



ARKANSAS
RURAL HEALTH
ACADEMY

COURSE CATALOG & HANDBOOK



VISION

Transforming rural healthcare, one student at a time.

MISSION

Empower and train the next generation of the rural Arkansas health workforce through innovative, accessible, and affordable certificate and degree path programs, built for and by rural residents.



COURSE CATALOG & HANDBOOK

TABLE OF CONTENTS

Philosophy Statement.....	3
Administration, Board of Directors and Faculty.....	4
Contact Information.....	4
American with Disabilities (ADA) – Allowable Accommodations	5
Learning Philosophy.....	7
Goals and Objectives Statement	7
2024-2025 School Year Calendar	8
Academic Procedures	10
Clinical Practicum (Hospital and Pre-Hospital).....	11
Clinical Evaluations.....	11
Clinical Rotations	11
Cell Phones, Pagers and Electronics Policy	13
Conflict Resolution.....	14
Infection Control	17
Patient Confidentiality/HIPAA.....	18
Professional Responsibility/Student Expectations.....	19
Course Cost & Refund Policy.....	26
Course Catalog & Descriptions.....	27
Learning Contract Agreement	28



PHILOSOPHY STATEMENT

At Arkansas Rural Health Academy, we are committed to nurturing compassionate, competent healthcare professionals who are dedicated to serving rural communities. Our philosophy is grounded in the belief that quality healthcare is a fundamental right, and that rural areas deserve the same level of care as urban centers.

We emphasize the importance of community-focused, patient-centered care, encouraging our students to develop deep connections with the communities they serve. Through rigorous training, innovative teaching methods, and hands-on experience, we aim to equip our graduates with the skills and knowledge necessary to address the unique healthcare challenges faced by rural populations.

We value integrity and lifelong learning, fostering an environment where students can grow both personally and professionally. Our academy is a place where passion for healthcare meets a commitment to making a tangible difference in the lives of others. Together, we strive to build healthier, more resilient rural communities, one healthcare professional at a time.

ADMINISTRATION, BOARD OF DIRECTORS AND FACULTY

Arkansas Rural Health Academy Administration

- President.....Mellie Boagni
- Executive Director Scott Gann
- Associate DirectorAmanda Kuttenkuler

ARHA Board

- PresidentBrian Thomas
- Vice PresidentBrian Miller
- Secretary..... Scott Barrilleaux
- Board Members:
Bob Moore, Brett Kinman, David Mantz, Jermey Capps, John Heard, Kevin Storey, Leslie Huitt,
Monica Lindley, Peggy Abbott, Phillip Gilmore and Terry Amstutz
- DO/MD Board Certified Medical Director Dr. Steven Wright, MD
- EMS Instructor – Program Director..... Scott Gann
- MA Instructor TBD
- PCT InstructorLillie Watson

CONTACT INFORMATION

Arkansas Rural Health Partnership

- 4747 Dusty Lake Drive
Pine Bluff, AR 71603
- 870-632-7299
- mellie@arruralhealth.org
- www.arruralhealth.org

Arkansas Rural Health Academy

- 4747 Dusty Lake Drive
Pine Bluff, AR 71603
- Scott Gann, 979-308-1040
Amanda Kuttenkuler, 501-612-8556
- scott@arruralhealth.org
amanda@arruralhealth.org

AMERICAN WITH DISABILITIES (ADA) — ALLOWABLE ACCOMMODATIONS

The Americans with Disabilities Act (ADA) of 1990 has implications that pertain to licensure or certification. The law permits testing that requires the use of sensory, manual or speaking skills where the tests are intended to measure essential functions of the profession. For example, an applicant with reading difficulties is required to take a written exam since the ability to read is an essential function of EMS. Exams are designed at least in part to measure the student's ability to read.

A second example is one dealing with skills proficiency verifications that must be performed within established time frames. Performing a skill within established time frames is required because speed of performance is an integral part of patient care. Both the ability to read and the ability to perform skills within time frames are essential functions for a healthcare provider.

Therefore, in healthcare, a person with a disability may not be denied the opportunity to take an examination; but this person shall be required to take a written exam and pass the skills proficiency verifications within established criteria.

The Functional Job Description, outlined at the end of this section, describes the required skills and job requirements essential to healthcare personnel. This description will guide all accommodations permitted for the ARHA students.

The following specific points pertain to those involved in healthcare training and education programs:

- Students cannot be discriminated against on the basis of a disability in the offering of educational programs or services.
- There can be no accommodation during screening, evaluation or course examinations that will compromise or fundamentally alter the evaluation of skills that are required to function safely and efficiently in the profession.

Students who have received an accommodation during the course need to fully understand that there is a separate process for requesting an accommodation for the written certification exam and eligibility for an accommodation is determined on a case-by-case basis. In other words, just because a student was allowed an accommodation during the course does not guarantee an accommodation for the National Registry exam. Documentation confirming and describing the disability should be submitted according to policy for consideration. There are accommodations that are not allowed in the medical program because they are not in compliance with the essential job functions of a healthcare worker as outlined in the Functional Job Description. These include, but are not limited to:

1. Students are not allowed additional time for skills with specific time frames.

- Obviously patients would suffer due to life threatening conditions in emergency situations if treatment were delayed.

2. Students are not allowed unlimited time to complete a written exam.

- This request is not considered reasonable because a candidate should be able to complete a test within a finite amount of time.
- Students will be allowed a maximum of time and one-half to complete written exams.

