



KENAI PENINSULA COLLEGE PARAMEDIC PROGRAM

2024-2025

STUDENT HANDBOOK

POLICIES & PROCEDURE MANUAL

SUBJECT TO UPDATES AS NEEDED

Revised – August 23, 2024

This handbook is provided for informational purposes only and should not be construed as the basis of a contract between a student and the University of Alaska Anchorage. Although every effort is made to ensure its correctness, regulations of the university and this program's requirements change from time to time during the period any student is attending the University of Alaska Anchorage; to the extent there is a conflict between this handbook and university policies, regulations, rules, or procedures, the university policies, regulations, rules, or procedures will control.

- UAA College of Health Disclaimer Language

Title IX, and Non-Discrimination: The University of Alaska is an affirmative action/equal opportunity employer, educational institution, and provider. The University of Alaska does not discriminate based on race, religion, color, national origin, citizenship, age, sex, physical or mental disability, status as a protected veteran, marital status, changes in marital status, pregnancy, childbirth or related medical conditions, parenthood, sexual orientation, gender identity, political affiliation or belief, genetic information, or other legally protected status. The University's commitment to nondiscrimination, including against sex discrimination, applies to students, employees, and applicants for admission and employment. Contact information, applicable laws, and complaint procedures are included on UA's statement of nondiscrimination available at www.alaska.edu/nondiscrimination.

Table of Contents

MISSION STATEMENT	5
PROGRAM GOALS / MINIMUM EXPECTATIONS	5
PROGRAM PHILOSOPHY	6
STUDENT LEARNING OUTCOMES	7
FACULTY CONTACT INFORMATION	9
PROFESSIONAL ORGANIZATIONS	10
PROGRAM ADVISORY BOARD	11
REQUIRED TEXTBOOK LISTS	12
Fall Semester - PMED A241/A241L/A242	12
Spring Semester - PMED A253/A253L/A242	13
Summer Semester - PMED A263/A263L/A264	14
PURCHASING UNIFORMS	15
POLICIES AND STUDENT RESOURCES	16
PROGRAM POLICIES & GUIDELINES	18
ATTENDANCE POLICY	28
GRADING CRITERIA – Didactic Lectures	31
GRADING CRITERIA – Skills Labs/Intensives	34
GRADING CRITERIA – Field/Clinical Experiences	37
GRADING CRITERIA – Field Internship & Summative	38
CAPSTONE FIELD INTERNSHIP REQUIREMENTS	41
GROOMING, DRESS, and UNIFORM POLICY	42
HEALTH & IMMUNIZATION GUIDELINES	45
GROUNDS FOR PROGRAM DISMISSAL	48
KPC SUPPORT AND POLICY GUIDE	51
STUDENT SUPERVISION POLICY	52

Welcome to the Kenai Peninsula College Paramedic Program!

We are thrilled to welcome you to our campus and to embark on this educational journey together. The faculty and staff have carefully prepared this program Student Handbook to supplement the University of Alaska Anchorage Catalog and the UAA Student Handbook. These policies are designed to ensure a safe and professional educational experience for all students and staff.

It is essential that each student understands and follows these policies completely, embodying the spirit of professionalism, respect, and integrity expected in the field of Emergency Medical Services (EMS). Your actions and behavior reflect not only on yourself but also on the EMS community and the communities we serve. Any behavior that does not align with these values may be considered a violation of our policies and could result in dismissal from the Paramedic Program.

We encourage you to offer suggestions that you believe will enhance the program. Your input, combined with the experience and judgment of our program staff, will help shape, and improve your paramedic education.

As you progress through the program, remember that you are part of a legacy of excellence. Our PMED alumni have gone on to become outstanding professionals in their communities, and we have no doubt that you will continue this tradition. We look forward to working with you, not just as students, but as future peers and partners in the field of EMS.

Once again, welcome to the University of Alaska Anchorage Kenai Peninsula College Paramedic Program. Let's make this year one of growth, learning, and success!

Paul E. Perry, BS., NRP
Program Director/Lead Instructor

Tiffani Perry, AAS., NRP
Clinical Coordinator

Ashley Pass, AAS., NRP
Paramedic Instructor (KPC)

Stephen Robertson, AAS., NRP
Paramedic Instructor (MSC)

MISSION STATEMENT

The Mission of the University of Alaska Anchorage, Kenai Peninsula College Paramedic Program is to train and educate EMS professionals to become competent, capable, and compassionate entry-level paramedics.

PROGRAM GOALS / MINIMUM EXPECTATIONS

CAAHEP Standard II.C. Minimum Expectations Statement

“To prepare Paramedics who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.”

PROGRAM PHILOSOPHY

The Paramedic

Paramedics save lives! They are healthcare professionals who play an essential role in the emergency care team. Many people choose to become paramedics because they have a strong desire to help others in crisis. Paramedics use critical thinking, advanced patient-care skills, and in-depth knowledge of the human body to make decisions and take actions that EMTs or Advanced EMTs cannot.

Paramedic Training

Paramedic training builds upon the foundation of Basic and Advanced EMT knowledge and experiences. In the University of Alaska Anchorage Kenai Peninsula College Paramedic Program, students prepare for licensure by mastering didactic skills and scenario requirements, each exceeding the current minimum national standards. The program prepares graduates to function as entry-level paramedics. As the profession continues to evolve, paramedics must recognize the importance of ongoing continuing education and sharing knowledge with others in the field. The University of Alaska Anchorage Kenai Peninsula College Paramedic Program provides students with the latest technology and up-to-date information.

The Patient

Every person who requests medical care must be treated with respect and dignity, without discrimination. Everyone has the right to healthcare, regardless of their ability to pay for services, race, gender, sexual orientation, physical ability, veteran status, or religious creed. Competent, capable, and compassionate paramedics understand this and never let prejudices interfere with patient care. The patient is our "customer" and the reason we serve. We must never forget this and should do everything possible to meet the medical needs of all who seek our services.

Adult Learners

Adults are responsible for their own learning through self-motivation, goal setting, research, scheduling, organization, neatness, and self-evaluation. The instructor acts as a facilitator of learning, providing objectives, resources, coaching, feedback, and evaluation. Students bring life experiences that can serve as a foundation for learning new information and skills. Therefore, the classroom agenda may be adjusted occasionally to meet the experience levels and learning styles of each class.

STUDENT LEARNING OUTCOMES

The specific educational outcomes that support the program objectives were created by the National Highway Traffic Safety Administration (NHTSA) to produce a paramedic who:

1. Integrates comprehensive knowledge of EMS systems, safety/well-being of the paramedic, and medical/legal and ethical issues, which is intended to improve the health of EMS personnel, patients, and the community.
2. Integrates a complex depth and comprehensive breadth of knowledge of the anatomy and physiology of all human systems.
3. Integrates comprehensive anatomical and medical terminology and abbreviations into the written and oral communication with colleagues and other health care professionals.
4. Integrates comprehensive knowledge of pathophysiology of major human systems.
5. Integrates comprehensive knowledge of life span development.
6. Applies fundamental knowledge of principles of public health and epidemiology including public health emergencies, health promotion, and illness and injury prevention.
7. Integrates comprehensive knowledge of pharmacology to formulate a treatment plan intended to mitigate emergencies and improve the overall health of the patient.
8. Integrates complex knowledge of anatomy, physiology, and pathophysiology into the assessment to develop and implement a treatment plan with the goal of assuring a patent airway, adequate mechanical ventilation, and respiration for patients of all ages.
9. Integrates scene and patient assessment findings with knowledge of epidemiology and pathophysiology to form a field impression. This includes developing a list of differential diagnoses through clinical reasoning to modify the assessment and formulate a treatment plan.
10. Integrates assessment findings with principles of epidemiology and pathophysiology to formulate a field impression and implement a comprehensive treatment/disposition plan for a patient with a medical complaint.
11. Integrates comprehensive knowledge of causes and pathophysiology into the management of cardiac arrest and peri-arrest states. Integrates a comprehensive knowledge of the causes and pathophysiology into the management of shock, respiratory failure or arrest with an emphasis on early intervention to prevent arrest.
12. Integrates assessment findings with principles of epidemiology and pathophysiology to formulate a field impression to implement a comprehensive treatment/disposition plan for an acutely injured patient.

13. Integrates assessment findings with principles of pathophysiology and knowledge of psychosocial needs to formulate a field impression and implement a comprehensive treatment/disposition plan for patients with special needs.
14. Knowledge of operational roles and responsibilities to ensure safe patient, public, and personnel safety.

- Current NHTSA Educational Standards

FACULTY CONTACT INFORMATION

Paramedic Program Director / Lead Instructor

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Soldotna, Alaska 99669

Office Phone: (907) 262-0378

Office Fax: (907) 262-0324

Email: peperry@alaska.edu

Kenai Peninsula College Website: <http://www.kpc.alaska.edu>

KPC Paramedic Website: <http://www.kpc.alaska.edu/academics/areas-of-study/paramedic/>

Paul's Cellphone Number: (907) 398-7888

Paramedic Clinical Coordinator

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Paramedic Instructor (Kenai Peninsula College)

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Paramedic Instructor (Mat-Su College)

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Palmer, Alaska 99645

Office Phone: (907) 746-9329

Email: srober58@alaska.edu

PROFESSIONAL ORGANIZATIONS

State of Alaska – Office of EMS

Emergency Medical Services Unit
Division of Public Health
PO Box 110616
Juneau, AK
99811-0616
Main Phone: (907) 465-3027
Fax: (907) 465-4101
<http://www.chems.alaska.gov>

National Registry of Emergency Medical Technicians

PO Box 29233
Columbus, OH 43229
Main Phone: (614) 888-4484
Fax: (614) 888-8920
<http://www.nremt.org>

Southern Region Emergency Medical Service Council

6130 Tuttle Place
Anchorage, AK 99507
Main Phone: (907) 562-6449
Fax: (907) 562-9893
<http://www.sremsc.org>

National Association of EMTs

PO Box 1400
Clinton, MS 39060-1400
Main Phone: 601-924-7741
Toll Free: 800-346-2368
Email: info@naemt.org

PROGRAM ADVISORY BOARD

Voting Members

- Diane Bagley, Civilian Seat *
- David Wartinbee, PhD, JD, Honorary Seat**
- Trent Burnett, Fire Chief, Nikiski Fire Department
- **TBD**, Fire Chief, Kenai Fire Department
- Roy Browning, Fire Chief, Central Emergency Services
- Shayne Pond, RN, Manager, Emergency Department, Central Peninsula Hospital
- Terry Kadel, State of Alaska Office of EMS
- Lezelda Fiebig, Rural Alaska EMS Representative
- Charles Willoughby, AAS, NRP, Paramedic Graduate
- Carol Monk, NRP, Paramedic Graduate
- **TBD**, Current Paramedic Student

* Chair

** Vice Chair

Ex-officio (non-voting) Members

- Cheryl Siemers, KRC College Director
- Charles Mickelson, MD, Medical Director, Central Peninsula Hospital ED Co-Director
- Paul Perry, Paramedic Program Director / Lead Instructor
- Tiffani Perry, Clinical Coordinator
- Stephen Robertson, Faculty (MSC)
- Ashley Pass, Faculty (KPC)

REQUIRED TEXTBOOK LISTS

Note: Textbooks may be purchased in digital version except where noted.

