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.

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:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

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.
The following Group II offense has occurred: # ____, ____, ____, ____, ____

Explanation:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Follow up: (include specific expectations, clearly defined positive behavior, actions that will be taken if the behavior continues, dates of future counseling sessions, etc.):
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Edison College Personnel (printed): ________________________________
Title: ________________________________
Signature: ________________________________

I have read this notice, have spoken with my instructor and have had a chance to discuss this. I understand this report and agree to abide by the rules of the College and the program.

Student Name (printed): _________________________________________
Signature: _________________________________________

Comments:
________________________________________________________________________
________________________________________________________________________

I have reviewed this counseling record.

Coordinator: ___________________________ Date: ___________

Medical Director: _______________________ Date: ___________

Comments:
________________________________________________________________________