



PARAMEDIC PROGRAM 2024-2025 STUDENT HANDBOOK

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CONTENTS

1: PURPOSE OF THE PARAMEDIC PROGRAM HANDBOOK	4
1.1 Mission Statement	4
1.2 Program Goals.....	4
1.3 STATEMENT OF NON-DISCRIMINATION.....	4
2: THE PARAMEDIC STUDENT	5
2.1 Philosophy	5
2.2 CHARACTERISTICS OF A PARAMEDIC	5
2.3 PARAMEDIC JOB DESCRIPTION.....	7
2.4 PHYSICAL DEMANDS	9
3: ESSENTIAL ABILITIES AND TECHNICAL STANDARDS	9
4: PROGRAM CURRICULUM AND COURSE DESCRIPTION	12
4.1 Degree Requirements.....	13
4.2 COURSE DESCRIPTIONS	17
5: Program Requirements	17
5.1 Registration.....	17
5.2 Required Documentation	17
5.3 Tuition, Fees, Program Expenses	18
5.4 Student Communication.....	18
5.5 Helpful Tips for Success in the Paramedic Program	19
5.6 ADDITIONAL REQUIREMENTS TO BE MAINTAINED	20
5.7 Student Lab Kits	21
5.8 LICENSURE	22
6: STANDARDS OF ETHICAL AND CLINICAL CONDUCT	22
6.1 Standards of Ethical Conduct.....	22
6.2 Clinical Education Experiences	22
6.3 Uniform & Grooming Standards	23
6.4 Program Safety	25

6.5 Community Service Project	26
6.6 Guidelines for Exposure to infectious disease include the following.....	26
7: PROGRAM POLICIES AND PROCEDURES	27
7.1 Children in Class	27
7.2 Pregnancy/Extended Illness/Surgery.....	27
7.3 Student Grading	27
7.4 Critical Student Incident	28
7.5 Refunds.....	29
7.6 Withdrawal Due to Personal Reasons.....	29
7.7 Student Grievance Procedure.....	29
7.8 Student-Instructor Communication	29
7.9 Transportation	30
7.10 Unacceptable Classroom Behavior	30
7.11 Student Drug and Alcohol Testing	31
7.12 Attendance/Participation and Punctuality	32
7.13 Academic Honesty.....	33
7.14 Challenge by Examination Advanced Placement.....	34
7.15 Student Records & Permanent Transcripts	34
7.16 Advisory Board Participation.....	34
8 Appendix	35
8.1 PHOTO/VIDEO RELEASE	35
8.2 INFORMED CONSENT	36
8.3 Occupational Exposure Control Protocol	37
8.4 Guidelines for Prevent the Transmission of Infectious Disease	39
8.5 CRIMINAL BACKGROUND CHECK & DRUG SCREENING PROCEDURE FORM.....	41
8.6 Health Release & Physical Exam Forms	43

1: PURPOSE OF THE PARAMEDIC PROGRAM HANDBOOK

This handbook is designed to provide you with information about our expectations of you, the Paramedic Student, throughout your time in the Paramedic Program from entry to graduation. It is intended as a resource for information and guidance for your success in the program.

The Paramedic Student handbook will guide you as you progress through the program. Information about the Paramedic Program and college wide policies will be contained in this Paramedic Student Handbook, COS Student Handbook and the COS course catalog. The COS Student Handbook can be found online at: <http://www.cos.edu>. You will be required to sign the Paramedic Student Handbook checklist acknowledging your responsibility for all the information.

1.1 Mission Statement

In keeping with the mission of College of the Sequoias, the Paramedic Program mission is to graduate well-educated, competent, caring, quality Paramedic Students. The Paramedic Program is designed for optimal use of educational and clinical resources.

1.2 Program Goals

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

Graduates will be able to:

1. Pass all required modules to be licensed as a Paramedic and 80% will pass the National Registry for Paramedic. (80% credentialing rate)
2. Demonstrate competence in the intellectual, hands-on and professional skills necessary to provide Paramedic services.
3. Retention will be maintained at 80% graduation rate of students who start the Paramedic Program.
4. Obtain placement/employment in the field will be maintained at 80% rate of students who start the Paramedic program.
5. Demonstrate patient safety at all times as measured by 100% completion of psychomotor skills lab check offs.

1.3 STATEMENT OF NON-DISCRIMINATION

COS does not discriminate on the basis of race, color, national origin, sex (including sexual harassment), sexual orientation, handicap (or disability), or age in any of its policies, procedures, or practices, in compliance with Title VI of the Civil Rights Act of 1964 (pertaining to race, color, and national origin), Title IX of the Education Amendments of 1972 (pertaining to sex), Section 504 of the Rehabilitation Act of 1973 (pertaining to handicap), the Age Discrimination Act of 1975 (pertaining to age), and the Americans With Disabilities Act of 1990.

This non-discrimination policy covers admission and access to, and treatment and employment in, the College's programs and activities, including vocational education.

2: THE PARAMEDIC STUDENT

2.1 Philosophy

Philosophy of the Teaching – Learning Process The EMT-Paramedic Program faculty and administration believe that community college students vary widely with respect to their ethnic and cultural backgrounds, life experiences, learning styles, and maturity levels. The college setting provides the opportunity for students and faculty to participate in cultural, intellectual, and social activities, which foster the continued self-growth of the individual.

The EMT-Paramedic Program believes in self-growth, including ongoing self-assessment and evaluation. We believe that technological and social advances in the healthcare field create the ongoing need for adapting emergency medical technology education to meet the changing needs of society. We provide learning experiences in an environment designed to assist the student to adapt to the needs of a rapidly changing healthcare system. We believe that education is an active process of imparting knowledge and assisting in the facilitation of student learning.

The faculty utilizes a systematic problem-solving approach that builds on previously learned knowledge and experience. We believe that teaching is an ongoing process and an interaction between the instructor and the student. The faculty selects strategies, organizes content, arranges experiences, and facilitates learning, taking into consideration cultural factors, ethnic background, and individual learning styles of students. Learning is the process by which one gains new insight, understanding, and ability through reinforcement, practice, and experience. We believe that adult students perceive learning experiences as meaningful when instruction is directed toward pertinent, applicable goals. Effective learning is measured by identifiable changes in the individual. We believe that through the consistent application of the teaching-learning process in the educational environment, and with support services to assist them, our students will, upon completion of the program, have mastered all the necessary competencies to practice as an EMT/Paramedic.

