

PNCCTsm STUDENT INFORMATION HANDBOOK

Welcome to PNCCTsm!

Thank you for choosing UMBC for your critical care education. We are very pleased to have you in our course and wish to provide you with some administrative guidelines. We ask that you familiarize yourself with the contents of this handbook as we have provided a great deal of information to assist you throughout the course. We hope that you will find this handbook useful in answering many of the questions that you may have.

| | |
|--------------------------------------|--|
| ACADEMIC INTEGRITY AND ETHICS | <p>Academic integrity is an important value at UMBC and the Department of Emergency Health Services. By enrolling in the PNCCTSM course, each student assumes the responsibilities of an active participant in UMBC's scholarly community in which everyone's academic work and behavior are held to the highest standards of honesty. Cheating, fabrication, plagiarism, and helping others to commit these acts are all forms of academic dishonesty, and they are wrong. Academic misconduct could result in disciplinary action that may include, but is not limited to, suspension or dismissal from the PNCCTSM program. Rigorous standards allow UMBC students, faculty, and administrators, as well as scholars and employers in the larger community, to trust that the work that students submit is the fruit of their own learning and academic effort.</p> <p>All members of the UMBC community are expected to make a commitment to academic honesty in their own actions and with others. The following activities are examples of academic misconduct that are not tolerated by UMBC. (Other situations will be considered on an individual basis and reviewed as to whether the incident violates the standards set forth as an EMS professional.)</p> <ol style="list-style-type: none">1. Cheating2. Lying3. Unethical behavior4. Stealing5. Lack of respect for authority6. Lack of respect for fellow students7. Illegal substance use8. Plagiarism9. Fabrication10. Facilitating academic dishonesty <p>Students are expected to behave in a manner consistent with the UMBC Policy for Academic Misconduct in Undergraduate Courses and the Student Conduct Code. Both of these documents are contained on the UMBC web page www.umbc.edu.</p> <p>*In addition to UMBC policies, your course site may place additional policies and procedures in place. Please refer to the individual site for further standards and regulations.</p> |
|--------------------------------------|--|

PNCCTSM STUDENT INFORMATION HANDBOOK

| | |
|-------------------------------------|--|
| ATTENDANCE | <p>100% class attendance is mandatory</p> <ul style="list-style-type: none"> - <u>While class times vary, we expect you to arrive 15 minutes early</u> to sign-in for the day and take your seat so that the lectures may start promptly at the assigned time. - Any person missing a lecture or day in whole <u>will not</u> be eligible to take the final exam. - Any person missing a significant portion of any lecture WILL be prohibited from taking the final exam. |
| PNCCTSM MATERIALS | <ul style="list-style-type: none"> - PNCCTSM materials are copyrighted and are not permitted to be copied in part or in whole for use outside of a UMBC sponsored PNCCTSM program. - The PNCCT logo is a trademark owned by UMBC. It may not be used without the express written permission of UMBC on any clothing, materials, goods, products, services, websites, stickers, patches, pins, slides, ambulances, and/or similar area, etc. - <u>Printouts of the PowerPoint slides will not be provided – please do not ask either your coordinator, instructional faculty or UMBC for these materials!</u> - <u>Electronic versions of the PowerPoints will not be provided – please do not ask either your coordinator, faculty of UMBC for these materials!</u> - All testable material and info contained on the presentation slides is available in the student Resource Guide. |
| CELL PHONES | <ul style="list-style-type: none"> - Cell phones and pagers should be turned off or to vibrate. Please do not make or take phone calls during the lectures. - If you consistently leave the classroom for phone calls, it will be considered an absence and will prohibit you from taking the final exam. - Please be considerate and do not text during class! |
| CLOTHING | <ul style="list-style-type: none"> - PNCCT patches and pics are available for purchase thru UMBC only. Please visit our website upon successful completion of your course. http://ehspace.umbc.edu/ |
| CONTINUING EDUCATION | <ul style="list-style-type: none"> - Continuing education hours will be awarded via CAPCE (Commission on Accreditation for Prehospital Continuing Education) www.capce.org. - You will be provided with a certificate and paperwork suitable for National Registry re-registration purposes <u>at the end of the course</u>. - If you do not successfully pass the final exam or are not eligible to sit for the final exam, you will receive a certificate of attendance suitable for recertification and continuing education purposes. - It is YOUR responsibility to provide the course coordinator with your demographic and licensure information by the end of the first day of class. If you do not verify the correct |