Fall Semester - PMED A241/A241L/A242

(Paramedic I, Paramedic Lab I, Clinical I)

Nancy Caroline's Emergency Care in the Streets, 9th Edition

Volume 1 and Volume 2, with **Navigate 2 Premier Access**

Publisher: Jones & Bartlett

-**Hardcover** Books and eBooks with *Premier Access*: ISBN: 9781284256840

<http://www.jblearning.com/cart/Default.aspx?bc=25684-0&ref=psg&coupon=KPC25>

-**Digital** Book only with *Premier Access*: ISBN: 9781284256833

<http://www.jblearning.com/cart/Default.aspx?bc=25683-3&ref=psg&coupon=KPC25>

The WALLS Manual of Emergency Airway Management, 6th Edition

Author: Calvin A. Brown III

Publisher: Lippincott

ISBN: 9781975190682

<http://shop.lww.com/The-Walls-Manual-of-Emergency-Airway-Management/p/9781975190682>

Prehospital Emergency Pharmacology, 8th Edition

Author: Brian Bledsoe

Publisher: Brady/Pearson

ISBN: 9780134874098

<http://www.bradybooks.com/store/product.aspx?isbn=0134874099>

OPTIONAL Textbook

Emergency & Critical Care Pocket Guide Revised 8th Edition

ISBN: 9781284237986

<https://www.psglearning.com/informed/medical/productdetails/9781284237986>

Spring Semester - PMED A253/A253L/A242

(Paramedic II, Paramedic Lab II, Clinical II)

Basic Arrhythmias with 12-Lead EKGs, 9th Edition

Author: Gail Walraven

Publisher: Brady/Pearson

ISBN: 978-0-13-816495-9

<http://www.bradybooks.com/store/product.aspx?isbn=0138164959>

Advanced Cardiovascular Life Support (ACLS) Provider Manual (2020)

Publisher: American Heart Association

ISBN: 978-1-61669-772-3

<https://shopcpr.heart.org/acls-provider-manual>

Advanced Medical Life Support (AMLS), 4th Edition with Course Manual

Author: NAEMT

Publisher: Jones and Bartlett

ISBN: 9781284196115

<https://www.psglearning.com/catalog/productdetails/9781284295542>

Optional Textbook

2020 Spiral Handbook of ECC for Healthcare Providers

Publisher: American Heart Association

ISBN: 978-1-61669-397-8

Summer Semester - PMED A263/A263L/A264

(Paramedic II, Paramedic Lab II, Clinical II)

Prehospital Trauma Life Support (PHTLS), 10th Edition with Course Manual

Author: NAEMT

Publisher: Jones and Bartlett

ISBN: 9781284272314

<https://www.psglearning.com/catalog/productdetails/9781284272314>

Pediatric Advanced Life Support (2020)

Publisher: American Heart Association

ISBN: 978-1-61669-785-3

<https://shopcpr.heart.org/pals-provider-manual>

Pediatric Education for Prehospital Professionals, 4th Edition with Course Manual

Author: American Academy of Pediatric & NAEMT

Publisher: Jones and Bartlett

ISBN: 9781284255089

<https://www.psglearning.com/catalog/productdetails/9781284255089>

PURCHASING UNIFORMS

Uniform orders will be made through the program after acceptance. Additional uniforms and accessories can be purchased from the following vendors by the students.

~ Uniform replacements orders & costs are the responsibility of the student ~

5.11 Tactical · (1-800-425-5633) · www.511tactical.com					
	Product	Option 1	Option 2	Patch Embroidery	First/Last Name Embroidery
Footwear (1 ea)	ATAC 2.0 6" Side Zip Boot, Black	<i>Men:</i> #12394 Sz 4-15, Reg. or Wide width.	<i>Women:</i> #12404 Sz 5-10, Reg width only.		
Belt (1 ea)	5.11 Tactical Operator 1.75" Belt Black	<i>Men/Women:</i> #59405			
Polos (3 ea)	5.11 Tactical Performance SS Polo Black	<i>S/S, Men:</i> #71049 Sz: XS-5XL	<i>S/S, Women:</i> #64369 Sz: S-XL	<i>KPC Patch embroidery over left breast:</i> • Gamas Design	<i>Name embroidery over right breast, silver, mixed block:</i> • Gamas Design
EMS Pants (3 ea)	5-11 Stryke EMS Pants, Black	<i>Men:</i> #74363 (Sizes 28-54) Waist & Length	<i>Women:</i> #64418 (Sizes 2-20) Regular or Long		
Job Shirt (2 ea)	5.11 Job Shirt, ¼ Zip 2.0, Black	<i>Men/ Women:</i> #72534 (xs-5xL)		<i>Patch embroidery over left breast:</i> • Gamma's	<i>Name embroidery over right breast, silver, mixed block:</i> • Gamma's
GAMAS Design · www.gamasdesigns.com					
<i>Three (3) PMED T-Shirts are purchased in bulk and distributed to students.</i>					

ADDITIONAL REQUIRED EQUIPMENT

- Good quality stethoscope *
- Clear lens safety glasses *
- Trauma shears *
- Penlight *
- Watch with a second hand (can be digital)

* Paid for with PMED 241L Lab Fee

POLICIES AND STUDENT RESOURCES

Students enrolled in the University of Alaska Anchorage Kenai Peninsula College Paramedic Program are required to know and abide by University of Alaska Anchorage Academic Policies and Student Conduct Guidelines. The following is a list of UAA policies and resources. Please see each website for complete information.

UAA Student Code of Conduct

As with all members of the university community, the university requires students to conduct themselves honestly and responsibly and to respect the rights of others. Students may not engage in behavior that disrupts the learning environment, violates the rights of others, or otherwise violates the Student Code of Conduct, university rules, regulations, or procedures. Students and student organizations are responsible for ensuring that they and their guests comply with the Student Code of Conduct while on property owned or controlled by the university or at activities authorized or sponsored by the university.

For a complete details on the Student Code of Conduct, please visit the UAA webpage at: <https://www.uaa.alaska.edu/students/conduct/index.cshtml>

Title IX Regulations and Guidelines

UAA is committed to promptly stopping and preventing gender-based and sexual misconduct, eliminating hostile environments, and remedying misconduct's ill effects. For more information about how to engage in positive, supportive behavior and report misconduct, please visit the UAA webpage at <https://www.uaa.alaska.edu/equity-and-compliance/>

Title IX Training must be completed by all Faculty, Staff and STUDENTS who are enrolled in the University of Alaska Anchorage Kenai Peninsula College Paramedic Program. Course completion documentation must be submitted to the program director for each campus at the beginning of the program.

To submit a report, contact the UAA Title IX Coordinator at 907-786-4680 or email uaa_titleIX@alaska.edu or access the UA Confidential Hotline at 855-251-5719 to make a confidential or anonymous report. UAA does not retaliate against those who raise concerns, nor will it tolerate others' retaliation against them.

Academic Rights of Students & Academic Dispute Resolution Procedure

Students have academic rights, as described in the UAA Catalog. For more information on your academic rights, please visit the UAA webpage: <https://www.uaa.alaska.edu/students/dean-of-students/student-complaint-dispute/index.cshtml>
Academic decisions based on alleged violations of the Student Code of Conduct will not be reviewed under this procedure until the Student Conduct Review Procedures are exhausted.

Children and Animals on Campus

Other than during approved pediatric training days, children are not permitted during classes, labs, or clinical settings, even when a parent is present. Children should not be left unsupervised in hallways, lobby areas, or vehicles parked outside. Students who bring children to class will be asked to leave, with an absence being recorded. When this policy creates a special hardship, the student should discuss the matter with the Paramedic Program's faculty at least an hour before class.

Animals are not permitted in the EMS classroom, laboratory, hospital clinicals, fire department ride-alongs, or during the Capstone internship. Service and assistive animals are not allowed in certain clinical environments.

University of Alaska Campuses: Smoke and Tobacco-Free

Tobacco use and smoking, including the use of electronic cigarettes and similar products are prohibited on university property (UA Board of Regent's Policy 05.12.102).

At no time are cigarettes, e-cigarettes and smokeless tobacco products to be carried or used while wearing the UAA/KPC Paramedic Program uniform.

PROGRAM POLICIES & GUIDELINES

Preamble

The policies of the University of Alaska Anchorage Kenai Peninsula College Paramedic Program are designed to create a safe and professional educational environment for paramedic students. It is essential for each student to understand and adhere to the policies outlined in the student handbook, both in their explicit language and their underlying principles. In situations where the handbook does not provide guidance, students and faculty will use their best judgment, professional ethics, and the intent of existing policies and procedures.

Regardless of the specific wording, students are expected to consistently uphold the values of professionalism expected of EMS personnel. Students who fail to meet these standards may face disciplinary action, including dismissal from the paramedic program. The standards of professionalism for the University of Alaska Anchorage Kenai Peninsula College Paramedic Program are established by the program faculty.

Students Experiencing Disabilities

For more information contact Disability Support Services at UAA.
<https://www.uaa.alaska.edu/students/disability-support-services/>

Functional Position (Description)

U.S. Bureau of Labor Statistics Web Link: <https://www.bls.gov/ooh/healthcare/emts-and-paramedics.htm>

Introduction

The following position description for paramedics is provided as a guide for identifying the characteristics required for University of Alaska Anchorage Kenai Peninsula College Paramedic Program and ultimately for EMS certification. It is ultimately the responsibility of an employer to define specific job descriptions within each EMS entity.