2.2 CHARACTERISTICS OF A PARAMEDIC

The Paramedic must be a confident leader who can accept the challenge, stress, and responsibility entailed in the position. The Paramedic must have excellent judgment and be able to prioritize decisions and act quickly in the best interest of the patient, must be self-disciplined, able to develop patient rapport, interview hostile patients, maintain a safe distance, and recognize and utilize communication unique to diverse, multicultural groups and ages within those groups. The paramedic must be able to function independently at optimum levels in a non-structured environment that is constantly changing.

Even though the Paramedic is generally part of a two-person team generally working with a lower skill and knowledge level Basic EMT, it is the Paramedic who is responsible for safe and therapeutic administration of drugs, including narcotics. Therefore, the Paramedic must not only be knowledgeable about medications but must be able to apply this knowledge in a practical sense. Knowledge and practical application of medications include thoroughly knowing and understanding the general properties of all types of drugs including analgesics, anesthetics, anti-anxiety drugs, sedatives and hypnotics, anti-convulsant, central nervous system stimulants, psychotherapeutics which include anti-

depressants, and other anti- psychotics, anticholinergics, cholinergic, muscle relaxants, anti-dysrhythmics, anti- hypertensives, anticoagulants, diuretics, bronchodilators, ophthalmic, pituitary drugs, gastro- intestinal drugs, hormones, antibiotics, antifungals, anti-inflammatories, serums, vaccines, anti-parasitic, and others.

The Paramedic is personally responsible, legally, ethically, and morally for each drug administered, for using correct precautions and techniques, observing and documenting the effects of the drugs administered, keeping one's own pharmacological knowledge base current as to changes and trends in administrations and use, keeping abreast of all contraindications to administration of specific drugs to patients based on their constitutional make-up, and using drug reference literature.

The responsibility of the Paramedic includes obtaining a comprehensive drug history from the patient that includes names of drugs, strength, daily usage and dosage. The Paramedic must take into consideration that many factors, in relation to the history given, can affect the type medication to be given. For example, some patients may be taking several medications.

prescribed by several different doctors and some may lose track of what they have or have not taken. Some may be using nonprescription/over the counter drugs. Awareness of drug reactions and the synergistic effects of drugs combined with other medicines and in some instances, food, is imperative. The Paramedic must also take into consideration the possible risks of medication administered to a pregnant mother and the fetus, keeping in mind that drugs may cross the placenta.

The Paramedic must be cognizant of the impact of medications on pediatric patients based on size and weight, special concerns related to newborns, geriatric patients and the physiological effects of aging such as the way skin can tear in the geriatric population with relatively little to no pressure. There must be an awareness of the high abuse potential of controlled substances and the potential for addiction, therefore, the Paramedic must be thorough in report writing and able to justify why a particular narcotic was used and why a particular amount was given. The ability to measure and re-measure drip rates for controlled substances/medications is essential. Once medication is stopped or not used, the Paramedic must send back unused portions to proper inventory area.

The Paramedic must be able to apply basic principles of mathematics to the calculation of problems associated with medication dosages, perform conversion problems, differentiate temperature reading between centigrade and Fahrenheit scales, be able to use proper advanced life support equipment and supplies (i.e. proper size of intravenous needles) based on patient's age and condition of veins, and be able to locate sites for obtaining blood samples and perform this task, administer medication intravenously, administer medications by gastric tube, administer oral medications, administer rectal medications, and comply with universal pre-cautions and body substance isolation, disposing of contaminated items and equipment properly.

The Paramedic must be able to apply knowledge and skills to assist overdosed patients to overcome trauma through antidotes, and have knowledge of poisons and be able to administer treatment. The Paramedic must be knowledgeable as to the stages drugs/medications go through once they have entered the patient's system and be cognizant that route of administration is critical in relation to patient's needs and the effect that occurs.

The Paramedic must also be capable of providing advanced life support emergency medical services to patients including conducting of and interpreting electrocardiograms (EKGs), electrical interventions to support the cardiac functions, performing advanced endotracheal intubations in airway management and relief of pneumothorax and administering of appropriate intravenous fluids and drugs under direction of off-site designated physician.

The Paramedic is a person who must not only remain calm while working in difficult and stressful circumstances, but must be capable of staying focused while assuming the leadership role inherent in carrying out the functions of the position. Good judgement along with advanced knowledge and technical skills are essential in directing other team members to assist as needed. The Paramedic must be able to provide top quality care, concurrently handle high levels of stress, and be willing to take on the personal responsibility required of the position. This includes not only all legal ramifications for precise documentation, but also the responsibility for using the knowledge and skills acquired in real life-threatening emergency situations.

The Paramedic must be able to deal with adverse and often dangerous situations which include responding to calls in districts known to have high crime and mortality rates. Self-confidence is critical, as is a desire to work with people, solid emotional stability, a tolerance for high stress, and the ability to meet the physical, intellectual, and cognitive requirements demanded by this position.

Program Outcomes -Paramedic faculty believes the mission and philosophy of the program can be fulfilled through program outcomes. Since emergency medicine is a practice of discipline, the outcomes reflect what the student will be able to do.

2.3 PARAMEDIC JOB DESCRIPTION

The Paramedic provides the most extensive pre-hospital care and may work for fire departments, private ambulance services, police departments or hospitals. Response times for nature of work are dependent upon nature of call. For example, a Paramedic working for a private ambulance service that transports the elderly from nursing homes to routine medical appointments and check-ups may endure somewhat less stressful circumstances than the Paramedic who works primarily with 911 calls in districts known to have high crime rates. Thus, the particular stresses inherent in the role of the Paramedic can vary, depending on place and type of employment.

However, in general, the Paramedic must be flexible to meet the demands of the ever-changing emergency scene. When emergencies exist, the situation can be complex and care of the patient must be started immediately. In essence, the Paramedic in the EMS system uses advanced training and equipment to extend emergency physician services to the ambulance. The Paramedic must be able to make accurate independent judgements while following oral directives. The ability to perform duties in a timely manner is essential, as it could mean the difference between life and death for the patient.

Use of the telephone or radio dispatch for coordination of prompt emergency services is required, as is a pager, depending on place of employment. Accurately discerning street names through map reading, and correctly distinguishing house numbers or business addresses are essential to task completion in the most expedient manner. Concisely and accurately describing orally to dispatcher and other concerned staff, one's impression of patient's condition, is critical as the Paramedic works in emergency conditions where there may not be time for deliberation. The Paramedic must also be able

to accurately report orally and in writing, all relevant patient data. At times, reporting may require a detailed narrative on extenuating circumstances or conditions that go beyond what is required on a prescribed form. In some instances, the Paramedic must enter data on computer from a laptop in ambulance. Verbal skills and reasoning skills are used extensively.

