



**KENAI PENINSULA COLLEGE
PARAMEDIC PROGRAM**

2021-2022

STUDENT HANDBOOK

POLICIES & PROCEDURE MANUAL

SUBJECT TO UPDATES AS NEEDED

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WELCOME...

The faculty and staff of the Kenai Peninsula College Paramedic Program would like to take this opportunity to welcome you to our campuses. We hope the next year will be rewarding for each of you, and we look forward to having you join us.

Paramedic faculty have prepared this Student Handbook to supplement the University of Alaska Anchorage Catalog and the UAA Student Handbook.

All the policies of the Paramedic Program, as laid out in this Student Handbook, are designed to ensure a safe and professional educational experience for students and staff. It is important that each student understands and follows these policies completely, both the letter and spirit behind them. This document cannot address every issue that comes up in a program of this depth and breadth; when it does not, students and faculty should use their best judgment and be guided by understanding the intent of program standards, philosophies, best practices, and professional ethics necessary to paramedicine.

At all times, students must present themselves as professional members of the medical field; they must be trustworthy enough to be called on to serve their communities in times of need. Failure to act in a manner deserving of respect, pride, integrity, and professionalism toward Emergency Medical Services (EMS) and the community members we serve will be considered a violation of policies whether or not explicitly addressed in this document and may lead to dismissal from the Paramedic Program.

Students are encouraged to offer suggestions they think will enhance the program. It will be this input, as tempered by the experience and judgment of program staff, that will help make each student's paramedic education a success.

Over the next year, we look forward to working with all students and having them become not just students but, rather, peers and future partners treating the sick and injured who call upon us.



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



Tiffani Perry, AAS., NRP
Paramedic Program Clinical Coordinator

Ashley Pass, AAS., NRP
Paramedic Lab Instructor

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

“To prepare competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder levels.”

CAAHEP Standard II.C. Minimum Expectations

PROGRAM PHILOSOPHY

The Paramedic

Paramedics save lives! The paramedic is a healthcare professional who functions as an essential member of the emergency care team. Most people choose to become paramedics because of their intrinsic desire to help people in crisis. Paramedics apply critical thinking, advanced patient-care skills, and an in-depth knowledge of the human body, permitting them to make decisions and take actions that Emergency Medical Technicians (EMTs) or Advanced Emergency Medical Technicians could not.

Paramedic Training

Paramedic training builds on the foundation of the Basic and Advanced EMT's knowledge and experiences. Through the Kenai Peninsula College Paramedic Program, students will prepare for licensure by mastering didactic skills and scenario requirements, each at a degree higher than the current minimum national standards. The paramedic training program prepares graduates to function as entry-level paramedics. Because the profession is still advancing, paramedics need to recognize the importance of ongoing continuing education and sharing that knowledge with others in our profession. The Kenai Peninsula College Paramedic Program is dedicated to providing students with the latest technology and most up-to-date information available.

The Patient

Every person who requests medical care must be treated with respect and dignity and without discrimination. All persons have the right to healthcare, regardless of the ability to pay for services or their race, gender, sexual orientation or religious creed. Competent, capable, and compassionate paramedics understand this and never let prejudices interfere with the care of their patients. 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 those who seek our services.

Adult Learners

Adults must take responsibility for their own learning through self-motivation, goal setting, research, scheduling, organization, neatness, and self-evaluation. The instructor is a facilitator of learning who provides objectives, resources, coaching, feedback, and evaluation. Students bring with them life experiences that can be drawn upon as a foundation for learning new information and skills. Thus, the classroom agenda may occasionally be adjusted to meet the experience levels and learning styles of each class