Qualifications

To qualify for paramedic certification or licensure, an individual must successfully complete a State-approved paramedic course and achieve competency in each of the psychomotor skills. In addition, the individual must achieve a passing score on the state or national written certification or licensure examination.

EMS personnel must be at least 18 years of age. Generally, the knowledge and skills required show the need for a high school education or equivalent. EMS personnel must have the ability to:

- Communicate verbally via telephone and radio equipment
- Lift, carry, and balance up to 125 pounds (250 pounds with assistance)
- Interpret written, oral, and diagnostic form instructions

- Use good judgment and remain calm in high-stress situations
- Work effectively in an environment with loud noises and flashing lights
- Function efficiently throughout an entire work shift
- Calculate weight and volume ratios and read small print, all under life-threatening time constraints
- Read and understand English language manuals and road maps
- Accurately discern street signs and address numbers; ability to interview patients, family members, and bystanders
- Document in writing all relevant information in prescribed format meeting legal requirements
- Converse in English with coworkers and hospital staff on patient status

EMS personnel should possess good manual dexterity, with the ability to perform all tasks related to the highest-quality patient care. They must be able to bend, stoop, and crawl on uneven terrain and the ability to withstand varied environmental conditions such as extreme heat, cold, and moisture is vital. Finally, candidates must be able to work in low light, confined spaces, and dangerous environments.

Description of Tasks

An EMS candidate:

- Receives call from dispatcher, responds appropriately to emergency calls, reads maps, may drive ambulance to emergency site, uses most expeditious route, and observes traffic ordinances and regulations
- Determines nature and extent of illness or injury, takes pulse, blood pressure, visually observes changes in skin color, auscultates breath sounds, determines patient status, establishes priority for emergency care, renders appropriate emergency care (based on competency level); may administer intravenous drugs or fluid replacement as directed by physician
- May use equipment (based on competency level) such as but not limited to defibrillator, and electrocardiograph; performs endotracheal intubation to open airway and ventilate patient; inflates pneumatic anti-shock garment to improve patient's blood circulation or stabilize injuries
- Assists in lifting, carrying, and transporting patient to ambulance and a medical facility
- Reassures patients and bystanders, avoids mishandling patient and undue haste, searches for medical identification emblem to aid in care
- Extricates patient from entrapment, assesses extent of injury, uses prescribed techniques and appliances, radios dispatcher for additional assistance or services, provides light rescue service if required, provides additional emergency care following established protocols
- Complies with regulations in handling deceased, notifies authorities, arranges for protection of property and evidence at scene
- Determines appropriate facility to which patient will be transported, reports nature and extent of injuries or illness to emergency staff, asks for direction from hospital physician or emergency department
- Observes patient in route and administers care as directed by physician or emergency department or according to published protocol
- Identifies diagnostic signs that require communication with facility
- Moves the patient into the emergency facility from the ambulance

- Reports orally and in writing concerning observations about the patient, patient care at the scene and in route to facility; assists emergency staff as required
- Maintains familiarity with all specialized equipment
- Maintains ambulance in operable condition by replacing supplies; sending used supplies for sterilization; checking all equipment for future readiness; ensuring ambulance cleanliness and orderliness of equipment and supplies; decontaminating vehicle interior; determining vehicle readiness by checking oil, gasoline, water in battery and radiator, and tire pressure

Classroom Readiness

Students are responsible for making sure that the EMS classrooms and labs are always kept clean. The furniture should be arranged neatly, and all equipment properly secured at the end of each class session. Equipment lockers must be secured when not in use, and under no circumstances are medications, needles, or blood-borne pathogen materials to be left unsecured.

There must be absolutely no eating or drinking in the same areas where live tissue labs are being conducted. Food and drinks are **not** allowed in skills or simulation rooms. However, food and drinks are allowed in the classroom if the garbage is disposed of properly and food is cleaned up after use. If using the student break area, be sure to clean up after use. If food use in the classroom becomes a problem, these privileges will be suspended. **Students may not leave class to retrieve food or drinks**, but breaks will be provided on a regular basis.

Students are required to be prepared for class, including showing up with all materials and supplies needed, including their own laptop or tablet and other equipment as necessary. These will not be supplied from classroom inventory.

Students should respect other classes meeting in the same general vicinity as the Paramedic Program. Additionally, students must keep noise levels to a minimum when on breaks and ensure that all conversations held in public places are appropriate for non-EMS personnel. ‘Conversations about events occurring during a clinical rotation are confidential and should not be overheard by any person outside of your instructor.’

Code of Conduct

Students must sign the Code of Conduct and the EMT Oath. These signed documents of the Code of Conduct and the EMS Oath are maintained in the student’s personal program files. This Code of Conduct is always in place when students can be identified as members of the program by clinical, college, or program staff or the public. All complaints of poor conduct brought to the program faculty will be addressed; disciplinary action may be enacted up to and including dismissal.

Students are expected to treat all faculty, program staff, ambulance and hospital staff, classmates, guests, and patients with respect and without prejudice or discrimination. Discrimination based on race, skin color, age, gender, disease, disability, socioeconomic status, sexual preference, or ability to pay for services is not acceptable. Students in healthcare professions should be aware that they will be expected to care for patients with airborne and blood-borne diseases. Paramedic students may not refuse to care for any patient.

All clinical staff will be treated with respect; clinical staff includes but is not limited to paramedics, firefighters, physicians, nurses, mid-levels (nurse practitioners and physician assistants), and technicians. Inter-professional discrimination or bias will not be tolerated, whether face-to-face with staff or during any interactions while in uniform or when students can be identified as members of the program.

Conflict Resolution

In the classroom, when possible, problem solving, and grievances should be resolved with the person(s) directly involved. Conflict resolution is a “must-have skill” for healthcare professionals. Unresolved disputes between students should be brought to the program faculty for resolution if necessary.

During clinical rotations, conflicts are to be directed to the program-employed preceptor present on site. If not at a precepted clinical, students are to call their program faculty or Clinical Coordinator as soon as reasonably possible. If the conflict involves the site preceptor, students must report directly to the Clinical Coordinator. Students must always conduct themselves professionally and are not to engage hospital or ambulance staff in conflict. The preceptor or Clinical Coordinator will advise the student on how to proceed.

Incident Reporting

Students involved in incidents that result in personal injury, injury to another person, or damage to property must report the incident to their program faculty or Clinical Coordinator immediately after seeking medical attention. Students involved with incidents occurring on clinical rotations must also follow the reporting procedures for that clinical site. A statement of the incident may be required by the program faculty.

Student Complaints & Appeal Process

Paramedic students learn problem resolution as part of their career training. Student complaints and suggestions should be managed using a standard chain of command starting with the instructor, program director, then the director of student services, college director, and then UAA administration.

UAA has a comprehensive appeals and complaint process. Review the following UAA website for more information on appeals. <https://www.uaa.alaska.edu/students/dean-of-students/student-complaint-dispute/index.cshml>

Maintenance of Certification

Students are individually responsible for maintaining a current National Registry and their state EMT **throughout the duration of the Paramedic Program**. Students who fail to achieve a National Registry EMT certificate may not be allowed to begin their Capstone until it is achieved. Students are also responsible for maintaining a current American Heart Association Healthcare Provider, ASHI Healthcare Provider, or American Red Cross Professional Rescuer

CPR card always during the program. **Students are responsibility** for providing copies of current certificates to the Program Director and Clinical Coordinator.

Students with lapsed EMT or CPR cards will not be able to attend any clinical or field experiences until recertification documentation is provided to the Program Director and permission is granted.

Health Insurance

Students are strongly encouraged to maintain their own health insurance. Depending on Memorandums of Agreement (MOAs), students may be required to carry health insurance. The cost of any injury or illness contracted during classroom sessions, ride-alongs, clinical rotations, or the Capstone Field Internship is the sole responsibility of the student. This includes incidents involving airborne, droplet, or blood-borne exposure. Students are required to sign a "UAA Release of Liability" on the first day of class.

Professional Liability Insurance

Professional Student Liability Insurance is provided by the University of Alaska to paramedic students while participating in field experience ride-alongs, hospital clinicals, and the scheduled field internship (Capstone).

Releases from Liability

The University of Alaska Anchorage, Kenai Peninsula Borough, Kenai Fire, LifeMed Alaska, and several field internship sites also require students to sign liability releases prior to ride-alongs, clinicals and the Capstone Internship. Copies of these signed documents will be kept in student personal program files.

Background Checks, Criminal Records, and Drug Testing

Memorandums of Agreements (MOA) require that all students undergo extensive state and federal background checks. Several other federal or international background checks are also completed on each student and faculty member. Any crime charged against a paramedic student must be reported to the Program Director immediately and the State of Alaska Department of Injury Prevention and EMS within 30 days. This is the student's responsibility; failure to do so could make a student ineligible for certification or licensure. Continuing in the paramedic program will be contingent on a record clean of convictions for any barriers (felonies and certain class "A" misdemeanors). Copies of all background and criminal history reports are kept in a student's secured personal program file and subject to review.

Paramedic students will be drug tested when they first apply in the program, within a month of their Capstone, and at any time “for cause” testing is requested by program faculty, staff, or clinical sites as required under MOAs. Students refusing to submit to testing will be dismissed from the Paramedic Program.

The University of Alaska Anchorage Kenai Peninsula College Paramedic Program has zero tolerance for drug use, including THC (cannabis). Drug testing is required for entrance into the program and again as required by MOA or for cause. A positive test result or refusing to submit a sample when directed will result in program dismissal.

Personal Transportation and Lodging

Paramedic students are required to frequently travel to Anchorage to complete the clinical requirements. Dependable transportation is very important since students will be traveling in all types of driving conditions. Neither UAA or the Kenai Peninsula College Paramedic Program is responsible for personal vehicle or property damage, injuries, or death sustained while traveling back and forth to class (including off-campus meetings), clinical locations, ride-alongs, or during the Capstone Field Internship.