At the completion of the program the EMT-Paramedic student will:

1. Demonstrate the ability to comprehend, apply, and evaluate the clinical information relative to his/her role as an entry-level paramedic.
2. Demonstrate technical proficiency in all skills necessary to fulfill the role of the entry-level paramedic.
3. Demonstrate personal behaviors consistent with professional and employer expectations for the entry-level paramedic.

Clinical Competencies At the completion of the program, the student will be able to:

1. Demonstrate the ability to safely administer medications.
2. Demonstrate the ability to safely perform endotracheal intubation.
3. Demonstrate the ability to safely gain venous access in patients of all age groups.
4. Demonstrate the ability to effectively ventilate intubated and unintubated patients of all groups.
5. Demonstrate the ability to perform a comprehensive assessment on pediatric patients.
6. Demonstrate the ability to perform a comprehensive assessment on adult patients.
7. Demonstrate the ability to perform a comprehensive assessment on geriatric patients.
8. Demonstrate the ability to perform a comprehensive assessment on obstetric patients.
9. Demonstrate the ability to perform a comprehensive assessment on trauma patients.
10. Demonstrate the ability to perform a comprehensive assessment on psychiatric patients.
11. Demonstrate the ability to perform a comprehensive assessment, formulate and implement a treatment plan for patients with chest pain.
12. Demonstrate the ability to perform a comprehensive assessment, formulate and implement a treatment plan for patients with dyspnea/respiratory distress.
13. Demonstrate the ability to perform a comprehensive assessment, formulate and implement a treatment plan for patients with syncope. 3
14. Demonstrate the ability to perform a comprehensive assessment, formulate and implement a treatment plan for patients with abdominal complaints.

15. Demonstrate the ability to perform a comprehensive assessment, formulate and implement a treatment plan for patients with altered mental status.
16. Demonstrate the ability to serve as a team leader in variety of pre-hospital emergency situations.

2.4 PHYSICAL DEMANDS

Aptitudes required for work of this nature are good physical stamina, endurance, and body condition that would not be adversely affected by frequently having to walk, stand, lift, carry, and balance at times, in excess of 125 pounds. Motor coordination is necessary because over uneven terrain, the patient's, the Paramedic's, and other workers' well-being must not be jeopardized.

3: ESSENTIAL ABILITIES AND TECHNICAL STANDARDS

The essential abilities and technical standards listed below are expected of all students in the Paramedic Program. Students with disabilities may request appropriate and reasonable accommodations from Disabled Student Programs and Services at COS in order to achieve these expectations.

Individuals admitted to the Paramedic Program must possess the capability to complete the entire curriculum and graduate as an entry-level paramedic. The curriculum requires demonstrated proficiency in a variety of cognitive, problem-solving, manipulative, communicative, and interpersonal skills. Therefore, the following abilities and expectations must be possessed by all students admitted in the program.

- **Motor skills:** Students must have sufficient motor function to be able to execute physical movements required to provide general care and treatment to all patients. Technical Standard: Students must be able to meet all physical requirements of laboratory practices, clinical rotations, and field internship patient care. Examples include, performance of cardiopulmonary resuscitation, safely lifting and moving patients, manipulation of small containers, vials, and ampules, reach to shoulder or higher to place or access equipment such as IV bags.
- **Sensory and observations:** Students must be able to acquire information presented through demonstrations and experiences in didactic, laboratory, clinical experience, and field internship experiences. Students must be able to observe a patient accurately, at a distance or close-up; to observe and appreciate non-verbal communications. This includes perceiving signs of disease and/or infection as manifested through physical examination. Such information is derived from visual images of the body surfaces, palpable changes in various organs and tissues, and auditory information such as patient voice, auscultation of blood pressure, and heart, bowel and lung sounds.
 - Technical Standard: Students must have sufficient use of senses of vision, hearing and smell necessary to directly perform a patient assessment.
 - Technical Standard: Students must be able to perform inspection, palpation, auscultation, and percussion
 - Technical Standard: Students must be able to observe and participate in all demonstrations and experiences in the basic sciences, including documentation through computer software programs and computer assisted instruction.

- **Communication:** Students must communicate effectively and sensitively with other students, faculty, staff, patients, families, and other professionals. This includes clear expression of personal ideas and feelings, demonstration of bidirectional feedback, and sensitivity to persons with ideas and experiences that differ from their own. Students must be able to comprehend and communicate information on the patient's status with accuracy in a timely manner to the patient and their family, and members of the healthcare team. The appropriate communication may also rely on the student's ability to make a correct judgement in seeking supervision and/or consultation in a timely manner.
 - Technical Standard: Students must be able to communicate effectively in both oral and written modes, with individuals from a variety of social, emotional, cultural, and intellectual backgrounds.
 - Technical Standard: Students must be able to convey or exchange accurate information in a clear and efficient manner that permits development of a health history, problem identification, explanation of alternative solutions, and provision of health education directions during treatment.
 - Technical Standard: Students must be able to relay information in oral and written form effectively, accurately, reliably, and intelligibly to individuals and groups, using the English language.
- **Cognitive:** Students must be able to measure, calculate, reason, analyze, integrate, synthesize, and problem solve in the context of the paramedic program. Students must be able to evaluate and apply information and engage in critical thinking in the classroom, laboratory, clinical, and field internship setting. Students must possess and demonstrate factual, conceptual, procedural, and metacognitive knowledge. Students are expected to be able to access and seek consolation where appropriate, accept and apply constructive criticism by adopting appropriate modifications in their behavior.
 - Technical Standard: Students must be able to read and comprehend extensive written material in a timely manner
 - Technical Standard: Students must be able to perform math computations for medication dosage calculations both with and without a calculator
 - Technical Standard: Students must be able to learn to analyze, synthesize, solve problems, and reach accurate diagnostic and therapeutic judgements.
 - Technical Standard: Students must be able to learn to respond with quick, precise, and appropriate action in emergency situations.
 - Technical Standard: Students are expected to be able to learn and perform routine laboratory tests, and diagnostic and therapeutic procedures.
- **Behavioral and emotional:** Students must possess the qualities, skills and experience necessary for effective and harmonious relationships in diverse academic, cultural, clinical, and work/study environments. This includes emotional health as required to exercise good judgement and fully utilize intellectual abilities. Students must have the emotional stability to function effectively under stress and to adapt to an environment that may change rapidly without warning and/or in unpredictable ways. Students must understand that their values, attitudes, beliefs, emotional, and experiences affect their perceptions and relationships with others, and use that

knowledge in interpersonal communications. Students must be willing and able to examine and change their behaviors when it interferes with productive individual, team, or patient relationships.