PROGRAM 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

Kenai Peninsula College

Paul Perry, BS, NRP, MICP

Paramedic Program Director / Lead Instructor

156 College Road

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

Kenai Peninsula College & Mat-Su College Clinical Coordinator

Tiffani Perry, AAS, NRP, MICP

Paramedic Clinical Coordinator

156 College Road

Soldotna, Alaska 99669

Office Phone: (907) 262-0278

Office Fax: (907) 262-0324

Email: tjperry@alaska.edu

Tiffani's Cell phone Number: (907) 252-5747

PROFESSIONAL ORGANIZATIONS – CONTACTS

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>

State of Alaska EMS Office

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>

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

State of Alaska – Medical Board

Division of Corporations, Business, and Professional Licensing

PO Box 110806

Juneau, AK 99811-0806

Main Phone: (A-K) 907-465-2756; (L-Z) 907-465-2541

Email: medicalboard@alaska.gov

PROGRAM ADVISORY BOARD

Ex-officio (non-voting) Members

- Cheryl Siemers, College Director
- William Cooper, MD, Medical Director
- Paul Perry, Paramedic Program Director, KPC
- Tiffani Perry, Clinical Coordinator, KPC/MSC

Voting Members

- David Wartinbee, PhD, JD, Honorary Seat *
- Diane Bagley, Civilian Seat **
- Trent Burnett, Fire Chief, Nikiski Fire Department
- Tony Prior, Fire Chief, Kenai Fire Department
- Roy Browning, Fire Chief, MICP, Central Emergency Services
- Chris Mickelson, MD, Director, Emergency Department, Central Peninsula Hospital
- Shayne Pond, RN, Manager, Emergency Department, Central Peninsula Hospital
- Terry Kadel, State of Alaska OEMS
- Carson Cavner, AAS, NRP, Paramedic Graduate, KPC
- _____, Current Paramedic Student, KPC

* Chair

** Vice Chair

REQUIRED TEXTBOOK LISTS

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

Fall Semester - PMED A241/A242 (Paramedic I, Clinical I)

Nancy Caroline's Emergency Care in the Streets, 8th Edition

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

Publisher: Jones & Bartlett

-Hardcover Books and eBooks with Premier Access: ISBN: 978128413727-9

-Digital Book only with Premier Access: ISBN: 978128413721-7

Manual of Emergency Airway Management, 5th Edition

Author: Ron Walls

Publisher: Lippencott

ISBN: 9781496351968

Prehospital Emergency Pharmacology, 8th Edition

Author: Brian Bledsoe

Publisher: Brady/Pearson

ISBN: 9780134874098

Spring Semester - PMED A253/A254 (Paramedic II, Clinical II)

Basic Arrhythmias, 8th Edition

Author: Gail Walraven

Publisher: Brady/Pearson

ISBN: 978-0-13-438099-5

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

Publisher: American Heart Association

ISBN: 978-1-61669-400-5

Advanced Medical Life Support (AMLS), 3rd Edition

Author: NAEMT

Publisher: Jones and Bartlett

ISBN: 9781284198683

Pediatric Advanced Life Support (2020)

Publisher: American Heart Association

ISBN: 978161669-559-0

Pediatric Education for Prehospital Professionals, 4th Edition

Author: American Academy of Pediatric

Publisher: Jones and Bartlett

ISBN: 9781284194579

Optional Textbook

2020 Spiral Handbook of ECC for Healthcare Providers

Publisher: American Heart Association

ISBN: 978-1-61669-397-8

Summer Semester - PMED A263/A264 (Paramedic III, Clinical III)

Prehospital Trauma Life Support (PHTLS), 9th Edition

Author: NAEMT

Publisher: Jones and Bartlett

ISBN: 9781284171471

PURCHASING UNIFORMS

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

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

GALLS · (1-800-425-5633) · www.galls.com					
	Product	Option 1	Option 2	Patch Embroidery	First/Last Name Embroidery
Footwear	Bates 8" Ultra Lite Zipper Boots, Black	<i>Men:</i> #SP403	<i>Women:</i> #SP404		
Belt	5.11 Tactical Operator 1.75" Belt Black	<i>Men/ Women:</i> #NP516			
Polos	5.11 Tactical Utility Polo Black	<i>Short Sleeve, Men/ Women:</i> #ST277		<i>Patch embroidery over left breast:</i> • KPC: CE0219 • MSC: EY3068	<i>Name embroidery over right breast, silver, mixed block:</i> KPC/MSC: #PEC01
Trousers	5-11 Tactical Series, Poly/ Rayon Cargo Trouser, Black	<i>Men:</i> #TR556 (Sizes 28-54) <i>Waist & Length</i>	<i>Women:</i> #TR557 (Sizes 2-20) <i>Regular or Long</i>		
Job Shirt	5.11 Micro-Fleece Work Shirt, Black	<i>Men/ Women:</i> #SW850 (xs-4xL)		<i>Patch embroidery over left breast:</i> • KPC: CE0219 • MSC: EY3068	<i>Name embroidery over right breast, silver, mixed block:</i> KPC/MSC: #PEC01