Students are required to secure their own room, board, and transportation during all phases of the program. It is not the program’s or internship site’s responsibility to assist students with transportation or lodging needs. Students are required to review internship housing and transportation plans with the Clinical Coordinator prior to leaving for their Capstone field internship.

Transportation and other program costs are discussed during advising sessions and are the responsibility of the student.

Internet, Email, and Technology

Students **must have reliable access to the internet for video conferencing**. Students are required to **check their UA and program email often** since important announcements, materials, and schedule changes will be sent to this account only. However, protected health information should never be distributed via email.

Fire departments, hospitals, and internship sites may not be set up to allow for “Guest” internet access; students should not ask to use any computers or the internet at these sites. These sites may also restrict the use of personal computers, tablets, and smartphones; students must follow site-specific policies regarding their use. Additionally, students will not participate in texting, social media, or gaming while interacting with patients, staff, and faculty. Technology should be used as a tool and never perceived as a distraction. Overuse or abuse of technology may result in disciplinary action.

Technology during Testing

Neither the National Registry of Emergency Medical Technicians nor the State of Alaska Department of Health and Emergency Services allow for the use of personal computers, scientific types of calculators, tablets, smartphones, or other non-approved electronic devices during testing. Written tests within the program are administered via a computer-based testing model. Other electronic tools may not be used as testing aids. When students use computer-based testing, accessing non-approved materials or utilizing non-approved applications, programs, or web sites is considered cheating under the UAA Code of Conduct and grounds for program dismissal.

All Paramedic “High Stakes Exams” (Midterms, Finals & Summative Exams) must be taken in an *approved face-to-face* proctored environment. No Exceptions.

Smartphone Policy

Smartphones are allowed within the University of Alaska Anchorage Kenai Peninsula College Paramedic Program during approved classroom activities. However, at no time is using social media, texting, picture taking, scheduling clinicals, emailing, or completing patient care reports in class authorized. Smartphones are useful learning tools, but when they become a distraction, their use will be limited by faculty.

The common areas on the KPC campus have internet availability via wireless connections that are available for student use before and after class or while on breaks. Student Services can take and deliver any emergency messages to the classroom/lab if needed.

The National Registry of EMTs and the State of Alaska Department of EMS require that all internet-capable devices be secured in lockers or vehicles during any testing.

Social Media Policy

Social media are internet-based tools for sharing and discussing information. Examples of social media include but are not limited to the following:

- Multimedia and social networking sites, such as (but not limited to) Twitter, Facebook, YouTube, LinkedIn, KIK, Snapchat, JOTT, Instagram, TikTok and MySpace
- Blogs, wikis, message boards, microblogs, and other community-based sites or collaboration tools
- Social commerce postings, like product or experience reviews
- Any other site where information like text, images, video, sound, or other files can be uploaded or posted.

Both in professional and educational roles, students need to follow the same behavioral standards online as they would in real life. The same laws, professional expectations, and guidelines for interacting while using these communication platforms apply as in any other situation.

Without exception, all patient information obtained during patient care experiences is completely confidential. Organizational information students may see or hear during their clinical and field shifts is also considered confidential and must not be shared via social media.

Additionally, the University of Alaska Anchorage Kenai Peninsula College Paramedic Program curriculum is the sole property of the University of Alaska Anchorage, Kenai Peninsula College, EMS instructors, and staff involved. No unauthorized recording (including photographs, drawings, voice, or visual representations) is permitted without permission.

Students are fully responsible and liable for anything they have posted to social media sites, including any comments in their postings that may be deemed to be defamatory, profane, obscene, proprietary, libelous, or otherwise illegal. Online or offline sharing of any information that is considered confidential (including but not limited to exams, tests, or quizzes) may result in immediate dismissal from the program.

When participating in social media, the following best practices are recommended:

- **Think twice before posting.** Privacy does not exist in the world of social media. Students should consider what could happen if a post becomes widely known and how that may reflect both on the poster and the University of Alaska Anchorage Kenai Peninsula College Paramedic Program. Search engines can turn up posts years after they are created, and comments can be forwarded or copied. If students would not say something at a conference or to members of the media, they should consider whether they should post it online. If students are unsure about posting something or responding to a comment, they should seek input from program staff.
- **Strive for accuracy.** Paramedic students need to get the facts straight before posting them on social media. They must also review content for grammatical and spelling errors.
- **Be respectful.** Content contributed to a social media site could encourage comments or discussion of opposing ideas. Responses should be considered carefully in light of how they would reflect on the poster and/or the University of Alaska Anchorage Kenai Peninsula College Paramedic Program.
- **Remember the audience.** A presence in social media can easily be made available to the public at large. This includes prospective students, current students, current employers and colleagues, future employers, and others. All students should consider this before publishing to ensure the post will not alienate, harm, or provoke any of these groups.
- **Personal sites.** Students must identify their views as their own. If they identify themselves, it should be clear that the views expressed are not necessarily those of anyone else, especially not of the University of Alaska Anchorage Kenai Peninsula College Paramedic Program or UAA.

Video Conferencing “ZOOM” Policy

- All students participating in the UAA|KPC Paramedic Program will attend each didactic class session in its entirety (PMED A241, PMED A253 and PMED A263) via a “LIVE” Zoom video conference. These classes are held on Monday and Wednesday evenings from 1800 hrs. until 2100 hrs.

- Paramedic students are expected to be in attendance for EVERY class session unless an absence is approved prior by a member of the program faculty. Refer to the attendance policy for further requirements.
- Paramedic students are required to have their video camera turned on with the microphone muted showing the student facing forward with their head and shoulders visible. Students will un-mute during class discussions. A virtual background or blurred background is acceptable.
- Paramedic students must be in the approved uniform for class (t-shirt or polo shirt) as directed by the instructor while in the Zoom class.
- Paramedic students must actively participate in discussions and exercises during **every** class session.
- It is unacceptable for bystanders to interfere with student learning during online classes (i.e. sidebar discussions, interruptions etc) and may lead to program discipline being enacted toward the online paramedic student.
- Paramedic students should participate in online classes from a distraction free area. Excessive interruptions to the learning environment will not be tolerated.
- Eating meals while on camera is prohibited. Drinks are allowed but cannot be distracting to the instructor or other students.

Failing to follow program policies will result in a **Professional Counseling** letter being issued for the 1st offense, followed by program **PROBATION** on the 2nd offense, and **DISMISSAL** from the program on the 3rd offense. This progressive discipline remains throughout the entire program.

Length of Class

Per Alaska state law (7AAC 26.172 13(c)), all paramedic courses must be completed within two (2) years from the course **start** date. Students who do not complete **all** program requirements within the two-year timeframe will be required to reapply to the program and start from the beginning (PMED A241, PMED A241L and PMED A242) at their own cost.

Per National Registry policy, the **certification exams** must be completed within two (2) years of the **completion** date of the program. NREMT exams are valid for two (2) years.

Advanced Placement and Traditional Credit

The University of Alaska Anchorage Kenai Peninsula College Paramedic Program does not allow for non-traditional credit or advanced placement. This means that all students start at the beginning of the program and must complete it in its entirety. There is no option for credit to be awarded for current or past work experience or other paramedic educational programs coursework.

Fire Alarms and Lockdowns

In the event of a fire alarm, all students must depart the building in a quick and orderly manner and report to the designated gathering area. Students must exit out of the closest doors, avoid using the elevators, and watch for incoming emergency vehicles. Students should not go to their cars or leave campus.

In the event of a campus security lockdown, students should move away from windows and the classroom door will be locked.

Recognizing Stress

Students involved in clinical rotations encounter uncontrolled situations that often expose them to the worst society has to offer. These situations, either individually or through accumulation, can prove difficult to handle for both inexperienced and veteran personnel alike. Students who encounter an emotionally traumatic event or who begin to feel the accumulation of these events should notify their program faculty or Clinical Coordinator. It is a goal of the EMS Program to provide each student with the tools and resources to deal with emotional stress related to critical incidents.

Withdrawal or Dismissal

UAA, and the community campuses (KPC & MSC) have set dates for withdrawals and add/drop changes. Students should review the academic calendar and be familiar with these dates.

Students who withdraw or are dismissed from the University of Alaska Anchorage Kenai Peninsula College Paramedic Program may not wear the official Paramedic Program uniform in public. Any misrepresentation as a paramedic or paramedic student is a violation of State law and possible revocation of State of Alaska and/or National Registry EMT certification. College owned equipment, including keys, photo IDs, and hospital owned badges must be returned to the program director upon exit.

Students are still responsible for non-refundable program expenses as outlined in the “Welcome Letter” and signed by applicants.

ATTENDANCE POLICY

It is expected that paramedic students will attend **all** classroom lectures, skills labs, hospital clinicals, ambulance ride-alongs, and Capstone Field Internship hours as scheduled. If a student must be absent from any site, it is his or her responsibility to contact the Program Faculty or Clinical Coordinator at least one (1) hour prior to the scheduled class or duty time.

Classroom Absences

A **maximum of three (3) absences (9 hours)** from any class will be allowable during each of the Fall, Spring or Summer semesters. More than three (3) absences in any one semester may result in dismissal from the program.

Absences should only be used for legitimate medical or other family emergencies and are not to be used for other purposes unless pre-approved by the program faculty. Scores of zero (0) will be issued for any graded material missed in class. Medical clearance by an MD may be required for multi-day absences due to illness or injuries before a student may return to field experiences, clinicals or the capstone internship.

All assigned work is due as outlined in the class agenda. If the student is absent from a class or lab session, he or she is responsible for all material covered in the session and any handouts, assignments, skills, etc. All handouts and recorded lectures are maintained in the student LMS. Additional assignments may be added for missed lectures. All work will be due the first day of the student's return. Any tests missed must be taken as agreed upon by the program faculty. Missed and makeup exams may be comprised of fill-in-the-blank, essay, multiple choice, and/or matching questions; the make-up exams may also be different from the originals.

Skills Labs

KPC Cohort: Students must attend a two-week long, in-person lab intensive *each semester* on the Kenai Peninsula College campus in Soldotna, Alaska. The specific dates of the intensives are listed on the course agenda. All travel, food, and lodging expenses related to the lab intensives are the responsibility of the student.