- Technical Standard: Students must be able to create and maintain mature, sensitive, and effective relationships with patients, other students, faculty, staff, and other professionals under all circumstances, including highly stressful situations.
- Technical Standards: Students must be able to complete all responsibilities attendant to the diagnosis and care of patients, families, and community populations. This includes the experience and effective expression of empathy for the situations and circumstances of others.
- Technical Standard: Students are expected to be able to communicate the results of patient assessment to the patient, and members of the health care team with accuracy, clarity, and efficiency. This includes being able to effectively deal with interpersonal conflict.
- Technical Standard: Students are expected to accept accountability for actions that results in patient care errors.
- Technical Standard: Students are expected to possess the perseverance, diligence, and consistency to complete the paramedic program's curriculum and enter the paramedic profession as a licensed paramedic and member of an interprofessional patient care team.
- Professional Conduct: Students must possess attributes that include compassion, empathy, altruism, integrity, honesty, responsibility, respect, accountability, and tolerance. Students are expected to possess the ability to work collaboratively with all members of an interprofessional health care team. Students must be able to reason and practice paramedicine in an ethical manner. Students must be willing to learn and abide by the professional standards of practice as defined by the discipline.
 - Technical Standard: Students must be able to engage in patient care delivery in all settings, to patients with a variety of medical and/or traumatic conditions; to delivery care to all patient populations including but not limited to children, adults, geriatrics, developmentally challenged persons, medically compromised patients, and vulnerable adults.
 - Technical Standard: Students are expected to be able to display accurate judgement in the assessment and treatment of patients. In addition, students must be able to learn and demonstrate the ability to recognize limitations in their knowledge skills, and abilities, and to seek appropriate assistance with their identified limitations.

4: PROGRAM CURRICULUM AND COURSE DESCRIPTION

Pre-Program	Semester 1 Summer	Semester 2 Fall	Semester 3 Spring
<i>EMT 251</i>	PM – 230 Paramedic Preparation 7 units T, W, Th 8:30-4:00 pm	PM-201 Paramedic Theory 16 units T, W, Th 8:30-3:30 pm	PM 202 Paramedic Clinical Experience Times vary 4 units (approx. 12 hours/week)
<i>American Heart Association-BLS Health care Provider</i>	Total Units 7	PM 402 Paramedic Open Skills Lab	PM 203 – Paramedic Field Internship 10 units Times vary
		Total units 16	
<i>English 1 GE-4 units (recommended) Area 1A</i>			PM 402 Paramedic Open Skills Lab
<i>Math requirement GE- 4 units (recommended)</i>			<i>Total Units 14</i>
<i>Communication Analytical Thinking/ GE- 3 units (recommended) Area A2 Humanities GE-3 units (recommended) Area C</i>			

<https://www.cos.edu/en-us/student-support/counseling>

In order to transfer units to College of the Sequoias from other colleges and universities, the Paramedic office forwards your official transcripts sent to College of the Sequoias, Admissions & Records. Students are advised to confirm that the transfer transcript has been uploaded to your COS transcript. You will be asked to **complete a Student Educational Plan prior first semester of the Paramedic Program**, to ensure that all General Education requirements will be met prior to the completion of the program if you wanting the Associate of Science degree.

4.1 Degree Requirements

COLLEGE OF THE SEQUOIAS 2024-2025 ASSOCIATE DEGREE

DEFINITION OF ASSOCIATE DEGREES:

Students at College of the Sequoias who complete the appropriate requirements may earn either an Associate of Arts or an Associate of Science degree. Both degrees represent significant levels of achievement and may be used by students who plan to start their careers immediately after graduating or, with proper planning and course selection, by those who plan to transfer to a four-year university.

Associate of Arts (AA) degree is granted to students majoring in the arts, humanities, and similar areas.

Associate of Science (AS) degree is granted to student majoring in agriculture, engineering, technology, the sciences, and related programs.

GENERAL EDUCATION REQUIREMENTS

AREA A1. Written Communication: (4 units minimum; grade of "C" or better required)	C*	N*	IP*
ENGL 1			
AREA A2. Oral Communication/ Analytic Thinking: (3 units min.; grade of "C" or better required) AJ 25, BUS 20, 112#, 119, COMM 1, 4, 5, 7, 8, 112#, COMP 5, 6, ENGL 2, JOUR 7*, MATH 5, 10, 21, 35, 44, 70, 65, 154, PHIL 20, 25, SSCI 25, 8 <small># BUS 112 same as COMM 112 * JOUR 7 may be used only once in AREA A2 or AREA D.</small>			
AREA B. Natural Science: (3 units minimum; grade of "C" or better required) AG 2, 3, 4, ANTH 11, ASTR 10, BIOL 1, 20, 21, 22, 25, 30, 31, 40, CHEM 1, 10, 20, GEOG 1, GEOL 1,12, 5, MET 1, NUTR 18, OH 1, PHYS 55, 20, PLSI 1, PSCI 20			
AREA C. Humanities: (3 units minimum; grade of "C" or better required) AJ 123, ARCH 10, 20, 70, 71, ART 1, 2, 3, 4, 5, 6, 7, 8, 66, ASL 1, 2, 3, 4, 5, 6, BUS 185, CINA 31, 32, DRAM 1, 2, 3, 6, ENGL 4, 10, 15, 16, 18, 19, 30, 31, 44, 45, 46, ETHN 1*, 2*, 3*, 4*, 5*, 10*, HIST 4, 5, 17**, 18**, 23, 25, LING 111, MUS 1, 10, 11, 13, 14, 16, OH 111, PHIL 1, 5, 12, 13, 14, PORT 1, 2, SPAN 1, 2, 3, 4, 12, 22, 23, WELD 104 <small>*ETHN 1, 2, 3, 4, 5, 10 may be used only once in AREA C or AREA D **HIST 17 or 18 may be used only once in either AREA C or the American Institutions Subject Requirement</small>			
AREA D. Social/ Behavioral Science: (3 units minimum; grade of "C" or better required) AG 1, AGMT 1, 6, AJ 11, 114, 45, ANTH 10, 12, 13, BUS 188, CFS 80, CHLD 39, 42, COMM 2, 9, ECON 25, 40, 50, ETHN 1*, 2*, 3*, 4*, 5*, 10*, FASH 141, GEOG 2, HSRV 120, 122, JOUR 7*, 20, KINE 88, NUTR 20, POLS 5**, 6, 8, 9, 11, 12, PSY 1, 5, 10, 34, 133, SOC 1, 2, 10, 26, 43, SSCI 50 <small>*ETHN 1, 2, 3, 4, 5, 10 may be used only once in AREA D or AREA C **POLS 5 may be used only once in either AREA D or the American Institutions Subject Requirement</small>			