ADDITIONAL REQUIRED EQUIPMENT

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

* Paid for with PMED 241 Lab Fee

UAA Kenai Peninsula College

POLICIES AND STUDENT RESOURCES

Students enrolled in the 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/dean-of-students/student-conduct/code.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 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, and those rights are described in the UAA Catalog. For more information on your academic rights, please visit the UAA webpage: <https://catalog.uaa.alaska.edu/academicpoliciesprocesses/academicstandardsregulations/academicrightsofstudents/#sthash.IK6FNLjb.dpuf>. 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.

For more information on minors on campus, please visit the UAA webpage:
<http://ehsrms.uaa.alaska.edu/SW/Minors/MinorsOnCampus.pdf>

Animals are not permitted in the EMS classroom, laboratory, hospital clinicals, fire department ride-alongs, or during the Capstone internship. Service and assistive animals may not be 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). For more information on UAA's smoke and tobacco-free policies, plus support to stop using tobacco products, please visit the UAA webpage:

Web Link: <https://www.uaa.alaska.edu/about/policy/tobacco-free/index.cshml>

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

PROGRAM POLICIES & GUIDELINES

Preamble

The policies of the Kenai Peninsula College Paramedic Program are intended to provide a safe and professional educational experience for paramedic students. It is important for each student to understand and follow both the letter and spirit of each policy. From time to time, students will face situations that are not covered by specific language of the student handbook. In such cases students and faculty will be guided by best judgment, best practices, professional ethics, and the intent of current policies and procedures.

Regardless of written language, students must always present themselves as professional members of an elite community. Students who fail to represent the pride, integrity, and professionalism expected of EMS personnel are considered to be in violation of the program's professionalism expectations, and may be disciplined, including dismissal from the paramedic program. The Kenai Peninsula College Paramedic Programs standards of professionalism are set 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)

Web Link: <https://www.bls.gov/oes/current/oes292041.htm>

Introduction

The following position description for paramedics is provided as a guide for identifying the characteristics required for 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 kept clean at all times. 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 as long as 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. Students must also keep in mind that listeners from outside the program will likely not understand “good call” conversations of a gory nature.

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 in place at all times when students can be identified as members of the program by clinical, college, or program staff or the general public. All complaints of poor conduct brought to the program faculty will be addressed; disciplinary action may be enacted up to and including dismissal.

NOTE: 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 conduct themselves professionally at all times 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.

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 at all times during the program. **Students are responsibility** for providing copies of current certificates to the Program Director and Clinical Coordinator.

<p>NOTE: Student’s 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.</p>
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Health Insurance

Students are strongly **encouraged** to maintain their own health insurance. Students may be **required** to carry health insurance per Memorandums of Agreement (MOAs). The cost of any injury or illness contracted during classroom, ride-alongs, clinical rotations, or the Capstone Field Internship is the sole responsibility of the student; this includes any airborne, droplet or blood-borne exposure incidents. Students are required to sign a “UAA Release of Liability” the

first day of class, and students may opt to have additional accident insurance offered through the University. This is “accident insurance,” not personal health insurance.

Professional Liability Insurance

Kenai Peninsula College Paramedic students are assessed a lab fee to provide Professional Student Liability Insurance while participating in ride-alongs, hospital clinicals, and the scheduled field internship (Capstone). Students may purchase additional coverage on their own if they choose. Coverage is based on a 12-month policy, and students may need to purchase a renewal policy prior to their internship if completion is delayed beyond the 12-month policy.