MSC Cohort: Paramedic skills labs for MSC Cohort students are required twice per week on the Mat-Su Campus during the Fall, Spring, and Summer semesters. *Additionally*, Mat-Su paramedic students must travel to the Kenai Peninsula College (Soldotna main campus) for the **last two and a half days** of each scheduled lab intensive each semester. The Residence Hall is available for rent at a very reasonable cost.

Students must attend all hours of the labs, and any missed hours must be made up before advancing to the next semester.

Paramedic students may not switch between KPC Lab Intensives and the MSC Skills labs during the program, however extenuating circumstances will be evaluated by the program director on a case-by-case basis.

Clinical, Ride-Along, and Capstone Field Internship - Absences

One (1) **unexcused** absence from a scheduled ambulance ride-along, hospital clinical, or field internship day throughout the **entire** paramedic program will result in a letter of counseling. The student will also be required to write an explanation for the absence. A second absence will result in program probation. A third absence will result in a final grade of “F” being issued and dismissal from the program.

Students are expected to remain for and actively participate in the entirety of their assigned duty shifts. Students will not take extended breaks or leave the clinical site early without contacting the Clinical Coordinator. Falsification of clinical records is considered a direct violation of the UAA Student Code of Conduct and may result in expulsion from the program.

Clinical, Ride-Along, and Capstone Field Internship - Tardiness

Students are expected to be at their duty assignment (class, clinical, labs, ride-alongs, or the internship) at least **10 minutes early**. Arriving less than 10 minutes before the start of the class or duty assignment is considered tardy.

For the purpose of this policy, a tardy is defined as the paramedic student not being at his or her assigned location (class, lab, clinical, ride-along, or field internship) ten minutes early **or not being ready** at the scheduled starting time. Failure to arrive on time and fully prepared for clinicals or ride time may result in students being sent home, receiving an absence for the day, and/or disciplinary action.

A tardy will be deemed excused when the paramedic student did not have control of the situation that caused the lateness. Program faculty will determine whether tardiness was due to “uncontrollable circumstances” or a failure on the student’s part to plan for the contingency. Whether or not a tardy is excused is at the sole discretion of the program faculty, preceptor, instructor, or field training officer. An example of an excused tardy would be getting a late ambulance call that prevented the student’s timely arrival to class or encountering an unpublicized motor vehicle wreck that slowed traffic beyond normal high traffic wait times. Leaving the class early without prior permission (unexcused) or tardiness of more than 60 minutes (unexcused) will result in an unexcused absence being issued for the entire four-hour timeframe.

Didactic Classroom and Lab Sessions

A total of two (2) unexcused tardies in any one semester will result in faculty review and counseling; it will also count as an absence. Any three (3) tardies in any single semester will result in program probation, and four (4) unexcused tardies may result in program dismissal.

Ambulance Ride-Alongs, Hospital Clinicals, and Capstone Field Internships

Unexcused tardiness during ride-alongs, clinicals, and internships will not be tolerated.

One (1) unexcused tardy during the entire program’s ride-alongs, clinicals, or internships will result in a conference between the student and lead program faculty. An unexcused finding will result in a counseling letter. A second (2nd) unexcused tardy will result in being placed on probation, and a third (3rd) unexcused tardy may result in program dismissal with a final grade of “F” being issued. If students suspect they will be tardy, they need to immediately contact the Clinical Coordinator by phone call and follow-up with an email.

Third Person Rider during Field Experiences

Paramedic students enrolled in the UAA|KPC Paramedic Program must always be accompanied by a licensed/certified paramedic field training officer (FTO) or preceptor when assessing or treating patients. Additionally, students are required to wear their student identification visibly when on duty.

Paramedic students cannot be used in place of regular staffing at any time.

At no time is a paramedic student who is attending a clinical or field experience shift to be utilized in place of other staff members. Students are not to take the place of full-time personnel and must always be with a paramedic or approved mentor when functioning as a paramedic student.

Midterm & End of Semester Student Meetings

Paramedic students meet with program faculty each semester at the midterm and at the end of each semester. These meetings are designed to discuss student progress, goals, and/or concerns. These meetings will also be completed during the capstone internship and may be done via videoconference.

Prior to departing for (and returning from) the out-of-state field internship each student must meet with program faculty to complete a full program review. Any additional expense accrued by the student because of failing the end-of-course work audit is the sole responsibility of the student.

GRADING CRITERIA – Didactic Lectures

PMED A241, A253, & A263

All written or skills work will be scored using weighted percentages.

Final letter grades are based on the following matrix basis:

A = 90 - 100% B = 80 - 89% F = 0 - 79% = Dismissal with a Final Grade of “F”

- 40% High Stakes Exams**
- 30% Chapter Written Exams**
- 20% Homework, Assignments & Quizzes**
- 10% Affective Domain**

High Stakes Cognitive Exams (Finals)

All “High Stakes Exams” must be taken in a College/University testing center or administered by a program approved proctor (i.e. EMS/Fire Chief, School Teacher etc.) during the scheduled and allotted time.

A student who fails to achieve an **80% on any “High Stake Exam”** may retest a different exam covering the same material one (1) time **within five (5) business days**. A remediation assignment may be given and must be completed prior to any retest.

If the “high stakes exam” *retest* is passed (80% or greater) the student will be awarded a maximum score of 80% for the exam. A score of less than 80% on the second attempt constitutes a failed exam and the student **will be dismissed** from the program with a failing grade recorded on their UAA|KPC transcript.

Weekly Chapter Exams

The minimum passing score on each chapter exam is 80%. Exams will be open on Friday morning after 0900 hrs. and will be due by Sunday at 2359 hrs. of the same week. Exams will be taken at *EMSTesting.com* through a secure browser. You may not use any notes, books, or any outside help during exams. Note: These exams cannot be taken on Chromebooks.

There are NO retests allowed on chapter exams, but remediation work will be given. An ***overall semester grade*** of less than 80% on chapter exams is grounds for program dismissal.

If circumstances require missing an exam, the student must schedule with the instructor to take a make-up exam.

Homework, Assignments & Quizzes

Students must have 100% of all homework successfully completed. Failure to complete all homework will result in an “F” being awarded for the class and dismissal from the program. Late work will have a 10% reduction in earned value.

Homework and assignments are made available for every chapter through JBLearning (Premier) and *due Friday* no later than 2359 hrs. of the assigned week. You have 2 attempts to earn the highest grade possible; grades will be recorded on Blackboard.

Weekly **Drug Quizzes** are made available through JBLearning on *Friday* morning by 0900 hrs. and due no later than *Sunday* at 2359 hrs. There will be a drug card **FINAL EXAM** given at the end of each semester.

Assignments include community service, handouts, and research projects. Official grades will be recorded on Blackboard. **Late work will have a 10% reduction in earned value.**

Weekly Journal Entries

A “Week-In-Review” journal entry of at least 250 words is required to be submitted via email to the program director (cc the clinical coordinator) **every Sunday by 2359 hrs.** Topics should include what you gained from your weekly studies, any interesting patient care you have participated in, what you may be struggling with including an improvement plan, and something you did for yourself during the week to stay balanced. **Late entries will result in an affective domain grade reduction of 1% per late journal.** More than a 20% deduction can result in program dismissal.

Case Studies & Discussion Boards

There will be written discussion boards throughout the course through JBLearning. Discussions will be available Monday mornings and due by Friday night no later than 2359 hrs. The discussions cover material that is presented that week and require participation with written responses.

After you complete your discussion response you are required to **respond to at least two** of your classmate’s posts. These subsequent responses will be due by Sunday by 2359 hrs. of the same week. **Late entries will result in an affective domain grade reduction of 1% per late case study/discussion board.** More than a 20% deduction can result in program dismissal.

Research Projects

Each semester you will have **a research project** assigned that covers subject matter being discussed within the program. There is a scoring rubric that can be found in JBLearning and is worth up to 100 points per project.

Professional ePortfolio Assignment

A Professional ePortfolio must be actively maintained throughout the Paramedic Program. The content of this portfolio will be discussed in class and will be graded as an assignment at the end of each semester. The portfolio will be housed in the student's Goggle Drive folder.

Service-Learning Assignment

Students are required to participate in at least one (1) faculty-approved service-learning project during the fall and spring semesters. Projects must total a minimum of 4-hours each semester. Examples of approved service-learning activities include, but are not limited to EMT practical exams, health fairs, teaching CPR or other EMS topics, career days, EMS-related community service outside the department ride time, and parades. Students must wear their Paramedic Program uniform in full and **may not be compensated**. Projects must incorporate EMS knowledge and promote the paramedic profession. Service-Learning assignments are worth 50 points each semester.

Other EMS Certification Cards

Grades from the "alphabet" courses are considered assignments. All students are required to attend and pass the following EMS certifications. The minimum passing grade for the listed courses are set by the certifying organizations:

1. Advanced Medical Life Support (AMLS)
2. Advanced Cardiac Life Support (ACLS)
3. Emergency Pediatric Care (EPC)
4. Pediatric Advanced Life Support (PALS)
5. Prehospital Trauma Life Support (PHTLS)

Successful completion and participation in the above-listed courses are required regardless of whether the student already holds the credential.

Affective Domain Grading (Behavioral)

Affective domain is worth 10% of the overall grade. Students will be graded on a **decreasing** scale. Each student begins the semester with 100 points. As the semester progresses, one percent (1%) will be deducted for each of the following: attendance problems (absence, tardy, or leaving early); uniform violations; participation concerns; or professional behavioral issues.

This domain measures the student's attitudes, behaviors, and professional attributes as well as classroom conduct. Successfully passing the program requires appropriate classroom behavior, professional ethics, and adherence to policies. Breaches will result in a student conference. Behavior that is deemed significantly unacceptable, repetitive, egregious, or threatening to the well-being of others will be grounds for immediate program dismissal. **Loss of more than 20% of the affective domain grade also constitutes program dismissal.**

GRADING CRITERIA – Skills Labs/Intensives

PMED A241L, A253L, & A263L

All skills work will be scored using weighted percentages.

Final letter grades are based on the following matrix basis:

A = 90 - 100%

B = 80 - 89%

F = 0 - 79% = Dismissal with a Final Grade of “F”

40% High Stakes Practical Exams

30% Participation (Scenarios)

20% Lab Manual Completion (Skill Sheets)

10% Affective Domain

High Stakes Practical Examinations

Practical Exams must be passed with competency using approved program evaluation tools.