PNCCTsm STUDENT INFORMATION HANDBOOK

| | |
|---|---|
| | <p>spelling of your name, as well as, your address and licensure info we will not be able to provide you continuing education contact hours for the course. Information will not be accepted post-course.</p> |
| <p>DISCRIMINATION/ ABUSE/ HARASSMENT</p> | <p>The UMBC PNCCTsm Program admits students without regard to their race, religion, color, sex, age, sexual orientation, or national or ethnic origin to all rights, privileges, programs and other activities generally accorded or made available to students. The UMBC PNCCTsm Program does not discriminate on the basis of race, religion, color, sex, age, sexual orientation, or national or ethnic origin in the administration of its educational policies or registration policies.</p> <p>It is unacceptable for any person involved in offering the course to discriminate against, abuse, or harass any person because of his/her sex, race, color, national origin, or religion. Individuals engaging in this behavior may be subjected to dismissal from the program or not allowed to partake in future PNCCTSM offerings.</p> |
| <p>DISMISSAL FROM THE PROGRAM</p> | <p>UMBC is granted the privilege of dismissing students from their program for violation of PNCCTSM Policies and Procedures. A detailed description of events with names, dates and examples; names of personnel involved in decision making process; restitution and/or any refunds made to student(s); ramifications and impacts on remainder of participants or quality of program; and steps which were taken to reach final decision for dismissal must be in writing and will be kept as part of the course records.</p> <p>Your course site is also granted this privilege following proper procedures and will notify UMBC. Students dismissed will not be eligible to sit for the exam and may be barred from attending future offerings.</p> |
| <p>FINAL EXAM</p> | <ul style="list-style-type: none"> - The exam is 100 multiple choice questions. - Passing score is a 70% out of 100 questions - Exam results will NOT be released until all students have completed the exam! - In order to protect test integrity, exams are not returned to students after grading for review. - Copies of all licensure and certifications must be on file prior to exam day. Students without a professional license will not be eligible to sit for the final exam. - You are not permitted to bring your cell phone/pda/iPhone or any other electronic device to the exam. - You are not permitted to use any student guides, reference materials, handouts or other supplemental materials for the exam. |

PNCCTSM STUDENT INFORMATION HANDBOOK

| | |
|--------------------------------------|--|
| | <ul style="list-style-type: none"> - <u>IF YOUR SITE MANDATES PRE-REQUISITES:</u> If you are missing one certification, you may sit for the exam but your exam will not be graded until the missing document is submitted nor will you receive a certificate packet and pin or patch. - If you are missing two or more certifications, you will be prohibited from sitting for the final exam. - <i>Please note that there is a three (3) hour exam time limit.</i> |
| INTERNET | <ul style="list-style-type: none"> - PLEASE REFER TO YOUR COURSE SITE FOR POLICIES REGARDING THE USE OF INTERNET. <p>If your laptop has wireless capabilities, please remember that “surfing” during class sessions is strictly forbidden and should be done during breaks and/or lunch.</p> |
| LAPTOPS | <ul style="list-style-type: none"> - PLEASE REFER TO YOUR COURSE SITE FOR POLICIES REGARDING THE USE OF COMPUTERS/IPADS OR SIMILAR DEVICES. - Laptops may be used for note taking purposes ONLY in UMBC courses. - No recording (audio or visual) is permitted. - No cameras of any kind are permitted. |
| UMBC/PACE CONTACT INFORMATION | <p>Website: http://ehspace.umbc.edu/ Email: ehspace@umbc.edu</p> |
| SELF ASSESSMENT EXAM | <p>The Self-Assessment Exam can be used when preparing for the final examination. There 100 questions on the exam. All of the exam questions are derived from the recommended textbooks, PowerPoint presentations, and student resource guide.</p> <p>Students are encouraged to recognize their mistakes and research the correct answer. Although the final examination is reflective of the pre-test, no questions from the self-assessments will appear on the final exam.</p> <p>Questions related to the self-assessment should be directed to the attention of your Coordinator, faculty or Medical Director.</p> |
| STUDENTS W/ DISABILITIES | <p>To assure equal access to educational opportunities for disabled individuals, a student with a documented disability will receive “Reasonable Academic Accommodations”.</p> <p>A student with a disability may be one with a temporary or permanent disability that is attributable to a medical condition, psychiatric condition, sensory, physical, cognitive or learning impairment or a combination of such impairments which results in: a reduced ability to access educational services and a need for support services to overcome these barriers.</p> |