Releases from Liability

The University of Alaska Anchorage, Kenai Peninsula Borough, Anchorage Fire, Kenai Fire, LifeMed Alaska, and several field internship sites also require students to sign releases prior to ride-alongs, clinicals and the Capstone Internship. Copies of these documents will be kept in student personal program files. Anchorage Fire Department requires that students **also** carry a copy of the signed waiver with them during all ride-alongs.

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 felonies or 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.

NOTE: The 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 before the Capstone Internship. A positive test result 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.

Internet, Email, and Technology

Students **must** have reliable access to the internet for video conferencing. UA issues an email account to every student during registration, and this email address will be used during the entire Paramedic Program. All online log-in accounts (FISDAP or EMS Testing) will require this email to be used. Program email communications will be sent to the student **UA email address**. Students are required to **check their UA email daily** since important program 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 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 in regards to 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

Both the National Registry of Emergency Medical Technicians and the State of Alaska Department of Health and Emergency Services do **NOT** 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 exams must be taken using a secured browser, or at an approved testing site.

Smartphone Policy

Smartphones are allowed within the 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 FISDAP 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 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 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 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 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 Kenai Peninsula College Paramedic Program or UAA.

Length of Class

Per Alaska state law (7AAC 26.172 17(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 241/PMED 242) 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. The NREMT CBT and Psychomotor exams are valid with NREMT for two (2) years.

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. Student's may 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 the goal of the EMS Program to provide each student the tools and resources to deal with emotional stress related to critical incidents. The Kenai Peninsula College offer counseling services through Student Services. Students also may access counseling services independently.

Withdrawal or Dismissal

UAA and Kenai Peninsula College has 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 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 or National Registry EMT certification. College owned equipment, including keys, photo IDs, and hospital owned badges must be returned to the program upon exit.

ATTENDANCE POLICY

It is expected that paramedic students 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

State of Alaska law requires a set number of classroom hours, subject matter, and lab hours utilized in a paramedic program. A **maximum of three (3) absences (9 hours)** from any class will be allowed 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 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 class or clinicals.

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. 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.

Lab Intensives

There are three (2) two-week long lab intensives required for the Paramedic Program. Students are required to attend all days of the lab intensives (October, February and July) in Alaska at their assigned campus. Actual intensive dates are listed in the course agenda. All travel, food, and lodging expenses related to the lab intensives are the responsibility of the student.

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 clinical 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.

Tardiness

Students are expected to be at their duty assignment (class, clinical, labs, ride-alongs, or the internship) at least **10 minutes early**. Arriving with less than 10 minutes before the start of the class 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 by 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 a phone call and email.

Evaluation Conferences

Paramedic students are required to meet with the program faculty midway through and at the end of each semester. These meetings are designed to discuss individual progress, goals, and/or concerns. The meeting must be scheduled during out-of-class time.

Prior to departing for the out-of-state field internship each student must communicate with his or her program faculty and Clinical Coordinator for a complete program audit. Any additional expense accrued by the student as a result of failing the end-of-coursework audit is the sole responsibility of the student.

GRADING CRITERIA

PMED 241, 253, 263 - Didactic Classroom Sessions/Skills Labs

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"

30% Final Written Exam

30% Module and/or Chapter Written Tests

20% Quizzes, Lab Manual, Homework, and Assignments

20% Affective Domain

"PASS" on all Practical Exams

NOTE: To pass this class, students must have 100% of all homework and psychomotor skills successfully completed. Failure to complete all homework and/or psychomotor skills will result in an "F" being awarded for the class and dismissal from the program. Late work will have a 50% reduction in earned value. A "pass" for all skills and practical exams is required to successfully complete the class.

Written and Practical Exams

Exams must be taken during the scheduled and allotted time. If circumstances require missing an exam, the student must schedule with the instructor to take a make-up exam.

The minimum passing score on EVERY exam (chapter, unit, and final written is 80%. A grade less than 80% constitutes a failing grade on the exam.

A student who fails to achieve an 80% on any exam may retest it one (1) time within seven (7) days. A remediation assignment will be given, and it must be completed prior to any retesting. If the retest is passed (80% or greater) the student will be awarded a maximum score of 80% for that exam.