1. High Stakes/Final Practical Examinations (*individual exam with 1 paramedic assistant*)
 - a. A241L (Airway/Pt. Assessment)
 - b. A253L (Cardiology/Respiratory)
 - c. A263L (Trauma/OB/PEDS)

2. Students must show **competency** in each of the following psychomotor areas **prior** to beginning their field capstone internship. A multi-station evaluation will be completed toward the end of **PMED A263L** and replaces the National Registry Advanced Psychomotor exam.
 - a. Trauma Assessments
 - b. Dynamic Cardiology
 - c. Static Cardiology
 - d. Oral Assessment
 - e. Intergraded Out-of-Hospital Scenarios

If a student fails a practical exam (*listed above in item 1*), they may reattempt each practical exam once within 7 days. Prior to reattempting a practical exam, the student must complete remediation. All remediation and retests must be scheduled at the instructor’s availability.

If after remediation the student is still unable to pass the retest, they **will** be dismissed from the University of Alaska Anchorage Kenai Peninsula College Paramedic Program and a final grade of “F” will be assigned to their UAA|KPC transcript.

Lab Manual Completion (Portfolio)

All Peer & Instructor checkoffs for each skill sheet must be completed during scheduled labs, during their assigned semester, and submitted into “Platinum Planner” at the end of each lab day. If the student fails an instructor check-off, they must remediate that skill and retest it. The method of remediation is at the discretion of the faculty.

A repeat instructor check-off may **NOT** be done the same day as the initial failed instructor check-off, nor can peer checkoffs be done the same day as the skill is taught. Assigned skill sheets not completed by the end of the semester will lead to an “incomplete” grade being issued and students not being able to move forward in the program.

Skills labs are held twice weekly at Mat-Su College or during the two-week lab intensives held each semester at Kenai Peninsula College.

All skill sheets must be completed per the schedule and mastered with 100% accuracy on the critical components and 80% accuracy on all non-critical components.

Student Participation

Student participation is worth 20% of the overall grade. Student participation is mandatory and used to teach, evaluate, and fine-tune skills. Students will be graded on a **decreasing** scale. Each student begins the semester with 100 points. As the semester progresses, one percent (1%) will be deducted using the programs Team Lead & Team Member rubrics. Examples include:

1. Not participating as a Team Leader in areas of Leadership, Scene Management, Patient Assessment, Patient Management, Interpersonal Relations, Field Impressions, or Transport Decisions.
2. Not participating as a Team Member in areas of Fellowship, Communications, Affect, Scene Size Up, and Patient Management.

Affective Domain Grading (Behavioral)

Affective domain is worth 10% of the overall grade. Students will be graded on a **decreasing** scale. Each student begins the semester with 100 points. As the semester progresses, one percent (1%) will be deducted for the following:

1. Professional Behavioral Issues (i.e. integrity, empathy, self-motivation, appearance and personal hygiene, self-confidence, time management, teamwork and diplomacy, respect, patient advocacy, and careful delivery of service).

This domain measures the student’s attitudes, behaviors, and professional attributes as well as classroom conduct. Successfully passing the program requires appropriate classroom behavior, professional ethics, careful delivery of care, and adherence to policies.

Behavior that is deemed significantly unacceptable, repetitive, egregious, or threatening to the well-being of others **will** be grounds for program dismissal.

Loss of more than 20% of the affective domain or participation grades will lead to program dismissal.

FISDAP Documentation

Students are required to record all skills and scenarios into FISDAP, the program's patient and skills tracking software at the end of **EACH DAY**. Late admissions will result in a 1% deduction. Failure to complete and document the minimum number of required skills and scenarios will prohibit the student from going out on their capstone field internship.

GRADING CRITERIA – Field/Clinical Experiences

PMED A242, A254, & A264

Final letter grades are assigned on the following matrix basis: A-F (A, B, F)

PMED 242 Point Value: (A) 99-110; (B) 88-98; (F) <88 (Based on Rubric)

PMED 254 Point Value: (A) 135-150; (B) 120-134; (F) <120 (Based on Rubric)

PMED 264 Point Value: (A) 135-150; (B) 120-134; (F) <120 (Based on Rubric)

During each hospital clinical or field experience, the student is evaluated on their performance, reliability, technical skills, teamwork, etc. Evaluations **must** be signed by the preceptor, FTO or mentoring staff and **submitted** within 48 hours to receive credit for the shift.

Any shift evaluation found to be incomplete by the Clinical Coordinator or left unsigned by the preceptor/mentor will result in the hours for that shift not counting. Late work will have point deductions.

To successfully complete the clinical component of each course, students must accomplish the following:

- All required clinical hours must be completed as outlined in the clinical handbook (including any repeat or make-up rotations).
- All “Student Minimum Competency” skills must be completed as required in the clinical handbook.
- All evaluations must be signed by a preceptor/FTO and submitted.
- All FISDAP reports must be completed in full and within the required timeframe. Satisfactory evaluations from faculty, staff, and preceptors are required.
- All standards of professionalism set by the University of Alaska Anchorage Kenai Peninsula College Paramedic Program must be met, including appropriate dress, actions, demeanor, and language.

If assigned hospital clinicals or field experiences have not been completed within the semester assigned an “**Incomplete**” (I) **grade will be issued**. Incomplete grades can affect financial aid and if not completed can lead to dismissal.

Ambulance Field Experiences must include a minimum of 60 hours (5 shifts) **per semester** and students must document a minimum of **30 patients** over the three (3) semesters. If after the minimum required hours, the minimum number of patients have not been met then additional field experiences will be required. **It is required that students diversify their field experience locations.**

The capstone field internship (PMED A295) may not be started until all hospital clinicals, and field experiences have been successfully completed.

GRADING CRITERIA – Field Internship & Summative

PMED A295

The Paramedic Capstone is divided into two (2) sections: the **out-of-state** proctored ride-along (Field Internship/Capstone) and the Summative Written and Practical examinations, which are **ONLY** offered upon successful completion of the out-of-state capstone internship. Summative Exams must be successfully completed **before** authorization to test for the National Registry Paramedic Certification.

Out-of-State Internship (Capstone)

The out-of-state field internship assesses student performance through daily evaluations from the paramedic field preceptor and training officers. Quarterly evaluations will also be completed at intervals of 120 hours, 240 hours, 360 hours, and 480 hours of the internship. **Contact with the Clinical Coordinator and Program Director is mandatory on a weekly basis during the capstone field internship.** An overall passing grade for the internship is required for completion of the program. Any missed days or required hours must be made up.

Final letter grades are assigned on the following matrix basis: A-F (A, B, F)

Point Values (PV) are based on either 12 or 24-hour shifts.

PMED 295 Internship PV – Twenty-24 hour shifts: (A) 180-200; (B) 160-179; (F) <160

PMED 295 Internship PV Forty – 12 hour shifts: (A) 360-400; (B) 320-359; (F) <320

To receive a “passing grade” for the field internship (Capstone) component students must accomplish the following by the course completion date:

- The student must have successfully completed all 480 Internship Hours and have been signed off by the preceptor/training officer.
- The student must have a **minimum of 20 calls as the team leader.**
- Daily, quarterly (at 120, 240, and 360 hours); and the final 480-hour evaluation forms must be signed and submitted to the Clinical Coordinator before program completion is finalized.
- The student must show improvement throughout his or her internship in all areas as outlined in the quarterly evaluations.
- CoAEMSP Student Minimum Competencies must be completed during the hospital clinicals, field experiences or during the field internship (capstone). Students not completing this table will be required to attend additional rotations.

An incomplete or failing grade (I or F) will be issued for not completing all of the above requirements or failing to achieve satisfactory or higher on the final field internship evaluation leads to a non-passing grade.

Out-of-State Internship Extension

An extension of the internship phase of training may be granted only after a formal conference with the preceptor and faculty member assigned to the student. Identification of specific areas of strength and weaknesses as well as a written plan for improvement will be developed and discussed with the student. An extension is only considered when a student has shown consistent improvement (documented on daily forms) from shift to shift but has not quite reached the minimum level of competency required to become certified as a paramedic by the National Registry of EMTs or the State of Alaska.

An extension of the internship may be needed for (but not be limited to) the following reasons:

- Inadequate number of patient contacts as a team leader
- Inability to perform adequate, organized assessments
- Inability to determine appropriate plan of care based on chief complaint
- Inability to demonstrate adequate communication techniques
- Inability to demonstrate assertiveness in field situations

Internship extensions will be completed in increments of five shifts and consist of a **maximum of ten shifts**. Daily evaluations and a midway evaluation must be completed during each five-shift increment. A student who is unable to attain a competent rating at the completion of a ten-shift extension **fails** the entire field internship.

In the event of a “failed” out-of-state internship, a grade of **Incomplete** will be awarded, and a plan developed, including remediation and retesting. Upon successful completion of the remediation and retesting, the student can, at his or her own expense, enroll in PMED 295 again and repeat the **entire** 480-hour internship **once**. A second failed internship constitutes failure of the program and a grade of “F” being issued. To continue the program, the student must reapply for admission into the program the following year, starting with PMED 241/241L/242.

Post Internship ~ Summative Exams

At the end of the capstone experience (PMED A295), and as **required** by accreditation before the National Registry written exam, a full program “summative written and practical exam” must be successfully completed. The Summative Exams are as follows:

1. A cumulative written examination
2. A paramedic level practical examination

A **Written Summative** Exam must be taken by each student **within 30 days** of successfully completing the capstone field internship. A minimum passing score of 80% is required to successfully complete the summative written exam. A single retest (separate exam) may be taken within an additional 30 days. A score of less than 80% on the second attempt constitutes a failed exam and the student **will be dismissed** from the program with a failing grade recorded on their UAA|KPC transcript.

A **Practical Summative** Exam must be taken by each student **within 30 days** of successfully completing the capstone field internship. This exam must be taken on the Kenai River Campus in Soldotna, or at a Program Director approved location. It is NOT offered on the alternate location site (MSC).

Prior to the summative practical exam students must complete a minimum of four (4) hours of laboratory skills practice with a program instructor. The skills practice may be completed on either the Mat-Su or Kenai River Campus.