NOTE: Registered Nursing and Paramedic Students: PSY 1, SOC 1, and NURS 106 may be used only once for either Area D or the Health and Wellness Subject Requirement

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***LEGEND / C = Completed; N = Needed; IP = In Progress**

Exemptions for High Unit Transfer Majors:

Students who have met the minimum admissions requirements for transferring to a UC or CSU campus in a major, such as Science or Engineering, where completion of the CSU GE or IGETC is **not** recommended, due to excessive units, will be granted an Associate degree (University Studies: Math & Science, Engineering, Math, Science, etc.) with the completion of the COS Associate Degree General Education requirements instead of the CSU GE or IGETC. The PE (section 4A), and HW (section 4B) subject requirements, and the Information Competency (section 5C) requirement will be waived and the additional 3 units required per Title 5 will be met with numerous additional science and math courses required for these majors.

COLLEGE OF THE SEQUOIAS
2023-2024 REQUIREMENTS FOR
ASSOCIATE OF ARTS & ASSOCIATE OF SCIENCE DEGREES

1. **Units, Residency, and Scholarship Requirements:** A minimum of 60 units of college-level courses numbered 1-299, at least 12 of which must be taken in residence at College of the Sequoias, with a “C” (2.0) average. These 60 units include general education, major, and elective courses.
2. **Major Requirements:** Completion of all courses required for the desired major with grade of “C” or better in each course (for specific course requirements refer to the College of the Sequoias General Catalog).
3. **General Education Requirements:** A minimum of 16 units of general education, including at least 3 units from each of the 5 areas listed on the reverse side of this document with a grade of “C” or better. The additional 3 units required by Title 5 will be met with the HW subject requirement. **Note: completion of the CSU GE or IGETC transfer general education requirements or general education requirements at any regionally accredited university will fulfill the COS general education, subject, and competency requirements.**
4. **Subject Requirements – (8 units):**
 - A. **Two units of Dance, Intercollegiate Athletics, or Physical Education** activity courses with a grade of “C” or better. Exemptions will be granted to veterans with an approved DD214, students who have completed a police or fire academy, students earning a degree in Registered Nursing or Paramedic Student, and students with medical exemptions from qualified doctors.
 - B. **Three units of Health and Wellness:** Completion of HW 1 or 7 or an equivalent college course at a regionally accredited college with a grade of “C” or better. **Exemptions will be granted for veterans with an approved DD-214 or military transcript showing completion of basic training; the four units granted by the college for the approved DD-214 or military transcript showing completion of basic training will be used to meet the minimum units required by Title 5.** Exemptions will be granted to students earning a degree in Registered Nursing or Paramedic Student; however, they must complete one of the following: PSY 1, SOC 1, or NURS 106 (**PSY 1, SOC 1, and NURS 106 may be used only once for either Area D or this Health and Wellness Subject Requirement**).
 - C. **Three units of American Institutions:** Completion of HIST 17**, 18**, POLS 5**, or an equivalent course at an accredited college with a grade of “C” or better.

**HIST 17 or 18 may be used only once in either AREA C or the American Institutions Subject Requirement
**POLS 5 may be used only once in either AREA D or the American Institutions Subject Requirement
5. **Competency Requirements:** Students must establish competency in each of the following areas:
 - A. **Writing and Reading:**
ENGL 1 or an equivalent course at a regionally accredited college with a grade of “C” or better.
 - B. **Mathematics:**
Math 207 or 230 or a more advanced math course at COS, or an equivalent course at a regionally accredited college with a grade of “C” or better
 - C. **Information Competency:** (1 unit if not met with Information Competency Examination)
 1. LIBR 101, 102, 103, or **150** or an equivalent college course at a regionally accredited college with a grade of “C” or better; or
 2. Pass Information Competency Exam with a successful score of 75% or better (enroll in LIBR 490AB to take the exam). Students will be allowed two attempts (only once per semester). If the

exam is not passed after two attempts, students will be required to complete one of the LIBR courses listed above.

Note: Exemptions will be granted to students earning a degree in Registered Nursing or Paramedic Student.

GRADUATION REQUIREMENTS

Academic Counseling

During the Paramedic Program, it is necessary to meet with a counselor and complete two forms:

- Graduation Requirements Checklist (Complete during 1st Semester of the program; by the end of finals week)
- Application for an associate degree. (Complete during the 3rd semester of the program). Application for an associate degree forms must be filled out and signed off by **February 15 of the Spring semester in which you will graduate**. The second year Paramedic Student must meet with Amelia Sweeney, Nursing & Allied Health Academic Counselor, 559-737-6135 or 559-730-3728. <https://www.cos.edu/en-us/student-support/counseling>

4.2 COURSE DESCRIPTIONS

PM - 230 Paramedic Preparation- 7 units

Designed for currently certified EMTs entering the paramedic education program. Focuses on select prehospital foundational topics including biochemistry, cellular physiology, acid-base balance, respiratory physiology and disorders of ventilation and oxygenation, cardiovascular physiology and hemodynamic imbalances, neurophysiology, macronutrient metabolism and diabetes mellitus, and pharmacological principles and procedures intended to address alterations in the physiology of core body systems.

PM-201 Paramedic Theory - 16 units

Contains the didactic material necessary to establish a foundation to practice as a paramedic. Includes applied anatomy and physiology, pathophysiology, intravenous therapy, basic and advanced life support, patient assessment, management of trauma, medical conditions, emergency medical system operations, and special considerations when caring for patients throughout the life span and those with special challenges.

PM 202 Paramedic Clinical Experience – 4 Units

Skills assessment and hospital clinical requirements for students enrolled in the paramedic program.

PM 203 Paramedic Field Internship - 10 units

Under the direct supervision and evaluation of a licensed paramedic, students will complete a field internship experience on a designated advanced life support unit. This provides students with prehospital patient care experience and is the last course in the series preparing the student for licensure as a paramedic.

PM 402 Open Skills lab – Non Credit Course

This course provides the Paramedic program student an opportunity for additional directed learning and supervised laboratory time to practice, develop and refine skills necessary to the safe practice of the Paramedic.