A student may take a **maximum** of three (3) re-tests per semester. **If the RETEST is failed (less than 80%), then the student will be dismissed from the Kenai Peninsula College Paramedic Program.** A fourth (4th) failed initial exam (less than 80%) in any one semester constitutes failure of the Kenai Peninsula College Paramedic Program, and the student will be dismissed.

If the student is dismissed from the program, a final grade of "F" will be recorded on the student's transcript, and the student will have to apply for re-admission to the entire program at his or her own expense.

Practical Examinations

Practical exams are documented as a PASS or NO PASS.

Practical exams must be passed with competency using the most applicable National Registry Skill Sheets (PPCP's).

1. Semester Final Practical Examinations (PMED 241, 253, 263) – 2 Person Team (TL/TM)
2. Airway Practical Examination (PMED 241) – With two EMT Assistant
3. Cardiology Practical Examination (PMED 253) – With two EMT Assistants
4. Trauma Practical Examination (PMED 263) – With two EMT Assistants
5. Summative Practical Exam (after PMED 295) – With ONE (1) PM Assistant

If a student fails a practical exam, he or she may request in writing, to the Program Director to retake a similar practical exam. Students may only reattempt each practical exam once. Prior to reattempting a practical exam, the student must complete remediation lab work. All remediation and retests must be scheduled outside of scheduled classroom hours and at the instructor's availability.

If after remediation the student is unable to pass the retest, he or she **will** be dismissed from the Kenai Peninsula College Paramedic Program, and a final grade of "F" will be assigned to their transcript. The student will have to apply for re-admission to the entire program at the student's own expense.

Quizzes, Homework, and Assignments

Quizzes, Lab Manuals, Homework, ePortfolio and other Assignments constitute 20% of the overall final grade.

100% of all assigned work must be completed. Homework, assignments, lab assignments and quizzes are given for every chapter. The assignments include community service, handouts, and a research project. **Late work will have a 50% reduction in earned value.** Official grades will be recorded on Blackboard, UAA's course management system. Skills Lab Manuals are due each week for audit and grading.

Lab Manuals: All peer/mentor check-offs for each skill must be completed prior to the instructor check-off. If the student fails an instructor check-off they must remediate on that skill by repeating the skill. The number of the remediation attempts required is at the discretion of the faculty. A repeat instructor check-off can **NOT** be done the same day as a failed instructor check off.

Other EMS Certification Cards

Grades from the “alphabet” courses are considered assignments. All students are required to attend and pass the following EMS certifications. Travel and overnight stays may be required to complete these courses. The minimum passing grade for the listed courses are set by the certifying organizations:

1. Advanced Cardiac Life Support (ACLS)
2. Pediatric Advanced Life Support (PALS)
3. Advanced Medical Life Support (AMLS)
4. Prehospital Trauma Life Support (PHTLS)
5. Prehospital Education for Prehospital Professional (PEPP)

Successful completion and participation in above listed courses are required regardless whether or not the student already holds the above credentials.

Community Service Assignment

Students are required to participate in at least two (2) documented and faculty-approved community service projects during the fall and spring semesters. A single (1) documented and faculty-approved community service project will be due during the summer semester. Examples of approved community service activities include 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 and **may not be compensated** for their participation other than reimbursement of incurred expenses documented with receipts. Projects must result in EMS knowledge or promote the EMT or paramedic profession. **Failure to perform the community service projects per semester will show lack of professional development and may constitute dismissal from the program.**

Weekly Journal Entries

A “Week-In-Review” journal entry of at least 250 words is required to be submitted to each student’s program director every Sunday by midnight. The content will be discussed in class. **Late entries will result in a 50% grade deduction AND loss of 5% in the affective domain grade for every five (5) late entries.**

Professional Portfolios

Professional ePortfolios are required to be actively maintained throughout the Paramedic Program. The content of this portfolio will be discussed in class and must be submitted for review at the end of each semester. Up to 100 points (rubric) will be awarded for the quality and completion of this assignment.

Affective Domain

Affective domain constitutes 20% of the overall final grade.