If a retest is required, then eight-hours (2 four-hour days) of in-lab remediation must be completed on the *Kenai River Campus* within 14-days and then immediately followed by the retest. A failing grade on the second practical exam summative constitutes a failed exam and the student **will be dismissed** from the program with a failing grade recorded on their UAA|KPC transcript.

A student who is dismissed from the program for academic reasons must reapply to the program from the beginning. The UAA KPC Paramedic Program is an “academy” so no past PMED courses may be used toward future academies.

There are no allowances for partial completion of UAA|KPC Paramedic Program. Failure of any portion of the UAA KPC Paramedic Program will lead to dismissal and requires reapplication and admittance starting from the beginning.

(PMED A241/241L/242).

CAPSTONE FIELD INTERNSHIP REQUIREMENTS

Prior to Departing for the Capstone Field Internship

Students must demonstrate mastery and complete the National Registry Skills Portfolio to their program faculty (or their designee) before they are allowed to report to their internship site. An internship site-specific EMS Protocol written exam may also be required prior to departure.

A full **program audit** of all didactic and clinical requirements, immunization status, background checks, uniforms, current EMS certifications, and photo ID will be conducted prior to each student's departure for their capstone field internship. Any areas not found in complete order will result in a delayed internship placement. Any travel changes or additional fees are the sole responsibility of the student.

Per Memorandums of Agreement, students may be required to repeat and pass a urine drug screen prior to departure for the Capstone Internship.

Travel Expenses

The student is responsible for all airfare and/or ground travel, room and board, and all expenses associated with their field internship. **It is NOT the responsibility of the internship site to supply students with housing or vehicle use.** Any fees associated with changes in travel, locations, or dates of travel are the sole responsibility of the student.

If there is an additional site fee, these fees will be charged directly to the student's account as a special lab fee. Failure to pay all fees will delay graduation.

Uniforms

Only authorized University of Alaska Anchorage Kenai Peninsula College Paramedic Program uniforms (Polo, job shirt, EMS pants, boots, and duty belt) may be worn during the capstone field internship. Class T-Shirts may NOT be worn while on-duty. Students may be required to purchase additional site-specific uniforms at their own expense prior to or upon arrival at the internship site.

University of Alaska Anchorage Kenai Peninsula College Paramedic Student ID must always be displayed during **all** ride-alongs, hospital clinicals, and during the capstone field internship as mandated by Alaska State law. Failure to have the student ID displayed may result in a student's shift being cancelled or a student being sent home (with an unexcused absence recorded).

GROOMING, DRESS, and UNIFORM POLICY

Grooming and Hygiene

Paramedic appearance and grooming is not only a measure of professionalism, but it also reflects on classmates, future students, alumni, Kenai Peninsula College, and the University of Alaska Anchorage. While dressed in the uniform and in public view—whether in a field experience, on a clinical rotation, before, during or after class, or before or after a clinical rotation—all policies regarding wearing the uniform must be followed. When worn, the uniform must be worn in its entirety.

All Paramedic Students

Due to patient and fellow student sensitivities, strong smelling perfumes, lotions, colognes, or after-shaves are not to be worn while in class, clinicals, field experiences or during the Capstone Field Internship. Deodorant is still required.

Smoking, vaping, chewing, dipping tobacco, or drinking of alcohol of any kind are not allowed while in uniform. Cigarettes and “dip cans” are not to be carried in the uniform at any time.

Students must always be clean and well-groomed. The hair must be cut short or pulled back above the collar and must be a **natural color**; it must not interfere or be obtrusive during classroom, hospital, field experiences or the capstone field internships. Hair ties or other hair accessories used must be subtle, black, or match the hair color. Facial hair must be kept trimmed and not interfere with the use of PPE including N95 respirator fit testing. No mohawks or uneven hair styles are permitted. Visible tattoos will be **approved only by the program director** and are allowed while in uniform unless found offensive in which case coverups, long sleeve shirts or black compression shirts will be required.

Fingernails are to be trimmed short. No fake fingernails, fingernail polish or excessive makeup is allowed. Jewelry is limited to a wedding ring, a wristwatch, and a single pair of small, studded earrings, one earring per ear and in the lobe only. A small, studded nose piercing is allowed, however other facial piercings are prohibited. Gauged earlobes must have a blank plug always inserted.

Uniforms

Students are required to maintain their own uniforms. The initial uniforms are purchased as part of the PMED A241 lab fee. All students will arrive and be in full uniform during **all** skills labs, hospital rotations, field experiences and capstone field internship. Students are required to keep a spare uniform available to prevent being required to leave prior to the end of their shift if the uniform becomes soiled.

The uniform should be kept clean and professional looking at all times. Boots should always be polished. Any damaged or lost uniforms must be replaced immediately at the student's expense. Students arriving at their assigned areas in partial uniform or unkempt uniforms (for example, wrinkled, stained, torn etc.) will be asked to leave, and a professional behavior counseling letter will be issued. Approved University of Alaska Anchorage Kenai Peninsula College Paramedic Program hats (when applicable) may only be worn outside. They may not be worn inside the hospital, fire departments, or in class. Non-reflective sunglasses may be worn during outdoor use only (no mirrored sunglasses).

Non-approved versions of uniform are not to be worn during class or clinical activities. Solid-colored black gloves or knit stocking caps may be worn for warmth. Students are advised to dress for sustained outside weather exposure during long drives to clinicals or classes and during field experiences. Long underwear may be worn under uniform pants and shirts to provide additional warmth.

The uniform is highly recognizable in all settings. At all times when in public view, students are to wear the uniform with the shirt properly buttoned and tucked in and boots properly laced and/or zippered. It is to be worn during class or clinical lunch or dinner breaks. The uniform is not to be worn in public venues outside an official capacity. At no time should the uniform be worn off-duty where alcohol is served or consumed. Students are reminded that professional standards should always apply when in uniform.

Program Identification

The program ID is to be worn by all students on the **right shoulder** while actively participating in a hospital clinical, field experiences or capstone internship. The program ID is the property of the Paramedic Program and must be surrendered upon request.

Polo Shirts

Authorized polos will have the program logo over the left breast and the student's name embroidered over the right. The shirt should always be tucked in. A plain white or black short-sleeve t-shirt can be worn under the uniform shirt if the sleeves are not visible outside the uniform sleeve. Long-sleeved black compression shirts are allowed to be worn under the polo and may be required to cover Program Director deemed offensive tattoos.

Class T-Shirts

When authorized by the program faculty, students can substitute a class t-shirt for the polo shirt that is worn by the entire class. T-Shirts are NOT to be worn as the primary uniform during field experiences, hospital clinicals or the capstone internship.

Cargo Trousers and Belt

Students will need to wear black, hemmed EMS trousers with leg cargo pockets. The program-issued belt must be worn with the uniform. A single black instrument holster with shears, penlight, pocket shield, and gloves is allowed. Cargo trousers **must** be always kept professional in appearance. Pants must be properly hemmed with the pant hem falling just above the rubber heel of the boot.

Approved Footwear

Students must wear black 6 or 8-inch-tall leather boots with quick don/doff zippers. The boots must always be polished. Clean socks are mandatory; no tennis shoes, cowboy boots, flip-flops, nursing clogs, sandals, etc., may be worn with the uniform at any time.

Scrubs

Scrubs are only worn in some parts of the hospital and will be loaned to students while they are in the operating room or other locations where hospital scrubs are required. Clean “all-white” or “all-black” tennis shoes are to be worn when wearing scrubs. Students will be oriented to hospital dress codes during the clinical orientation phase. Borrowed scrubs are not to be taken home, or worn in other areas of the hospital and must be returned at the end of the shift.

Personal EMS Equipment

Certain personal EMS equipment should be carried during all labs, clinical rotations, field experiences and the capstone internship. Examples include clear safety glasses, scissors, penlight, stethoscope, pen and notebook, wristwatch, and any reference materials.

Using a cell phone, even as a reference tool, can give the impression to patients and staff that a student is distracted and not fully engaged in their care. To maintain professionalism and ensure the highest level of patient care, students should refrain from using their phones during any aspect of direct patient interaction.

HEALTH & IMMUNIZATION GUIDELINES

Immunizations

Student health protection is important to resist illness and not transmit disease to patients. Students are **required** to have certain immunizations **prior** to their first clinical or ride-along experience. Students must have **proof** of the following:

1. Immunity to rubella, mumps, and rubeola demonstrated by titer or two (2) immunization shots.
2. Immunity to hepatitis-B by **titer or series of three (3) immunizations**.
3. Immunity to varicella (chickenpox) documented by **titer or two (2) immunizations**.
4. T-DAP vaccination within the past ten years (must remain current throughout the paramedic program)
5. Freedom from active tuberculosis, documented by negative PPD skin test or by health exam (including a chest x-ray) from a physician, physician's assistant, or nurse practitioner. Must remain current throughout paramedic program.
6. Annual Flu Shot or signed declination form (based on MOA).
7. A current COVID 19 Immunization or signed declination form (based on MOA).

All testing, treatment plans, and costs associated with an “exposure” are the sole responsibility of the student. The student’s personal physician dictates all treatment plans. UAA requires that a “release from liability” form be signed at the start of class.

COVID-19 Immunizations

COVID-19 vaccinations are not a UAA requirement, however some fire departments and hospital MOA’s do require them. Students choosing not to be vaccinated may not be able to attend specific clinicals or ride-alongs which could ultimately lead to not completing the program.

Students who fail to meet the clinical requirements of the Paramedic Program will be dismissed.

Student Injury

In the event a paramedic student is injured during a skills lab, field experience, hospital clinical or capstone field internship the student will be treated immediately by the on-scene providers. If the injury involves an air or bloodborne pathogen the student will follow the affiliate sites infection control plan. The program director should be notified as soon as possible, and the program’s medical director will consult with the student as to risk assessment and treatment options if needed. All costs associated with an injury or exposure are the responsibility of the student.

Students with HIV Infection

There is no evidence that healthcare personnel infected with HIV virus have transmitted this infection to patients while performing their routine job responsibilities. Precautions to prevent transmission of HIV infection from possibly infected students to patients are necessary. These recommendations should apply to all students, not just those identified as having HIV infection.