3. Students are not allowed to have written exams given by an oral reader.

- The ability to read and understand small English print is an essential function of the profession, and written exams are designed, at least in part, to measure that ability.

4. Students are not provided a written exam with a reading level of less than grade eight.

- The healthcare profession requires a reading level of at least grade eight to work safely and efficiently.

5. Students must take all exams during the scheduled time, as a member of the enrolled class.

- The ability to utilize knowledge on the spur of the moment is an essential task for healthcare providers
- Exams are given to elicit immediate recall and understanding of emergency situations.
- Students will be permitted a private space to take the exam.
- Refer to the written examination policy of missed exams due to excused absences.

6. Students must answer all written test questions as written. No explanation of the question can be provided by the test proctor or any other individual.

- Additional descriptions of test questions would not be a reasonable accommodation because reading and understanding written English is an essential part of healthcare communication.

Student must be able to understand and converse in medical terms appropriate to the profession. Because of the critical nature of the tasks needed in emergency situations, accommodation requests are considered very carefully, on a case by case basis. The safety and welfare of the community must be insured while providing carefully, on a case by case basis. The safety and welfare of the community must be insured while providing full protection of the certification applicant's rights. The main question to be considered is: with the accommodation being requested, can this individual perform the essential functions of the job safely and efficiently?

LEARNING PHILOSOPHY

Adult Learning: Adults learn in different ways. Adults must take responsibility for their own learning through goal setting, research and self-evaluation. The instructor is a facilitator of learning who provides objectives, resources, coaching, feedback and evaluation. Adults bring with them to the educational setting life experiences that can be drawn upon as a foundation for learning new information and skills.

GOAL AND OBJECTIVES STATEMENT

To address and resolve critical workforce shortages in Arkansas' rural healthcare sector by providing innovative, mobile training programs for entry-level positions. By equipping individuals with essential skills and certifications, the Arkansas Rural Health Academy, owned and operated by 20 rural Arkansas healthcare organizations, aims to close labor market gaps, enhance the healthcare continuum, and ensure the delivery of quality healthcare services in rural communities across the state.

Objectives (Three Domains of Learning)

- **Cognitive:** At the completion of the program, the graduate will demonstrate the ability to comprehend, apply, and evaluate the clinical information relative to their role as an entry level paramedic.
- **Psychomotor:** At the completion of the program, the graduate will demonstrate technical proficiency in all skills necessary to fulfill the role of paramedic.
- **Affective:** At the completion of the program, the graduate will demonstrate personal behaviors consistent with professional and employer expectations for the entry level paramedic.

Types of Competency

- **Conceptual competence:** Understanding the theoretical foundations of the profession
- **Technical competence:** Ability to perform tasks required of the profession
- **Interpersonal competence:** Ability to use written and oral communications effectively
- **Contextual competence:** Understanding the societal context (environment) in which the profession is practiced
- **Integrative competence:** Ability to meld theory and technical skills in actual practice
- **Adaptive competence:** Ability to anticipate and accommodate changes (e.g. technological changes) important to the profession.

2025-2026 SCHOOL YEAR CALENDAR

JANUARY 2025

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

MAY 2025

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER 2025

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

FEBRUARY 2025

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

JUNE 2025

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER 2025

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

MARCH 2025

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JULY 2025

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER 2025

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

APRIL 2025

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

AUGUST 2025

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

DECEMBER 2025

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

2/4 Classes Begin

- **PCT Classes:** (10 Weeks) Live Online Didactic Tuesday and Thursday, in-person clinical as scheduled

Upcoming Classes – *Coming Soon*

- **EMT Classes:** (8 weeks) Online didactic with labs every Wednesday 9 a.m.–3 p.m.; clinical as scheduled
- **Clinical Medical Assistant Classes:** (12 Weeks) Only didactic with labs Thursdays 9 a.m.–2 p.m.; clinical as scheduled
- **EKG Classes:** (4 weeks) Online didactic with labs on Monday 9 a.m.–3 p.m.; clinical as scheduled
- **Phlebotomy Classes:** (4 weeks) Online didactic with labs on Thursdays 9 a.m.–2 p.m.; clinical as scheduled
- **Medical Administrative Assistant:** (4 weeks) Online didactic – no lab; clinical as scheduled
- **Certified Billing and Coding Specialist:** (4 weeks) Online didactic – no lab; clinical shadowing as scheduled

Breaks

- **Spring Break:** March 24–28
- **Easter Break:** April 18–21
- **Classes end for the 2024–2025 school year:** August 4, 2025
- **School closes:** August 4–30 to reconcile all grant deliverables and reporting. Administration can be contacted during this time however, no classes will be held unless needed to meet a grant requirement.
- **Classes will be open enrollment and start back to back with one week separation.**

Courses Offered

The only courses offered at this time will be the Emergency Medical Technician and Patient Care Technician courses. Other courses will be coming later in 2025. This catalog will be updated with pertinent information when approval from ADHE occurs.