5: PROGRAM REQUIREMENTS

5.1 Registration

All Paramedic courses have controlled registration. The Paramedic Program controls the registration and reserves places in each class for all Paramedic Students throughout the program. It is your responsibility to acquire a semester schedule and register for the Paramedic courses each semester using the standard COS registration process. Only registered students will be allowed to attend Paramedic courses, including PM 401 open Skills lab and clinical education experiences.

5.2 Required Documentation

The correct name, address, phone number and email documentation must be provided to the Paramedic office prior to attendance in any Paramedic course. Other documentation such as CPR card, immunizations, health examination, insurance verification and copy of current license as well as background check and drug screen will be completed by the program provided timelines. Any exceptions may compromise your ability to remain in the program.

Program Expense

5.3 Tuition, Fees, Program Expenses

Program expenses include such items as registrations fees, health examination, books, supplies including an ADB Complio subscription, uniforms, parking permit, textbooks, and student health fees. The majority of the expenses occur at the beginning of the first semester. Expenses for transportation can increase during the third semester when you are in full time clinical rotations and field internships may have to commute up to one hour each way. Program expenses do not cover internship related fees charged by outside agencies. The COS Paramedic Program will make efforts to work with partner agencies to reduce or eliminate internship related costs for students when possible.

<u>Paramedic Course Fees*</u>	
<i>*Fees Subject to change</i>	
Tuition and Fees (CA resident, subject to change)	\$1898.00
Textbooks	\$867.00
Advanced Certifications (ACLS, PALS, PHTLS)	\$250.00
Health Screen & Immunizations (estimate)	\$200.00
Background Check/Drug Screen (estimate)	\$200.00
Online Record Keeping Systems	\$200.00
Uniforms	\$500.00
Material Fee (Lab Kit)	\$50.00
Malpractice Insurance (Varies by provider)	\$75.00
Sub Total (estimate)	\$4,120.00
*Internship Fee (in addition to Paramedic Course Fee above) Field Internship Fee (If Applicable)	\$1500 - \$4,000
(cost varies by provider)	
Post program expenses NREMT Exam	\$160
CA State/CCEMSA Certification Fees	\$350

5.4 Student Communication

The student's COS email account is the official form of communication between students and the Paramedic Program, faculty and staff. It is the student's responsibility to access this account

frequently, at least every 24 hours. For further information on navigating the new student email system go to:

<https://www.cos.edu/en-us/admissions/getting-started>

Current Address and Phone Numbers

You must keep your most current address and phone number(s) on file with the Paramedic office. Be sure to include all applicable phone numbers (cell, emergency contact person, etc). This information will be kept confidential. NOTE: This is a *mandatory* requirement. No exceptions.

5.5 Helpful Tips for Success in the Paramedic Program

1. Open and honest communication is critical. If you are having difficulties with any aspect of your course work or college issues, or clinical affiliation, etc., please discuss these concerns with faculty as soon as possible so that we may help facilitate a solution with you.
2. Meet with each instructor at least one time per semester. Develop a relationship so that you are comfortable talking with them. Go meet with faculty even if you are not having problems.
3. If you are having difficulties in your personal life that are affecting your course work, please discuss these issues, to the extent you are comfortable, with faculty as soon as possible so that we understand the problems you are facing and may help facilitate solutions to the academic issues.
4. Plan your time effectively and efficiently. Ensure that you have enough time to study, to complete assignments, prepare for class and balance your personal life.
5. Psychological and emotional support from your family and/or friends is essential. The Paramedic Program is difficult, demanding and time consuming. Ask for help when you need it.
6. Ask questions. If you don't understand what is being said or the material being covered, please ask for clarification.
7. Good note taking skills are essential.
8. Making flash cards about covered materials usually is a good study tool.
9. Group study and group skills practice is an excellent tool for reinforcing and refining learned material.
10. The counseling office offers assistance for test anxiety, test taking tips, personal counseling, etc. Please take advantage of these free services. <https://www.cos.edu/en-us/student-life/health-services/psychological-services>

11. Due to the intensity of the Paramedic Program, students are discouraged from participating in outside full-time employment while enrolled. If work is necessary, the hours should be limited to less than full-time. **Outside work must not interfere with classroom, lab/open lab, or clinical or internship activities. Schedules will not be adjusted to accommodate outside work schedules.**

5.6 ADDITIONAL REQUIREMENTS TO BE MAINTAINED

The following specific documentation ensures you are cleared to begin the clinical education component. The following documentation must be updated and kept on your COMPLIO Immunization Tracking package account, as well as a second copy in the Student Portfolio, which the student will keep during all clinical experiences. Updated clinical documents may be required for various clinics.

Complio Deadline Procedure/ Probation for Clinical Placement

All required documentation must be uploaded on Complio and approved by program deadlines. Once the clinical requirements are uploaded on Complio, the program will be able to work on your clinical placements. If the Complio deadline is not met, your clinical placement for spring semester can be in jeopardy.

If the Complio deadline is not met by the deadline, the student will be placed on probation for clinical placement. A probation letter will be emailed to the student from the Paramedic Director via email with further instructions. Any vaccinations that are in progress will place the student on probation until the vaccination's series has been completed and the documentation has been uploaded on Complio.

1. Insurance and Driver's License

All Paramedic Students are covered by an insurance policy that provides coverage for accidents which occur during school sponsored and supervised curricular activities. This policy coordinates with students' personal insurance policies so that duplicate benefits do not result in double compensations. All students are required to have a valid California driver's license and current automobile insurance coverage as required by the State of California. A copy of your license and proof of insurance must be on file and then updated as necessary throughout the program. Please note we are no longer able to make copies for students.

2. CPR

Prior to the start of the Paramedic Program, you are required to show proof of a valid American Heart Association BLS Provider CPR card. **No other card will be accepted.** Students will be responsible for renewals. CPR classes are offered throughout the year and at various locations in Visalia and surrounding communities. If you need more information about where classes are offered, please contact the Paramedic Program secretary.

3. Criminal Background Check

Clinical placements are a mandatory component of the curriculum and will require clearance of a criminal background check. Students who do not clear agency requirements are not eligible for clinical placement and will, consequently, be ineligible to continue in the program. If there is

any concern regarding clearance of a criminal background check, please contact the Paramedic Program director.

*A flagged background results, Student must contact program director for a meeting to discuss the background results.