Treating Patients with HIV/AIDS

There is no evidence that the risk in caring for a patient infected with HIV virus is any greater than the risk in caring for another patient with blood-borne or sexually transmitted infections. Healthcare personnel will **not** be excused from caring for a patient with AIDS/HIV on their own request. Healthcare workers who may be immunosuppressed or have a clinical condition that may confer an increased risk should provide a written statement to that effect from their private physician.

Students may be required to care for patients who are unidentified carriers of AIDS/HIV or other infectious diseases. Therefore, to minimize exposure to HIV and/or other blood or body secretion pathogens, students in the Paramedic Program must follow the universal precautions as currently outlined by CDC when caring for all patients. The same universal precautions will be followed when performing laboratory procedures on campus. (Please see the Universal Precautions section.)

Pregnant healthcare workers are not known to be at greater risk of contracting AIDS virus infections than those who are not pregnant. However, if a healthcare worker develops AIDS virus infection during pregnancy, the infant is at increased risk of infection resulting from parenteral transmission. Because of this risk, pregnant healthcare workers should be especially diligent with precautions for prevention of AIDS/HIV transmission.

If a student sustains parenteral or mucous membrane exposure during routine patient care, the student's personal physician, individual hospital, or agency's policy will determine patient testing. If the source person is seronegative and has no evidence of HIV infection, no follow-up is necessary. If the source person has been diagnosed as having AIDS declines testing for the HIV virus or has a positive test, the student should be evaluated as soon as possible for evidence of HIV infection. If the test is seronegative, the student should be retested after six (6) weeks, three (3) months, six (6) months, and twelve (12) months. During the follow-up period, the exposed individual will be referred to his or her private physician for appropriate counseling.

Universal Health Precautions

All students in the Paramedic Program must abide by the following:

1. All students will wash their hands before and after every patient contact.
2. All students will wear gloves and safety glasses during all direct contact with mucous membranes, body fluids, or non-intact skin.
3. Students who have open cuts, lesions, or weeping dermatitis should refrain from direct patient care and from handling patient care equipment until the condition resolves.
4. Students infected with HIV who perform invasive patient care procedures should wear double gloves.
5. Students infected with HIV should be counseled about the potential risk associated with taking care of patients with transmissible infections. The student's personal physician should determine whether the individual can safely perform patient care duties and may suggest changes in the program.
6. If a patient is exposed to blood or body fluids of a student with HIV infection, the patient should be informed of the incident. The student will abide by the hospital and/or clinical policies in effect in this situation.
7. The University of Alaska Anchorage Kenai Peninsula College Paramedic Program will comply with AIDS omnibus legislation, which requires AIDS education of health professionals. This will be completed through blood-borne pathogen training, which must be completed before the first day of class, and through paramedic curriculum.
8. If a student is ill or becomes ill, then he or she should not attend class, clinicals, field experiences or the capstone internship. All missed hours must be rescheduled.

GROUNDS FOR PROGRAM DISMISSAL

Students are expected to be mentally and physically “Fit for Duty” and may not partake of any alcoholic or other intoxicants within **eight (8) hours** of coming to class, participating in field experiences, hospital clinicals, or during the capstone field internship. This guideline was created by the airline industry to help protect customers who rely on solid judgment and decision making and is an excellent guide for paramedics and paramedic students alike.

Patient Endangerment

The following actions or conditions are **prohibited** and will result in **immediate dismissal** from the University of Alaska Anchorage Kenai Peninsula College Paramedic Program, a failing grade being issued, and **no opportunity** for readmission to the program in the future:

1. **Responding under the influence.** Reporting to a clinical site, field experience, or shift during the capstone under the influence of any toxicants (alcohol, legal or illegally used drugs) or obviously hung over, as suspected by the faculty, staff, preceptor, or FTO, are grounds for immediate student removal from patient care activities and coordinator notification.
2. **Refusing to submit to alcohol or drug screening.** Refusal to submit to intoxicant testing *for cause* is grounds for immediate dismissal from the Paramedic Program and a failing grade being issued with no possibility of re-entry into the Paramedic Program. A student denying intoxication **must voluntarily and immediately submit to a breath and/or blood test at his/her own expense.** A Blood Alcohol Content (BAC) found to be **greater** than 0.00 or a blood or urine test showing positive for any other illegal substance is grounds for immediate dismissal from the Kenai Peninsula College Paramedic Program.

The use of THC by a student enrolled in the University of Alaska Anchorage Kenai Peninsula College Paramedic Program is forbidden. THC, though legal in Alaska for private use, is still illegal federally and in states where students participate in their Capstone Internship; it is further forbidden by several Memorandum of Agreements (MOAs) for our program.

University of Alaska Anchorage Kenai Peninsula College Paramedic Students are required to take a 10-panel drug test before starting clinicals and another one *may be required* prior to leaving the state on their Capstone Field Internship. A positive result on either, including THC, will be grounds for immediate dismissal from the program with no option for re-entry.

3. **Removing medicine.** Removal of any medications from the classroom, ambulance, clinical site, field experiences, capstone internship, or a patient’s personal supply are grounds for immediate dismissal from the program and possible criminal charges being filed against the student. Possessing any illegal Schedule 1 or Schedule 2 narcotic, hallucinogen, stimulant, sedative, or other illicit drug while in or out of class while enrolled in the University of Alaska Anchorage Kenai Peninsula College Paramedic Program will result in program dismissal.

Criminal Charges

Should a criminal charge or arrest occur during Paramedic Program enrollment, the student must notify the Program Director as soon as reasonably possible, and continued participation will depend on state-recognized barriers. Copies of all background and criminal history reports are kept in the students secured personal program file and may be subject to review per Memorandums of Agreement.

Any suspected illegal activity will be investigated by the Alaska State Troopers or other appropriate law enforcement agency.

Other Grounds for Program Dismissal

Students who participate in **any** activities that endanger the health or well-being of themselves, faculty, staff, other students, or patients will face disciplinary action, including possible dismissal from the University of Alaska Anchorage Kenai Peninsula College Paramedic Program. Serious breaches of expected student conduct can lead to dismissal from the program, such as in the following scenarios:

- A student who is unable to relate professionally with faculty, staff, preceptors, peers, or patients as shown by angry or uncontrolled outbursts, disrespect, prejudice in providing treatment, or demonstration of an attitude that is detrimental to the learning/teaching environment or actual patient care may be dismissed from the program.
- A student who fails to improve his or her skills performance or professional attitude after remediation or counseling may be dismissed from the program.
- A student who breaches patient confidentiality or falsifies either field or clinical documentation may be dismissed from the program.

Additionally, academic dishonesty corrupts the learning process and threatens the educational environment for all students. Though the list is not exhaustive, academic dishonesty includes the following:

- Cheating, defined as intentionally using or attempting to use unauthorized sources in exams or other graded projects.
- Plagiarism, defined as intentionally presenting as one's own the ideas or writings of another without acknowledging or documenting the source(s); this includes the sole use of artificial intelligence (AI) technology.
- Fabrication, defined as lying.
- Collusion, defined as intentionally aiding or attempting to aid another in the act of scholastic dishonesty.

Dishonesty in any section of the program—including the program application process, patient care and clinical documentation, or in other college classes while enrolled in the paramedic program—is grounds for review and possible dismissal. Students are expected to do their own work and be accountable for that work.

Re-Entry into the Kenai Peninsula College Paramedic Program

The University of Alaska Anchorage Kenai Peninsula College Paramedic Program must be completed in sequenced order and in its entirety. A student who is dismissed based on academic performance or by voluntary resignation must re-apply to the entire program from the beginning. All PMED courses must be retaken, starting in the Fall semester with PMED A241/A241L/A242. **There are no allowances for partial completion of this program.**

Students who are dismissed based on behavioral issues, dishonesty, or Code of Conduct violations are NOT eligible for readmission in the University of Alaska Anchorage Kenai Peninsula College Paramedic Program.

KPC SUPPORT AND POLICY GUIDE

The Kenai Peninsula College has a support and policy guide that includes information about academic support services, policies and procedures specific to Title IX, and campus safety. This guide is available online at https://drive.google.com/file/d/11En0osdkkN9BakEa8QjMpNd_o3RrQeww/view

STUDENT SUPERVISION POLICY

To: KPC Paramedic Faculty, Staff, Students & Affiliates

From: Paul E. Perry, UAA|KPC Paramedic Program Director

Subj: PROGRAM POLICY: Student Supervision, Program Identification and Staffing

Date: March 6, 2024

MEMORANDUM

Paramedic students enrolled in the UAA|KPC Paramedic Program must always be accompanied by a licensed/certified paramedic field training officer (FTO) or preceptor when assessing or treating a patient. Additionally, students are required to wear their student identification (ID) visibly when on duty. Paramedic students cannot be used in place of regular staffing at any time.

Policy Details:

1. **Student Supervision:** Paramedic students must always be under the direct supervision of a licensed/certified paramedic field training officer (FTO) or preceptor when conducting patient assessments or providing treatment. This supervision ensures that students receive appropriate guidance and instruction in real-world scenarios, promoting the highest standards of patient care and student learning.
2. **Student Identification:** Paramedic students are required to always wear their student identification (ID) visibly when on duty. This identification helps distinguish students from licensed/certified providers and facilitates communication among team members, students, and patients.
3. **Staffing:** Paramedic students cannot be used in place of regular EMS staff at any time. They are in the program to learn and gain experience under supervision, not to serve as replacements for licensed/certified providers.

Implementation:

1. The Program Director (PD) will ensure that all paramedic students are assigned a licensed/certified field training officer (FTO) or preceptor for supervision during clinical and field experiences. The PD will coordinate with clinical sites and preceptors to ensure adequate supervision for all students.
2. The Program Director (PD) will issue student identification (ID) cards to all paramedic students at the beginning of the program. Students are responsible for always wearing their ID cards visibly when on duty.

Enforcement:

1. Failure to comply with the supervision requirement may result in disciplinary action, including dismissal from the program. The PD will monitor compliance through regular communication with preceptors and clinical sites.

2. Failure to wear the student ID visibly may result in a warning and, if repeated, disciplinary action. The PD will monitor compliance through visual checks during clinical and field experiences.

****Review and Revision:****

This policy will be reviewed annually by the Program Director (PD) and the program's advisory board to ensure its effectiveness and relevance. Any proposed revisions will be communicated to all stakeholders and implemented as necessary.