ACADEMIC PROCEDURES

Classroom Attendance Policy

- **Leave:** Students must notify the instructor of any absence during the program. Students must attend 90 percent of didactic class time.
- **Probation:** Students will be placed on Academic probation if they obtain less than a B by the end of the program.
- **Termination of Enrollment:** Enrollment will be terminated that exceeds the allotted absences or has 2 no calls no shows will be dismissed from the program.
- **Excused and Unexcused Absences and Tardies:** (2) tardies equals one absence. Excused absences will only be at the discretion of administration.
- **Make Up Work:** Only allowed with excused absences

Grading System

Letter grades will be assigned on the following basis:

- 100 - 90% = A
- 89 - 80% = B
- 79 - 75% = C
- 74% - Below = Failing

Didactic (classroom and skills laboratory)

The didactic grade will be calculated as follows:

- 50% Exams
- 25% Quizzes
- 25% Homework
- **Simulations/Lab Time (P/F, required):** Student participation in simulations, both scheduled and unscheduled, will be graded by specific criteria. Each student will be required to participate in these simulations

Advanced Placement

Arkansas Rural Health Academy does not offer advanced placement into any course. Previous education or past credit will not be awarded for any program.

CLINICAL PRACTICUM (HOSPITAL AND PRE-HOSPITAL)

To pass clinical sections students must complete the minimum number of required contact hours. In addition, passing the clinical section requires that all minimum patient contacts and procedures be achieved, and that preceptor evaluations identify the student as minimally competent. Preceptor evaluations which indicate unsatisfactory performance may result in failure of the clinical section.

CLINICAL EVALUATIONS

Clinical Evaluations must be submitted to the clinical coordinator instructor on the next scheduled class period. They are to be placed in the Clinical Coordinator's office door Founder's Hall Room 417W. Failure to submit clinical evaluations on the next scheduled class period will negate the hours (but not the experience) earned during the rotation, requiring the clinical to be repeated. Repeat clinical rotations must be completed before the end of the semester in which the clinical was originally scheduled.

Evaluations are to be given to the instructor **ONLY** upon request. **DO NOT** place rotation forms on the instructor's desk, under the instructor's door, or on the front lectern unless specifically asked to do so by the instructor.

Clinical evaluations must be an accurate representation of the clinical experience. Falsification of the clinical experience is grounds for disciplinary action up to and including removal from the Medical program. Preceptors, fellow students, and other certified or licensed health care providers may face disciplinary action of a similar nature for assisting misrepresentation of the clinical experience.

CLINICAL ROTATIONS

Clinical rotations are an essential component of the Medical program. Each clinical is intended to offer the student both a positive learning opportunity and real life experiences. The primary purpose of clinical rotations is to expose the student to patient assessment including the gathering of pertinent medical information and past medical history. The practice of basic and advanced skills and patient documentation are secondary, but highly essential, parts of clinical rotations.

- While on clinical rotations students are to be dressed in the Clinical Uniform. (*See Uniform Policy for additional information*)
- Students are to display a professional attitude while seeking out learning opportunities without interfering in the emergency care of patients or infringing on patient confidentiality.
- Students must NOT participate in any amorous or sexual behaviors toward preceptors, patients, or others encountered.

- Students must function in the student capacity, regardless of previous affiliations or employment with the clinical site. Employers are not allowed to compensate students for clinical rotations.
- Students must function 100% of the time as a student or intern.
- Students are not to be substituted for paid personnel.
- Students are allowed to leave the assigned unit of the clinical site to eat lunch or dinner during hospital clinicals but are not allowed to leave during Ambulance rotations. Students are encouraged to bring food/drink with them during the assigned shift.
- Students will be given 30-minutes to eat and must eat on the campus of the hospital clinical site.
- **To receive a passing grade for the clinical component of each course, students must accomplish the following, by the course completion date:**
 - Complete the required number of clinical hours (including all required repeat or make-up rotations), at each clinical site, as described by the instructor at the beginning of each course.
 - Documentation of these hours must be submitted to the clinical coordinator on the proper form and signed by the preceptor.
 - Complete all minimum runs and minimum numbers of skills, as required in the clinical information given by the instructor at the beginning of each course.
 - Perform assessments and interventions to the satisfaction of the preceptor, as documented on the clinical forms.
 - Meet the standards of professionalism set by the Arkansas Rural Health Academy EMS Division, including appropriate dress, actions, demeanor and language.

Clinical rotations which receive an unsatisfactory evaluation must be repeated prior to the completion of the program. A grade of incomplete **WILL NOT BE GIVEN** for make-up rotations. Grades of incomplete will be given only when unexpected medical conditions prevent the completion of clinical rotations before the course completion date. Grades must be converted to a passing grade by the date published in the college catalog, or before the next semester begins if necessary. Students are to schedule clinical rotations in a manner which does not interfere with job or school schedules. Once clinical rotations are scheduled, they are considered part of the class schedule and attendance is **MANDATORY**.

Rescheduling Clinical Rotations

Each student is allowed to reschedule **TWO (2)** rotations per semester. Allowable reschedules prior to the rotation:

- Work schedule changes
- Change of jobs
- Important family events or emergencies
- Scheduled medical tests and procedures
- Missed Rotations (must notify the instructor **BEFORE** missing the rotation - Illness)
- Mandatory employment responsibilities (documentation required)

CELL PHONES, PAGERS, AND ELECTRONICS POLICY

To eliminate distractions in the classroom the following policy will be followed by all students enrolled in any of the academies programs.