PNCCTsm STUDENT INFORMATION HANDBOOK

| | |
|------------------------------|---|
| | <p>A prospective student with a disability is responsible for disclosing the nature of their disability and their special needs in the initial phases of the course to facilitate learning, comprehension and inclusion in course activities.</p> <p>Reasonable accommodations should be based on individual disability needs; allow the most integrated experience possible; not compromise the essential requirements of the course for all students; and not pose a threat to personal or public safety.</p> <p>Students who claim academic disabilities <u>after</u> the beginning of the course must follow the recommendations of the Coordinator and/or Medical Director who may provide optional remediation, additional practice scenarios, lessons, or one-on-one review to determine eligibility to sit for the final exam.</p> <p>Any student that uses their disability with malicious intent will be dismissed from the program without prior warning.</p> <p>Students with a properly documented academic disability may be granted an extension on the time limit for the final exam ONLY with prior approval from UMBC.</p> |
| <p>PRE-REQUISITES</p> | <ul style="list-style-type: none"> - Students are required to have a current professional license (EMT-P, RN, etc). Students must provide proof of professional licensure upon registration and/or by the end of the first day of class. - Current certification in CPR and PALS/PEPP or ENPC are also required. - Students with proficiency in anatomy and physiology, biology, pharmacodynamics, med math, and chemistry will be best prepared for the course. |
| <p>READING LIST</p> | <ul style="list-style-type: none"> - A reading list with textbooks specifically chosen to assist you in the course is available to you thru your coordinator and/or the UMBC website. |
| <p>STUDYING</p> | <ul style="list-style-type: none"> - It is expected that students will spend 2-4 hours of study time for each day of class. - Students are responsible for preparing themselves for the course material and researching areas of unfamiliarity and clarifying confusion with their coordinator and faculty. - Students are reminded that this class is a unique continuing education program that is both challenging and fast-paced. - Students entering this class are expected to have a working knowledge of A&P, Pharmacology, and willing to prepare themselves adequately for critical care topics by referencing recommended textbooks, the student resource guide and other materials. |

PNCCTsm STUDENT INFORMATION HANDBOOK

| | |
|-------------------------------|--|
| STUDENT RESOURCE GUIDE | <ul style="list-style-type: none"> - The student guide is an all-encompassing reference manual containing objectives and declaratives for each topic. - The final exam is reflective of the topic objectives. Students should familiarize themselves with the objectives when studying for the final exam. - The declaratives are reflected in each of the presentations. They also contain background information not in the presentations as a means to aid the student in studying and reference materials pertaining to each topic. - Students are not permitted to copy any part of this guide for any purpose nor “loan” or give this guide to any other party, company, student, professional, etc. |
|-------------------------------|--|

POST COURSE:

| | |
|---------------------|--|
| RETEST INFO | <ul style="list-style-type: none"> - If you do not successfully pass the final exam, there is a minimum 24 hour wait period prior to retesting, in addition to a \$75 fee. - Your exam proctor will provide you with retest directions and the form for submittal to UMBC. - The form is also available online at: http://ehspace.umbc.edu/ |
| RENEWAL INFO | <ul style="list-style-type: none"> - In order to keep your PNCCT status current, students must obtain 24 hours of CEU's within 3 years of the exam date and every 3 years thereafter. - These CEU's must be at the ALS level with an emphasis on pediatric or neonatal critical care topics covered in PNCCT. - For complete details and downloadable forms, visit the website: http://ehspace.umbc.edu/pncct/Renewal.php - It is your responsibility to renew, and keep track of your recommended renewal date along with renewal policies. |