4. **Mandatory Immunization and testing for the following (note: in process immunization accepted).**

- Tuberculosis (TB) skin testing: a two-step procedure is required. The 2nd TB skin test is given 1-3 weeks after the first step. **The 2 step TB skin test must be completed prior to receiving any immunizations or boosters.** Free at COS Health Center.
- Measles (Rubeola)/Mumps/Rubella (MMR) vaccine – 2 doses required or positive titer.
- Varicella (chicken pox) – 2 doses or positive titer
- Hepatitis B vaccine – 3 doses required or positive titer.
- Tetanus/Diphtheria/Pertussis (Td/Tdap) vaccine. All adults who have completed a series of tetanus/diphtheria containing product (DTP, DTaP, DT, Td) should receive Td boosters every 10 years.
- Flu vaccine – 1 dose annually (Free at COS Health Center) if required by clinical site during heavy flu season.
- COVID-19 vaccine- 2 doses and a booster required. The second dose required 3 weeks from the first dose. Booster required 5 months after second dose.
- COVID-19 exemptions- students are eligible to apply for vaccination exemptions, students will need to complete the exemption and declination forms as necessary if required by the requesting clinical site.

Students are required to present documentation of a completed HBV immunization series --OR-- an HBV immunization series in progress prior to clinical contact with patients. Students who present documentation of HBV series in progress must validate completion of the series within the length of time prescribed by the manufacturer. Students demonstrating positive HBV titers are exempt from this requirement. The student is responsible for presenting evidence of the titer level. Students who are medically at risk from the vaccine, or who for personal reasons refuse to receive vaccination will sign an Informed Refusal Form indicating a decision to assume responsibility for the risk they incur (form available from the Paramedic office). Students who do not have evidence of vaccination or serologic evidence of immunity from previous infection are responsible for producing evidence of medical supervision following an exposure incident with physician clearance for clinical practice.

See [Guidelines to Prevent Transmission of Infectious Diseases](#) for definition of exposure incident and the procedure following exposure. (See Appendix)

5.7 Student Lab Kits

New students being admitted to the program will be given a basic lab kit that includes items that will support lab instruction. Students will be required to have these items with them and readily available during each instructional day.

5.8 LICENSURE

Upon completion of the Paramedic Program students will be eligible to sit for their National Registry exam. Upon completion of the NREMT Paramedic exams students can apply for their Paramedic Licensure.

6: STANDARDS OF ETHICAL AND CLINICAL CONDUCT

6.1 Standards of Ethical Conduct

The College of the Sequoias Paramedic Student is expected to conduct him/herself in an ethical manner at all times while representing the school. The following standards are considered mandatory for all Paramedic Students:

- Preparation (for both lectures and clinical)
- Effective communication (both verbal and non-verbal)
- Enthusiasm/positive attitude
- Effective teamwork/cooperation
- Accepts and benefits from constructive criticism.
- Recognition of the impact of one's behavior on others, especially patients; modification of inappropriate behavior.
- Accountability/legal and ethical responsibilities
- Respectful and courteous at all times.
- Honesty at all times (for both academic and clinical)

6.2 Clinical Education Experiences

Clinical education experiences, of at least 200 hours, are an integral part of the Paramedic Student's education. The clinical education experiences are designed to provide the student with opportunities to practice skills and competencies acquired during the didactic portion of education. These hands-on experiences will involve direct patient care which will occur in a variety of paramedic settings under the supervision of a licensed Paramedic.

Clinical Rotation – Daily Evaluations A Daily Evaluation - Clinical will be completed at the end of the Clinical Rotation. During the Clinical Rotation and Field Internship portions of the course, students must receive satisfactory evaluations. Evaluation by the student's immediate preceptor shall include both areas that need to be improved and reinforcement of student's positive accomplishments. Each student will appropriately document patient contacts and skills, will include Patient Care Reports and the Daily Evaluation – Clinical, to be filled out during the rotation. Written evaluations are to be signed by the preceptor and student, and both parties shall have access to a copy of the evaluation.

The Primary Instructor for the course is responsible for monitoring and reviewing each student's Clinical Rotation tracking on a regular basis. All students will be required to attend regularly scheduled meetings with the Clinical Coordinator, as a class, during Clinical Rotations. During this time, the students may be asked to present case studies for peer review in order to educate the entire class.

Clinical schedules will vary from student to student and will begin in the second half of didactic coursework when possible. Student competency must be documented in didactic to receive clinical assignments. Field Internship will begin upon successful completion of all classroom and clinical courses. Students must complete a minimum of 480 hours and 40 ALS contacts. A Field Internship major evaluation will be written by the field preceptor every 100 hours as well as a daily performance sheet after every call.

Evaluation by the student's immediate preceptor shall include both areas that need to be improved and reinforcement of the student's positive accomplishments. Each student will be appropriately document patient contact and skills which will include checklists for the ALS contacts and daily logs to be filled out during the internship. Written evaluations are to be signed the preceptor and student, and both parties shall have access to a copy of the evaluation. The Primary Instructor for the course is responsible for monitoring and reviewing each student's Field Internship status on a regular basis.

All Students will be required to attend regularly scheduled meetings with the clinical coordinator, as a class, during Field Internship training. During this time, the students may be asked to present case studies for peer review in order to educate the entire class. Field internship classroom schedules will be handed out at the same time the students receive their hospital Clinical Rotation schedules during the end of didactic.

6.3 Uniform & Grooming Standards

The COS paramedic program uniform is intended to improve safety, demonstrate professionalism, readiness, and easy identification while attending class, and performing in the clinical setting. Student dress and grooming will reflect the policies of the assigned facility or internship site, the technical and safety requirements of the task, the positive image of the Paramedic Program, and the image of EMS professionals in the community. **Student will not be permitted to wear any outside agencies uniforms at any time during program hours (didactic, Clinical Rotation or Field Internship).** Students will wear the COS Paramedic Program uniform during the Didactic, Clinical, and Field Internship portions of the course. **Students are not allowed to wear the Paramedic Program uniform or name badge when not in class (didactic, Clinical Rotation or Field Internship).** Students may be required to wear alternative uniforms (scrubs or others) as required by the Clinical Rotation Site or the Field Internship Site. However, the COS Paramedic Program, student I.D. or a name badge, which clearly reads "Paramedic Student", which is supplied as part of the internship site's uniform, must be worn at all, times. All students must be in uniform on the first day of the program. It is recommended to purchase your uniform as soon as possible.

Uniforms must be well maintained and worn appropriately at all times. Students will be evaluated for neatness and professionalism throughout the entire course. Shirts will be tucked in and boots will kept clean with all zippers and laces secured.