- All cell phones, pagers, and other electronic devices which have an audible alert function must be turned off.
- Silent alerts may be used as long as they are truly silent AND do not elicit a response from the owner or others.
- Electronic devices that are used for audio recording or playback, or video recording or playback, are not to be used in the classroom, laboratory or clinical areas, or in hallways and common areas of the college.
- Students may use, with instructor permission, audio recorders for the sole purpose of recording lectures.
- Electronics devices with game functions are not to be used in the classroom or clinical settings.

CONFLICT RESOLUTION

Conflict Policy

Arkansas Rural Health Academy recognize that students will, from time to time, encounter disheartening, unpleasant and occasionally hostile situations. These situations may stem from interaction between individual or groups of other students, faculty, clinical preceptors or clinical sites, the general public, or the witnessing of emotionally traumatic events.

While the Medical program cannot protect students from the dangers and harsh realities of the world which are encountered on clinical rotations, we will make every effort to give the student the knowledge and skills necessary to protect themselves. To a great extent the student must take the responsibility to use these tools at the appropriate time. This includes situations in which the language, attitude, and behavior of other students, clinical personnel and program faculty may innocently or maliciously be offensive or derogatory based on race, religion, gender, ethnic background, national origin, age, veteran status, or disability. The first step in any of these cases is to notify the involved party of the offense.

Should the offensive behavior continue, the student should notify the instructor and/or the Program Director. In the best interest of all parties involved, students enrolled in the Medical program must abide by the following procedures.

Conflicts Occurring in the Classroom

Student conflicts are expected to be handled between the parties involved. In the event that the situation cannot be resolved peaceably between the individual or group of students, the course instructor or Program Director should be notified. The situation will be corrected following Program policies, grading criteria, instructional intent and course objectives.

The following chain of command should be followed for problems encountered with the instruction and skills practice in the Medical program:

1. Parties involved
2. Instructor / Faculty / Staff present at time of incident
3. Course Instructor
4. Program Director

Conflicts During Clinical Rotations

Any situation occurring on clinical rotations are to be reported, immediately, to the student's immediate supervisor at the clinical site (usually the assigned preceptor) and progress up the chain of command for that clinical site. In the event the situation involves the immediate supervisor, an attempt at problem resolution should be made without moving further up the chain of command. In the event the immediate supervisor cannot resolve the situation, the Medical program administrator "on-call" should be paged.

Problems regarding differing protocols, treatment modalities, or patient care philosophies should be addressed and resolved with openness for these differences taking into consideration the wide variety of “correct” treatment. In the event the problem cannot be resolved at the clinical site, the student should report the situation to their course instructor or Program Director at their earliest opportunity. Reporting the problem directly to Program Faculty without consulting the clinical personnel is not permitted without extenuating circumstances. The definition of extenuating circumstances will be determined by the course instructor or Program Director.

Students should understand that the medical program is concerned with conflicts encountered while on clinical rotations. However, students should also understand that the clinical site has a vested interest in resolving the problem internally.

It will be the prerogative and responsibility of the clinical site to report problems and resolution decisions to the medical program. The following chain of command should be followed for problems encountered during clinical rotations:

- Parties involved
- Assigned Preceptor
- Shift Supervisor / Charge Nurse
- Arkansas Rural Health Academy Programs Administrator on-call
- Program Director

Disruptive Activities

The Program Director or Arkansas Rural Health Academy College may initiate disciplinary action against any student involved in disruptive activities. Any activity that interrupts scheduled activities or the process of education may be classified as disruptive. The following conditions shall normally be sufficient to classify such behavior as disruptive.

- Participation in or inciting others to violent behavior such as assault, physical abuses, or threatened physical abuses to any person on campus or at any function off-campus sponsored by the Arkansas Rural Health Academy College.
- Loud, vulgar, or abusive language or any form of behavior acted out for the purpose of inciting others to disruptive action.
- Blocking or in any way interfering with access to any facility of the Arkansas Rural Health Academy College.
- Holding rallies, demonstrations, or any other form of public gathering without prior approval of Arkansas Rural Health Academy College.
- Conducting an activity which causes Arkansas Rural Health Academy College officials to interrupt their scheduled duties to intervene, supervise, or observe activities in the interest of maintaining order at the College.

Grievance Policy

It is the practice of Arkansas Rural Health Academy healthcare division to assist all students in finding fair and just solutions to problems related to their education. As a general rule, problems can be resolved through the normal administrative structure (levels of supervision). The grievance procedure is not intended to circumvent the normal channels of communications or to set aside the “open door policy” for students established by faculty and administrators.

If students feel they have been discriminated against based on sex, race, color, national origin, veteran status, handicapped, or age, they are to follow the procedures found in Arkansas Rural Health Academy’s Student Handbook. Students should begin with their instructor, then the division program director, Arkansas Rural Health Administration, Arkansas Rural Health Academy Board of Directors and finally Arkansas Division of Higher Education:

Arkansas Division of Higher Education

- 101 East Capitol Avenue, Suite 300
- Little Rock, AR 72201
- 501-371-2000

Hazing

Hazing is forbidden at Arkansas Rural Health Academy College and the programs department. Hazing is defined as follows:

- Any actions which seriously imperil the physical well-being of any student.
- Activities which are by nature indecent, degrading, or morally offensive.
- Activities which by their nature may reasonably be assumed to have a degrading effect upon the mental attitude.

