interviews and issue its written decision within thirty (30) days.

## **VI. Appeal to the Assistant Dean of HP/PHP**

If either the student or the program director is dissatisfied with the decision of the Appeals Committee, he or she may appeal to the Assistant Dean of HP/PHP in writing within thirty (30) days of receipt of the Committee's decision. Failure to submit a timely appeal means that the student and/or program director waive their right to appeal and the decision of the Appeals Committee shall be final for the School of Medicine.

The Assistant Dean of HP/PHP will review the appeal, the student's academic record, the program's decision imposing adverse action, the Appeals Committee's decision and any

other documents in the student's program file. Additionally, the Assistant Dean may meet with the student and/or the program director. The Assistant Dean of HP/PHP will issue a written decision on the appeal and send a copy to the student and the program director.

## **VII. Appeal to the Dean**

Either the student or the program director may appeal the decision of the Assistant Dean of HP/PHP to the Dean of the School of Medicine in writing within thirty (30) days of receipt of the Assistant Dean's decision. Failure to submit a timely appeal means that the student and/or program director waive their right to appeal and the decision of the Assistant Dean shall be final for the School of Medicine.

The Dean will review the student's academic record; the decisions of the program, HP/PHP Appeals Committee and Assistant Dean and any other documents in the student's program file. Additionally, the Dean may meet with the student and program director. The Dean's decision is final for the School of Medicine.

The student may request discretionary review of the Dean's decision by the President of UNM and the Board of Regents. The President and the Board of Regents will normally accept review only in extraordinary cases, such as where proper procedures have apparently not been followed, where the decision appears to be unsupported by the facts, or where the decision appears to violate University policy.

## **VIII. Review of Corrective Action**

As stated in Section II herein, a student is not entitled to go through the appeals process described above to dispute corrective action imposed by his or her program. If the student believes that the corrective action is fundamentally flawed, unfair or otherwise inappropriate, the student may request review by the School of Medicine Senior Associate Dean of Education. The student shall present his or her reasons for disputing the corrective action in writing. The Senior Associate Dean of Education may meet with the student and may discuss the matter with the program director and faculty and the Assistant Dean of HP/PHP, as the Senior Associate Dean deems appropriate. The decision of the Senior Associate Dean of Education is final for the University of New Mexico and is not subject to discretionary review by the President or the Board of Regents.

## **IX. General Provisions**

Minor decisions from this Due Process Policy are permitted so long as they do not substantively impact the due process rights of the student.

For good cause, the time limits for written decisions to be made can be extended. Good cause includes the fact that a deadline falls during school holidays, vacations or summer session if parties or decision makers are absent. Any such time extensions should be communicated in writing to all interested parties and the decision will be made thereafter as

expeditiously as possible.

The University of New Mexico HP/PHP reserves the right to make changes to this Due Process Policy as it deems necessary, with the changes applicable to all students then in attendance in a HP/PHP.

## **Drug and Alcohol Policy**

### Use and Possession of Alcohol on University Property

University policy strictly governs the use of alcohol on University property. Except for specific places and events identified, the use of alcohol is prohibited on University property by students, employees and visitors. Using or possessing alcohol on campus is a violation of state law if you are under the age of 21 years and subjects you to possible arrest by UNM police. It is also a violation of the UNM Student Code of Conduct and subjects you to possible disciplinary action by the Dean of Students Office. You can review UNM's Use of Alcohol on University Property Policy at <http://www.unm.edu/~ubppm/ubppmanual/2140.htm>.

### Illegal Drugs and Alcohol

UNM's complete policy on Illegal Drugs and Alcohol can be found at <http://research.unm.edu/policiesprocedures/drug.html>. Briefly stated here:

The unlawful manufacture, distribution, dispensing, possession or use of controlled substances or alcohol on UNM property or as part of any of its activities by any member of the University of New Mexico community - faculty, staff or student - is strictly prohibited. As a condition of continued registration and enrollment, any student of the University of New Mexico shall abide by this policy.

This Policy on Illegal Drugs and Alcohol is adopted pursuant to federal laws and because of the commitment of the University of New Mexico to an environment for the pursuit of its educational mission free of drugs and the illegal use of alcohol. Drug and alcohol abuse on campus and in the clinical and internship setting poses a serious threat to the health and welfare of faculty, staff and students; impairs work and academic performance; jeopardizes the safety and well-being of employees, students and members of the general public; and conflicts with the responsibility of the University of New Mexico to foster a healthy atmosphere for the pursuit of education, research and service.

In addition to UNM's policy, the EMS Academy also reserves the right to require students to undergo drug and/or alcohol testing at any time. Students who violate the Illegal Drugs and Alcohol policy, refuse to be tested, provide false information, or fail to cooperate in a investigation regarding drug or alcohol use shall face disciplinary action, up to and including expulsion. For more detailed information, students should refer to the Student Code of Conduct and related policies printed in The UNM Pathfinder and/or contact the Dean of Students Office.

