

**APPENDIX IV: Student Counseling Report (Sample)**

This counseling report will be made part of the following student's file.

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Person Issuing Counseling: \_\_\_\_\_ Title: \_\_\_\_\_

**Section I:**

**Behavioral:** The following deficiency has been noted in your behavior while participating in the Emergency Medical Services program.

**Penalty:** First offense will be met with a counseling. Second offense will be met with a one-week suspension from participation in the program. Third offense will be met with a failing grade in the course and the possibility of permanent discharge from the program. A first or second offense, if judged severe enough by the program coordinator, can lead to a failing grade in the course and the possibility of permanent discharge from the program.

1) Integrity: Being of sound moral principle; honesty and sincerity.

\_\_\_\_\_

2) Empathy: An understanding of another person's situation / illness.

\_\_\_\_\_

3) Self-Motivation: The ability to show inner drive toward good intention.

\_\_\_\_\_

4) Appearance / Personal Hygiene: Neat, clean and non-malodorous.

\_\_\_\_\_

5) Teamwork and Diplomacy: Working in a cooperative manner with respect for others.

\_\_\_\_\_

6) Respect: To show consideration with deference or courtesy.

\_\_\_\_\_

7) Patient Advocacy: Acting in the best interest of / for the patient.

\_\_\_\_\_

**Section II:**

**Conduct:** The following action(s) has / have been noted as unacceptable while participating in the Emergency Medical Services program.

**Penalty:** A Group I offense will be met with a failing grade in the course and the possibility of permanent discharge from the program. A Group II offense will be met with the rules as stated in Penalty of Section I.

**Group I**

- 1) Obtaining, possessing, selling or using marijuana, unprescribed narcotics or alcohol while within the confines of the program. Reporting to class, lab or a clinical site under the influence of any of these substances.
- 2) Theft, abuse, misuse or destruction of any property or equipment of any patient, visitor, student, college employee, clinical employee, the college or clinical sites.
- 3) Disclosing confidential information without proper authorization.
- 4) Immoral, indecent, illegal or unethical conduct.
- 5) Possession, wielding or threatening to use any weapon while within the confines of the program.
- 6) Assault and/or battery on any patient, visitor, student or faculty.
- 7) Misuse or falsification of patient, student or official records.
- 8) Removal of patient, student or official records without prior authorization.
- 9) Cheating on any test, form or official record of the program.

The following Group I offense(s) has/have occurred: # \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Explanation:

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**Group II**

- 1) Engaging in disorderly conduct that could ultimately threaten the physical well being of any patient, visitor, student, faculty or clinical site employee.
- 2) Leaving class, lab or a clinical area without proper authorization.

- 3) Sleeping during class, lab or scheduled hospital clinical.
- 4) Restricting or impeding clinical output.
- 5) Insubordination and/or refusal to obey the orders of any faculty, administrative representative of the college or clinical site employee.
- 6) Inconsiderate treatment of patients, visitors, students, faculty or clinical site employees.
- 7) Excessive absences.
- 8) Failure to be ready for a clinical assignment at the starting time.
- 9) Failure to perform or to exercise reasonable care in the performance of responsibilities.
- 10) Violation of safety regulations or failure to use safety equipment provided.
- 11) Misuse of clinical time.
- 12) Unauthorized use of equipment.
- 13) Smoking in restricted areas.
- 14) Unauthorized posting, removing, or tampering with bulletin board notices.
- 15) Unauthorized soliciting, vending, or distribution of written or printed material.
- 16) Creating or contributing to unsafe or unsanitary conditions.
- 17) Threatening, intimidating or coercing other students, patients, visitors, faculty or clinical site employee.
- 18) Individual acceptance of gratuities from patients.
- 19) Inappropriate dress or appearance based on program regulations.
- 20) Other – as deemed necessary by College personnel.