Incident Reporting

Students involved in incidents which result in personal injury, injury to another person, or damage to property should report the incident to the appropriate person as described in the reporting process in this policy. When such incidents occur while on clinical rotations, the incident report procedure for the entity involved should be followed. The Medical program should be notified as soon as possible. As soon as any danger or threat has past, the student must complete an incident report outlining the events immediately preceding, during and any action taken following the incident. This report must be submitted to the Program Director as soon as practical.

INFECTION CONTROL

It is the intent of Arkansas Rural Health Academy's Emergency Medical Sciences Division that each student enrolled in a health-related curriculum meet the objectives necessary for successful completion of that program. This enrollment is inclusive of clinical experience which entails potential exposure to individuals with communicable diseases.

All students enrolled in a program which includes clinical rotations must have a completed and have on-file:

- The immunization or immunity to tetanus/diphtheria, rubella, mumps, measles, chickenpox, and hepatitis B.
- Vaccination against hepatitis A is recommended.
- A test for tuberculosis which will be in date for the duration of the program.

These immunizations and tests are requirements of the Arkansas Department of Health. They are **STATE LAW** and as such are not negotiable, nor may they be deemed unnecessary by your physician. No student may begin clinical rotations without these immunizations and test documented on the official Arkansas Rural Health Academy Immunization and Health Record.

Because the student must know how to prevent the spread of infectious diseases for his or her safety and for the safety of others, it is the policy of the Emergency Medical Sciences Division that principles of infection control be included in the curricula of our programs. It is then the responsibility of students to apply appropriate precautionary measures when providing services to all patients. These measures may include, but are not limited to, hand washing and the use of gloves, masks, protective glasses and gowns as indicated by the circumstances involved in the treatment of a particular patient.

Before beginning clinical rotations, each student must demonstrate a satisfactory understanding of the importance of body substance isolation, personal protection from airborne and blood borne pathogens, and the reporting/notification process for exposure to infectious patients. Students assigned to affiliated clinical sites must comply with the infection control policy of the entity to which they are assigned. As new information becomes available, instructors will disseminate the finding to all students.

For the protection of the student, students should not participate in any procedure which would expose the student to blood or body fluids from a patient with a **KNOWN** infectious disease, while on a clinical rotation. Upon identifying an infectious patient, students are to use tact and courtesy to inform the preceptor of this policy.

Skill practice sessions will be conducted with the intent of preparing students for the practice of patient care on known or suspected infectious patients. All students will wear gloves at all times

when in skills practice sessions. Eye protection will be worn during the practice of airway control procedures, peripheral venipuncture, medication administration, or other procedures which could potentially expose the student to the splash or spray of blood or body fluids. At the completion of each skill practice session students must remove their gloves and wash their hands before handling personal equipment.

PATIENT CONFIDENTIALITY/HIPAA

Patient information garnered during clinical rotations is considered confidential both ethically and, in many cases, legally. Discussion with preceptors and instructors is permitted when used for educational or stress management purposes only, and when in private setting. Any other open or public discussion of any confidential patient information outside the clinical setting is strictly prohibited. Confidential patient information is defined as any information which would specifically identify an individual. This includes, but is not limited to: name, address, Social Security number, or driver's license number. At times this may also include specific details, not generally known to the public, which involve a media event.

PROFESSIONAL RESPONSIBILITY/ STUDENT EXPECTATIONS

While on campus or on clinical rotations all students are expected to conduct themselves in a professional and ethical manner. This includes proper wearing of the classroom or clinical uniform and proper use of professional vocabulary to reflect well on this school and the medical profession. The use of foul, profane, vulgar, or sexually explicit or illicit words or phrases are specifically prohibited. Failure to maintain a professional attitude and behave within ethical guidelines, or the use of inappropriate words or phrases may result in removal from the program – in some cases WITHOUT written warning.

School Cancellation/Inclement Weather

Arkansas Rural Health Academy college's policies for closing during inclement weather. Students will be informed of college closure through the regular television, radio media, and/or E2 Campus. DO NOT call the medical program about issues of school closure.

During times of official college closure due to inclement weather, students will be excused from clinical rotations and will not be penalized for the necessary reschedules. Campus closure due to water or electrical issue will NOT excuse the student from attending off-campus events.

Academic Dishonesty

Academic dishonesty is unacceptable and is not tolerated within the Emergency Medical Sciences Division. Any person who is a party to scholastic dishonesty as defined below will be disciplined as prescribed in this document.

- **ACADEMIC DISHONESTY is defined as misconduct including, but not limited to, plagiarism, cheating, and collusion.**
- **PLAGIARISM is defined as presenting as one's own the ideas or writings of another without acknowledging or documenting the source(s).** Students are guilty of plagiarism when they do any of the following in an essay or presentation:
 - Copy a word or words directly from a book, periodical, or electronic source without using quotation marks and references to sources
 - Summarize or paraphrase the ideas or opinions of an author or use the data collected by an author without citing the author as the source
 - Submit papers or projects which do not reflect their own knowledge, voice, and style, usually as a result of having had another person (1) write, (2) rephrase, (3) rewrite, or (4) complete their ideas
 - Submit a paper or project which was written or prepared by another person for another class or another instructor implying that the work is their original composition or project
 - Submit a paper or project which was previously submitted to fulfill requirements for another course, unless (1) the professor permits students to draw from earlier papers/projects or (2) the

professors of concurrent courses (i.e. Common Ground courses) permit students to submit a paper/project to fulfill requirements in both courses