Affective domain is worth 20% of the overall grade. Students will be graded on a **decreasing** scale. Each student begins each semester with 100 points. As the course progresses, five (5) percent 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. Passing requires appropriate classroom behavior, professional ethics, and adherence to policies. Breaches will result in student conference. Behavior that is deemed significantly unacceptable, repetitive, egregious, or threatening to the well-being of others may be grounds for immediate program dismissal. **Loss of more than 20% of the affective domain grade will constitute program dismissal.**

Psychomotor Skills Completion

This domain measures the student's ability to perform skills and tasks learned in the program.

100% successful completion of laboratory hours and PCPP skill sheets is required. Class practical skills are evaluated using the National Registry PCPP Skill Sheets. A lab skills manual is required to be completed and data inputted into FISDAP. **Skills labs are held weekly;** attendance is mandatory and used to evaluate and fine-tune skills. Active participation in all skills labs is required; anyone found not actively participating will lose affective domain points.

To pass the psychomotor portion of the program, students must complete all required practical scenarios and PCPP Skill Sheets. **All NREMT PCPP 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.**

PMED 242, 254, 264 – Hospital Clinicals and EMS/FD Ride-Alongs

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

PMED 242 Point Value: (A) 135-150; (B) 120-134; (F) <120 (Based on Rubric)

PMED 254 Point Value: (A) 144-160; (B) 128-143; (F) <128 (Based on Rubric)

PMED 264 Point Value: (A) 126-140; (B) 112-125; (F) <112 (Based on Rubric)

During each hospital shift or ambulance ride-along, the student is evaluated on his or her performance, reliability, technical skills, teamwork, etc. Evaluations **must** be signed by the preceptor or mentoring staff and turned in within 48 hours to receive credit for the shift.

NOTE: 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 towards the final clinical hour total.

To receive a “passing grade” for the clinical component of each course, students must accomplish the following by the course completion date:

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

A “non-passing grade” (F) will be awarded for not completing the above requirements and will lead to program dismissal.

If hospital or EMS/Fire Department clinicals have not been completed within the semester assigned an “Incomplete” (I) will be issued. This is typical for students attending hospital or fire department clinicals during holiday/summer breaks. Incomplete grades can affect financial aid.

PMED 295 – Field Internship (Capstone) & Summative Exams

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 internship. Summative Exams must be successfully completed before authorization to test for 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. **Emailing the Clinical Coordinator and instructor is mandatory on a weekly basis during the 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 been signed off by the preceptor/training officer of the agency as required by State law (7ACC. 26.172, 3C).
- The student must have a **minimum of 40 calls as the team leader**. Students must function as the lead medic role for a **minimum of 10 ALS Cardiac, 10 ALS Respiratory, 10 ALS Trauma, and 10 ALS Medical calls**.
- All daily evaluations; quarterly evaluations (at 120, 240, and 360 hours); and the final 480-hour successful completion form 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 Appendix-G 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.

A non-passing grade (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 licensed 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 ALS 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 and repeat the **entire** 480-hour internship **once**. A second failed internship constitutes a 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 241/242.

Post Internship ~ Summative Exams

At the end of the capstone experience (PMED 295) and as **required** by accreditation before the National Registry CBT certification exam can occur, a full program “summative written and practical exam” must be successfully completed. The Summative Exams are graded as follows:

1. A Multiple-Choice Written Examination (Pass/Fail, Minimum of 80% to pass)
2. A Medical Director Approved Practical Examination (Pass/Fail)

The written summative exam must be completed within 14 days upon returning from the field internship. The student can **schedule** a practical summative prior to taking the written, but may **NOT** take the practical summative until a full audit of the Field Internship has been completed.

The student is required to spend a **minimum of four (4) hours** of independent study in a PMED lab to refresh his/her psychomotor skills prior to sitting for the summative practical examination. Lab time can be scheduled prior to taking the summative written exam.

Upon completion of the independent lab practice, the student is required to take and pass a “practice” practical scenario, proctored by the program director.

Passing Paramedic School – Program Completion

Passing the field internship and summative exams will constitute completion of the University of Alaska Anchorage, Kenai Peninsula College Paramedic Program, and the student will be eligible to sit for the National Registry Paramedic cognitive and psychomotor exams.