- Download a paper or portions of text from an electronic source and (1) paste it into a paper, (2) retype the paper or portions of the paper and submit it as their own composition, (3) retype phrases or sentences with a few changes, and submit the paper as their own composition, or (4) summarize or paraphrase the ideas from one or more sentences, without citing the source.
- Submit as their own work a paper (or parts of a paper) purchased from a company or electronic source that offers catalogs of essays on different topics and/or for different courses.
- **CHEATING is defined as intentionally using or attempting to use unauthorized sources in exams or on other scholastic projects, as well as failing to follow instructions in such activities.** Students are guilty of cheating when they do any of the following:
 - Copy answers from another student's examination answer sheet;
 - Use or attempt to use unauthorized materials (notes, study guides, ""crib"" sheets, textbooks, electronic devices, etc.) during an examination;
 - Exchange forms of a test with a classmate (i.e. exchange Form A for Form B);
 - Possess and/or use unauthorized copies of tests or answer sheets
 - Change answers or grades on a graded project:
- **COLLUSION is defined as intentionally aiding or attempting to aid another in an act of scholastic dishonesty.** Students are guilty of collusion when they do any of the following:
 - Provide a complete paper or project to another student
 - Provide an inappropriate level of assistance to another student in the form of (1) writing, (2) rephrasing, (3) rewriting, or (4) completing the paper or project;
 - Communicate answers to a classmate during an examination;
 - Remove tests or answer sheets from the testing site;
 - Knowingly allow a classmate to copy answers from his/her examination paper;
 - Exchange forms of a test with a classmate (i.e. exchange Form A for Form B).

Instructional and Administrative Response to Scholastic Dishonesty

Actions taken by individual instructors in response to a case of scholastic dishonesty by students may include one or more of the following:

- Assigning a zero for the paper, project, exercise, or test;
- Requiring the student to resubmit another paper, project, or exercise or to retake the test;
- In cases of serious or repeated scholastic dishonesty offenses, the student may be referred to the Vice President of Nursing and Allied Health for disciplinary review subject to possible disciplinary action as listed in the *Arkansas Rural Health Academy College Student Handbook*. Additionally, the medical program may elect to report the incident of Scholastic dishonesty to the Arkansas Department of Health, Section of EMS for consideration of decertification under EMS Rules and Regulations

Substance Abuse, Intoxication, and Impairment by Medication

Arkansas Rural Health Academy requires that students remain drug-free while on campus or clinical rotations. Manufacture, sale, distribution, dispensation, possession, or use of alcohol, controlled substances, intoxicants, or by abusing or overdosing prescription or non-prescription over the counter medications, by program students on campus, at program functions, clinical rotations, or while conducting business related to the medical program are prohibited except as permitted by law or Arkansas Rural Health Academy College policy.

Students violating these policies are subject to disciplinary action, which may include removal from the program, referral to the Arkansas Department of Health EMS and Trauma Division for suspension or decertification, and/or referral for criminal prosecution. Students suspected of impairment by illegal or legal medications will be evaluated by the college security department and by Arkansas Rural Health Academy EMS Division personnel. Students who are deemed impaired by intoxication from any substance will face disciplinary action up to and including criminal arrest for public intoxication.

Students who approach EMS Division personnel to admit to a problem with substance abuse will be referred to student services for follow-up and assistance. Continuation in the program will be determined by the amount of assistance required. Students who cannot complete the enrolled semester will be given full rights to re-enroll following the Returning Students Policy. Students who are found to violate this policy without asking for assistance before the problem is discovered will be given no consideration for recovery or reentry into the program. Refer to Substance Abuse Policy in Nursing and Allied Health Technology Program Divisional Policies.

Threat Advisory

If you receive word, through any legitimate means that our Nations Threat Advisory, issued by the Department of Homeland Security, goes to RED (severe), **DO NOT GO TO CLINICAL ROTATIONS**. Students may be asked to leave clinical rotations if the threat level is raised during the shift. This policy will be in effect as long as the Threat Advisor remains on RED or until informed otherwise by your instructor.

Please understand this is a serious time of our nation, and that our local EMS providers, hospitals and fire departments will be on an extremely high level of alert. This policy is important for the security of these clinical sites and for student safety.

Uniforms

Students of Arkansas Rural Health Academy are required to attend clinical rotations as a part of each specific program. Several of the sites in which clinicals are performed have strict policies regarding personal appearance and hygiene. In order to conform to these policies and the Code of Conduct for students enrolled in the Health Science program at Arkansas Rural Health Academy College, the following Uniform Policy will be followed at all times while on clinical rotations.

- **EMT and Advanced EMT Students – Clinical Uniform (Hospital and Pre-hospital)**

- Arkansas Rural Health Academy programs grey uniform shirt
- Navy blue EMS Pants
- Black boots/shoes
- Black Belt
- Arkansas Rural Health Academy Student ID Badge
- EMS Shears
- Watch
- Blank ink pen
- Stethoscope

Uniforms are to be worn during all classroom time unless otherwise specified by your instructor.

- **Hospital Clinical Rotations**

- Charcoal grey scrubs (both pants/shirt) – *Class B: To be worn during hospital rotations. Required, No Exceptions.*
- Tennis shoes without loud colors
- Arkansas Rural Health Academy Student ID badge
- Trauma shears
- Stethoscope
- Black or blue ink pen

It is recommended that each student have a second uniform with them on clinical rotations for use in the event the first uniform gets soiled or contaminated by blood or other body fluids.

Arkansas Rural Health Academy Program ID

- Once issued, the program ID is to be worn by all students while actively participating in Medical program activities.
- During clinical rotations, students must wear the ID with the picture visible attached to the left shirt pocket/pocket flap.
- On campus, students must wear the ID with the picture visible attached to the left collar.
- The Program Student ID is the property of the Arkansas Rural Health Academy and must be surrendered upon request. Program faculty may confiscate the program ID for violations of the uniform policy both in class or on campus, for violations of the professionalism policy, or for other

issues related to ethical or moral behavior.

- Students are not to participate in clinical rotations while the program ID is in the possession of the Program. The Medical program will return the program ID to the student following:
 - Formal written request from the student detailing what actions will be taken to correct the issues which led to the confiscation of the ID.
 - Formal request from the department / agency training officer, in cases in which the student is sponsored by a fire department or EMS agency.
 - Full investigation for issues related to ethical or moral behavior.

Grooming / Hygiene

To be followed on ALL clinical Rotations and in the classroom.

- Hair must be clean, neatly groomed and of a natural color.
- Length must not fall below the bottom of the collar while standing. Students are permitted to wear their hair up. The hair style must be such that remains neat and professional throughout the clinical rotation, and one which does not draw unnecessary attention.
- Beard, goatees and mustaches must be **short, neatly trimmed**, neatly cleaned and must not fall over the upper lip.
- Sideburns must be neatly trimmed and groomed.
- Perfumes or aftershave are not allowed in clinical areas.
- Uses of deodorant and breath fresheners are highly recommended.
- Makeup, if worn, should be subtle.

The Medical program reserves the right to remove students from the classroom or clinical site for poor hygiene. This includes strong body or breath odors, including and especially tobacco, failure to shave, and unkempt hair.

Jewelry and Bodily Decoration

- NO jewelry may be worn at any time during clinical rotations with the following exceptions:
- Watches, wedding bands (not diamonds), approved necklaces (must be worn inside shirt), and Medic Alert Bracelets are allowed to be worn at the students responsibility.
- Visible body piercing is NOT permitted.
- Female students may wear **ONE** stud earring per ear. Dangling or hoop earrings are not permitted.
- Tongue studs are not permitted.
- Visible Tattoos are permitted so long as they are not distracting or considered derogatory or ill advised. Students must understand that some clinical sites will not allow the visible showing of tattoo. In these cases, all tattoos must be covered by clothing, bandages or smudge resistant make-up. Long sleeve shirts may be worn to cover tattoos on the arms. Turtle neck shirts may be worn to cover tattoos on the neck. Each tattoo must be covered completely at ALL TIMES. "Peeking" of tattoos below the short sleeve line is not permitted. If in doubt, please ask an instructor or training center administrator.

Medical Equipment

- Each student must have a personal stethoscope, pen light, watch, and safety eye wear for each clinical rotation.

Cold or Wet Weather

- Jackets worn should be navy blue if possible. If a navy-blue uniform jacket is not available, any jacket or coat which is free of patches is permitted.
- A white long sleeve shirt or white turtleneck may be worn under the uniform shirt in cooler weather. Sweaters are not permitted.
- Hats (ball caps or toboggans) are permitted but, they must be navy blue with no imprints or logos. They should be worn during conditions of extreme weather and designed for protection from heat loss.
- Florescent Safety vest (provided by the school) must be worn during all clinical rotations where the student is on-scene of a motor vehicle accident or any scene that requires the student to be on city street, highway or interstate.
- Umbrellas are not to be used on pre-hospital clinical rotations.

Guns

- Guns are not allowed on clinical rotations. Police departments which require officers to carry a gun at all times must obtain permission from each clinical site prior to the rotation.

Wearing the Uniform

Students are to abide by the following guidelines when dressed in either Medical program uniform.

- While dressed in the uniform and in the public view; whether on a clinical rotation, in school, before or after class or before or after a clinical rotation; all policies regarding the wearing of the uniform will be followed.
- The uniform is not to be worn in public venues, in other than in an official capacity.
- At no time should the uniform be worn where alcohol is served or consumed, other than while on a call during a clinical rotation.
- Students may wear the uniform to restaurants for meals while in class or on clinical rotations permitted, they show professionalism and represent the program and EMS at the highest level.

Failure to Follow the Uniform Policy

Students are to report to the classroom or clinical site dressed completely in the proper uniform. Students who are found on a clinical rotation out of the proper uniform will be asked to leave the clinical site. All hours completed prior to leaving the rotation, including hours from previous clinical experiences, will not count toward the minimum requirement.

Students who are reported by clinical sites or other third parties, to have been out of the proper uniform must repeat the entire rotation before credit is received. The clinical uniform is graded through the clinical section of the program. Students who fail to represent the medical program in a positive light through unethical, immoral, or illegal actions while dressed in either the Class A or Class B uniform WILL receive a failing grade for the clinical section, thus preventing the student from completing the program.

Working While Enrolled

Arkansas Rural Health Academy places no restrictions on a student's ability to work a full-time job while enrolled in the program. Students are strongly cautioned not to work over-time, additional part-time jobs, or anything other than minimal involvement with volunteer agencies. Excess responsibilities will greatly detract from the time needed to study and learn.