- The minimum passing score on the summative written exam is 80%.
- The practical examination is graded on a Pass/Fail as outlined previously.
-

Summative Exam Retests

1st Attempt Failure & Remediation of Summative Exams (Written or Practical)

Should the student fail the initial **written** summative examination, he or she may repeat the examination one (1) time after independent study and within 14 days. Should the student fail the initial summative **practical** examination, he or she will be required within 14 days to perform an **additional eight (8) hours** of remediation in the lab and pass a “*practice*” test prior to the second practical examination attempt.

2nd Attempt Failures of the Written or Practical Summative Exams / Remediation

The failure of a 2nd summative written or summative practical exam attempt constitutes failure of the Summative Capstone portion of paramedic school and the student will be issued a grade of “Incomplete” (I). The student must complete an additional 24-hours of Medical Director approved remediation before additional exams can be attempted.

3rd Attempt Failure of Written or Practical Summative Exams

A student who after completing 24-hours of remediation and then fails the Written or Practical Summative Exam a third (3rd) time must complete an additional 48-hours of Medical Director approved remediation before additional exams can be attempted.

4th Attempt Failure of Written or Practical Summative Exams

A student who after completing 48-hours of remediation and then fails the Written or Practical Summative Exam a fourth (4th) time must complete an additional 96-hours of Medical Director approved remediation before additional exams can be attempted.

CAPSTONE FIELD INTERNSHIP REQUIREMENTS

Prior to Departing for the Capstone Field Internship

Students must demonstrate mastery of all National Registry PCPP Skill Sheets to their program faculty (or their designee) before they are allowed to report to their internship site. An internship site-specific EMS Protocols written exam may also be given 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 his or her field internship site. Any areas not found in complete order will result in a delayed internship placement. Any travel plan changes or additional fees are the sole responsibility of the student.

Students are required to repeat and pass a urine drug screen prior to departure for the Capstone Internship. Cost for urine drug screen is included in your PMED 295 Lab Fee.

Travel Expenses

The student is responsible for all air and/or ground travel, room and board, and all expenses associated with his or her 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 Kenai Peninsula College Paramedic Program uniforms may be worn during the field internship; students may be required to purchase additional site-specific uniforms at their own expense prior to or upon arrival at the internship site. Kenai Peninsula College Paramedic Student Photo ID must be displayed at all times during **all** ride-alongs, hospital clinicals, and during the 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 on a clinical rotation, in school, before or after class, or before or after a clinical rotation—all policies regarding wearing the uniform will 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, or during the Capstone Field Internship. Deodorant is still required.

Smoking, vaping, chewing, dipping of 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 be clean and well-groomed at all times. 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, 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 are allowed while in uniform unless forbidden by FD/EMS or hospital MOA.

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**. Other facial piercing is forbidden.

Uniforms

Students are required to maintain their own uniforms. The initial uniforms are purchased as part of the Fall lab fee. All students will arrive and be in full uniform during **all** classroom lectures, skills labs, hospital rotations, and ride-alongs (including the capstone field internship). Uniforms should be kept repaired, laundered, and ironed regularly. Students are required to keep a spare uniform available during clinicals and ride time. Otherwise, students may be 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 or safety vests must be replaced immediately at the student's expense. Students arriving to their assigned areas in partial uniform or unkempt uniforms (for example, wrinkled, stained ...) will be asked to leave, and a professional behavior counseling letter will be issued. Approved 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). Sunglasses are not to be worn in any location except over the eyes.

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 ambulance or aero medevac clinicals. 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 the public view, students are to wear the uniform with the shirt properly buttoned and tucked in and boots properly laced and zippered; students must also be clean and neatly shaved at the beginning of all shifts. 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 where alcohol is served or consumed, excepting calls during an ambulance rotation. Students are reminded that professional standards should always apply when in an EMS uniform. If infractions are brought to the program's attention, disciplinary procedures may be taken if these infractions reflect poorly on the Paramedic Program.

Program Identification

The program ID is to be worn by all students on the **right shoulder** while actively participating in Paramedic Program clinical or field internship activities. 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 will be tucked in at all times. A plain white or black short-sleeve t-shirt can be worn under the uniform shirt as long as the sleeves are not visible outside the uniform sleeve. Long-sleeved black compression shirts are allowed to be worn under the polo, but may also be required to cover tattoos if required by department or hospital direction.

Class T-Shirts

When authorized by the program faculty, students can substitute a class t-shirt for the polo that is worn by the entire class.

Cargo Trousers and Belt

Students will need to wear black, hemmed, and 65/35% cotton 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 kept professional in appearance at all times. Pants must be properly hemmed with the pant hem falling just above the rubber heel of the boot.

Approved Footwear

Students must wear a 7 to 8-inch black leather military-style combat boots with quick don/doff zippers. The boots must be polished at all times. Clean socks are mandatory; no tennis shoes (except while wearing scrubs), cowboy boots, flip-flops, nursing clogs, sandals, etc., may be worn with the uniform at any time.

Scrubs

Scrubs are worn in some parts of the hospital and will be loaned to students while they are in the operating room and the cardiac cath-lab. 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. Scrubs are not to be taken home, borrowed 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 class lab days, ride-alongs, clinical rotations, or field internships: safety glasses, scissors, penlight, stethoscope, pen and notebook, wrist watch, and the EMS Field Guide.

HEALTH & IMMUNIZATION GUIDELINES

Immunizations

Student health protection is important to resist illness and not transmit disease to patients. To that end, 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 chickenpox documented by titer or immunization.
4. Diphtheria/tetanus 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 be current throughout paramedic program.
6. Annual Flu Shot

Note: 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.

Students who do not comply with the above immunizations and/or titers are unable to meet the clinical requirements of the Paramedic Program and will be dismissed.

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 precaution 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.

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.

COVID-19 Policy

COVID is a new virus and has shown to be very contagious. Students must follow the current UAA, Kenai Peninsula College and program policies. At this time students must wear cloth masks while in class at all times. COVID screening and temperature checks are also required.

COVID-19 vaccinations are not a UAA requirement, however some fire department or hospital MOU's do require them. Students choosing not to be vaccinated may not be able to attend those clinicals or ride-alongs which could ultimately lead to not completing the program requirements.

Universal Health Precautions

All students in the Paramedic Program must do 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 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 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 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, or ride-alongs. All missed hours must be rescheduled.

BEHAVIORAL 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 **twelve (12) hours** of coming to class, participating in ride-along or hospital clinicals, or during the field internship capstone. This guideline was created by the airline industry to help protect customers who rely on solid judgment and decision making. It is called the “*Bottle to Throttle*” rule. It is also the policy of the U.S. military and several of our clinical internship sites. Thus, it 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 Kenai Peninsula College Paramedic Program, a failing grade being issued, and **no** opportunity for readmission in the future:

- 1. Responding under the influence.** Reporting to a clinical site, ride-along, 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 drug screening.** Refusal to submit to intoxicant testing 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.

NOTE: The use of THC by a student enrolled in the 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 hospital Memorandum of Agreements (MOAs) for our program.

Kenai Peninsula College Paramedic Students take a pre-program 10-panel drug test and another one prior to leaving 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 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 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 student personal program files 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; findings will be forwarded to the State of Alaska Office of EMS, National Registry of EMTs, and the Kenai Peninsula College Director's Office.

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 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 will be dismissed from the program.
- A student who fails to improve his or her skills performance or professional attitude after remediation or counseling will be dismissed from the program.
- A student who breaches patient confidentiality or falsifies either field or clinical documentation will 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)
- Fabrication, defined as lying
- Collusion, defined as intentionally aiding or attempting to aid another in the act of scholastic dishonesty

Further forms of academic dishonesty can be found at <https://www.uaa.alaska.edu/students/dean-of-students/academic-integrity/index.cshtml>. 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 Kenai Peninsula College Paramedic Program must be completed in 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 241/242. **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 Kenai Peninsula College Paramedic Program.

Advanced Placement and Traditional Credit

The Kenai Peninsula College Paramedic Program does not allow for 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 program coursework.