There will be NO conflict of interests of students who work at other EMS agencies. Arkansas Rural Health Academy's Emergency Medical Sciences Division is considered neutral ground during classroom and clinical orientations. No special treatment or consideration will be made for any student in regards of where they are employed. Conflict of interest between students that work at agencies that are considered competitors during classroom or clinical rotations will not be tolerated.

COURSE COSTS & REFUND POLICIES

- The refund shall be based on the cost and length of the program. All tuition beyond the current enrollment period shall be refunded when a student terminates.
 - At completion of less than twenty-five percent (25%) of the program, the refunds shall be made on a pro rata basis.
 - At completion of 25% but less than 50% of the program, the student shall be refunded not less than 50% of the tuition.
 - At completion of 50% but less than 75% of the program, the student shall be refunded not less than 25% of the tuition.
 - At completion of 75% or more of the program no refund is due the student.
- Students shall be refunded immediately when a course is canceled and there is not a course required for their program of study available.

COURSE CATALOG & DESCRIPTIONS

COURSE	HOURS	COST	DEPOSIT
Certified Clinical Medical Assistant (CCMA) Description: Prepares students to assist physicians with patient care management, perform clinical duties, and handle administrative tasks in medical settings.	224	\$5,000.00	\$50.00
Billing and Coding Specialist (CBCS) Description: Provides training in medical billing, coding, insurance procedures, and compliance to ensure accurate billing and reimbursement in healthcare facilities.	120	\$3,150.00	\$50.00
Emergency Medical Technician (EMT) Description: Trains students to provide immediate medical care in emergency situations, including assessment, treatment, and transportation of patients to medical facilities.	168	\$3,100.00	\$50.00
Certified Medical Administrative Assistant (CMAA) Description: Focuses on administrative tasks specific to medical offices, including scheduling appointments, managing patient records, and supporting healthcare providers.	48	\$3,825.00	\$50.00
Certified Phlebotomy Technician (CPT) Description: Teaches students the skills needed to safely and effectively draw blood from patients for medical testing and donation purposes.	48	\$1,750.00	\$50.00
Certified EKG Technician (CET) Description: Covers the principles of electrocardiography, EKG equipment operation, and interpretation of heart rhythms for diagnostic purposes in healthcare settings.	48	\$1,055.00	\$50.00
Certified Nursing Assistant (CNA) Description: Provides training in basic patient care under the supervision of nurses, including assisting with daily activities, monitoring patients' health, and providing emotional support.	90	\$875.00	\$50.00
Certified Pharmacy Technician (CPhT) Description: Prepares students to assist pharmacists in dispensing medications, managing inventory, and ensuring pharmacy operations comply with regulations.	48	\$1,295.00	\$50.00
Certified Patient Care Technician (CPCT) Description: Focuses on clinical skills including taking vital signs, performing EKGs, drawing blood, and assisting with patient care in hospitals and long-term care facilities.	200	\$5,000.00	\$50.00

LEARNING CONTRACT AGREEMENT

Learning Contract – Professional Behavior Standards Health Education Training Program(s)

This LEARNING CONTRACT assures high standard of honesty and integrity. Acceptance of and compliance with this standard is expected of all students in the paramedic program.

- I will not knowingly or purposefully falsify any information or documents either in the classroom, clinical or field areas.
- I will not give or receive aid in examinations, in the preparation of reports, or in any work that is to be used by the instructor as the basis of grading.
- I have no objection to my test scores being included in a posted list when student names are replaced with ID numbers. I understand that scenarios / simulations are critiqued in a public (classroom) forum to enhance learning for the class. (The actual grade received by the individual will remain private and confidential). I agree to maintain the confidentiality of other students by not discussing individual performance or behaviors outside of the classroom / college environment
- I will treat every patient without prejudice or discrimination based on sex, ethnic background, race, color, age, religion, sexual orientation, socioeconomic position or ability to pay for services. I agree to maintain patient confidentiality in all phases of the program and in accordance with HIPAA regulations. This includes no photography or publication of patients or patient related incidents without the express written approval of the Program Director.
- I agree to keep records of all patient contacts and enter complete and accurate data in a the required database account. I understand that any falsification of any patient contact / skills data violates this code and will subject me to dismissal from the program and jeopardizes my ability to obtain licensure.
- I agree to be subject to clinical and field agency rules and policies, including drug screening and immunization requirement. I agree to allow the program director, clinical coordinator and/or field coordinator to share information on my didactic (academic) progress with hospital clinical preceptors and my assigned field preceptor to establish a personalized educational plan for me. The information shared with preceptors might include cognitive, psychomotor and/or affective evaluations.
- I agree to my digital photographs taken at the college or field setting being used for promoting the program I am in.
- I understand that any falsification of any record in any program is reportable to any regulatory body and may result in the revocation of my certification or licensure
- I understand and accept the criteria for dismissal from the program
- I understand and accept the grading policies of the program including the competencies requirements.

Student Name

Arkansas Rural Health Academy Student ID #

Student Signature

Date

Signature Arkansas Rural Health Academy
Medical Director

Date

Signature Arkansas Rural Health Academy
Programs Director

Date

COPY: Student
Student File



4747 Dusty Lake Drive | Pine Bluff, AR 71603 | 501-612-8556

FOR MORE INFORMATION, CONTACT:

Amanda Kuttenkuler

Associate Director, Arkansas Rural Health Academy

Amanda@arruralhealthacademy.org

www.arruralhealthacademy.org

www.arruralhealth.org