Student ID: College-issued student ID

Shirts: Uniform Polo Navy in Color 5.11 (Classroom)

Uniform Button Up (Zip Up/Button Up) 5.11 (Clinical, Field Training)

Undershirts must be **navy blue** and worn at all times. The undershirt sleeves must not be longer than the uniform shirt sleeves

Paramed Program Class T-Shirts (Optional): Should a class opt to create a logo design representing their class, all aspects of the logo or t-shirt production will be the class's responsibility. The Program Director must approve all designs and colors prior to production of the t-shirts; and, the t-shirt must not infer or represent the student as a licensed paramedic. As long as every student purchases a class t-shirt, the t-shirt may be worn during skills labs and other events when approved, but the entire class must agree upon this. The class must maintain a uniform appearance.

Pants: Blue EMS/ Fire service style uniform pant

Sweatshirt (optional): Navy (no logos or same as shirt)

Jacket (optional): Navy (no logos or same as shirt)

Belt: Black, with silver or black buckle

Boots: Black. Must meet clinical and field internship agency requirements (Safety Toe, Non-Slip)

Hat (optional): Navy COS Paramedic Logo

Grooming

The close physical contact that is necessary in the paramedic lab and clinic experience requires consistent attention to personal hygiene. To prevent offending patients or lab partners, the use of deodorant and perfume or aftershave in moderation is required. Make sure your breath is fresh and not offensive with careful attention to "coffee breath".

Fingernails must be trimmed sufficiently to allow you to practice techniques of paramedic without risking damage to the skin of your lab partner or patients. Jewelry should be limited to one ring per hand, medical alert bracelets, watches, and only one pair of small stud earrings. Hair must be clean and neat and not interfere with patient care.

Class Insignia

If the paramedic class is in agreement, they may create their own logo/insignia. The class is responsible for any incurred fees, obtaining a graphic designer, and production site necessary for this endeavor. The design must be pre-approved by program staff prior to production of the patch, t-shirt, stickers, etc. If the paramedic class is compliant as a whole. If they create t-shirts, they may wear their class shirts on skills lab days as long as everyone is wearing the same class t-shirt with approved logo. These uniform options are only available to the class as a unified whole.

Jewelry, Glasses, Hats

One ring may be worn on each hand. Students may be required to remove them in the specialty areas or for specific procedures.

Small post-style earrings may be worn but are limited to one per earlobe. Dangle and hoop earrings, ear rods, and ear gauges, and earlobe plugs are strictly prohibited.

Other visible body piercings, including tongue piercing, cheek, nose, eyebrow, and lip piercings are not permitted.

One chain around the neck may be worn unless required otherwise, i.e., specialty areas.

Darker eyeglasses may only be worn inside if they are prescribed; however, sunglasses are not permitted. Glasses may never be worn on the back of the head.

Hats must be worn properly as designed, hats on sideways or backwards will never be permitted.

Name Badge

Students are required to wear a name badge while on clinical education experiences. The name badge worn must be that which is provided by the assigned clinical facility or COS Paramedic Program. Students and clinical faculty must clearly identify the student as a “Paramedic Student” and must obtain consent from the patient prior to participation in treatment or intervention by the student.

This is the only acceptable dress code. Do not ask for variations unless you have a documented medical or cultural/religious reason for a change in the code. Instructors have the final decision concerning the dress code. Failure to comply with the dress code may result in dismissal from the lab or class, assignment of an unexcused absence, and/or a grade penalty per occurrence.

6.4 Program Safety

1. Students will be continually monitored by faculty for practice of safety skills.
2. Students will be reminded by the faculty to incorporate safe practice in all skill labs.
3. Students who do not follow one or more of the safe practices during lab sessions will be advised of the failure and re-instructed by faculty as necessary.
4. If a student fails to follow safe practices on a lab practical, he/she will fail the lab practical and need to retake it per instructions in the syllabi.
5. If a student, at any time, shows blatant disregard for the safety of a classmate, the patient and/or him/herself, the consequences will be determined on an individual basis. Possibilities include but are not limited to failure of the lab practical, failure of the class or affiliation, removal from the program.

Lab Skills

1. Students will be instructed to practice only those skills for which they have had prior instruction.
2. Students are expected to come to lab appropriately prepared for each skill/technique to be practiced.
3. Students should at all times practice safe techniques. Standard precautions should be followed at all times.
4. Students will be instructed in and are expected to use proper/safe body mechanics at all times.

5. Students are responsible for reporting to faculty any equipment problems/maintenance issues such as frayed electrical cords, cracked plugs, broken parts, missing parts, etc.

6.5 Community Service Project

All Paramedic Students are required to complete a community service project. This project can be completed individually or as a class project. Each cohort will be given time to plan and develop a plan for their community service project during class hours. The project itself must be completed outside of regularly scheduled course hours, unless otherwise approved by the Paramedic Program Director. This requirement must be submitted to the Paramedic Director during your PM -201 Paramedic Theory course. If this requirement is not met, the student will not graduate from the Paramedic Program.

6.6 Guidelines for Exposure to infectious disease include the following

- See Guidelines to Prevent Transmission of Infectious Diseases in the Appendix regarding precautions and procedures following exposure.
- If exposure occurs, the student will be informed of the CDC recommended guidelines for occupational exposure.

Prevention of Transmission of HIV/AIDS

1. All students shall practice proper hand washing technique/hand hygiene while participating in lab sessions.
2. Non-latex gloves are available for those with latex allergy.
3. Wearing a mask may be required.
4. The same policy should apply to students, faculty, or staff except where statutes regulate employment or other relationships.
5. Inquiry into HIV status is not part of the student application process.
6. Schools should inform students of potential infectious hazards inherent in Paramedic Student education programs, including those that might pose additional risks.
7. If exposure occurs, counseling will be provided by appropriate personnel through the COS Student Health Service.
8. Students will receive written and verbal information and instructions on universal precautions in accordance with CDC guidelines. (See Guidelines to Prevent Transmission of Disease).
9. These instructions will be reinforced throughout the program and clinical supervision provided to permit compliance in all clinical learning experiences. Faculty will be competent role models in the care of HIV infected clients.

7: PROGRAM POLICIES AND PROCEDURES

7.1 Children in Class

Only enrolled Paramedic Students are allowed in the classrooms and laboratory session. Under NO circumstances are children to accompany you to class, skills lab, clinical, or scheduled meetings with instructors. If this occurs, you will be asked to leave. Your absence will be considered unexcused.

7.2 Pregnancy/Extended Illness/Surgery

A physician's written approval is required for a pregnant student to remain in the program AND again before the student can return to school following delivery, prolonged illness, or surgery. Students unable to meet the 90% positive attendance for each duration of the program will need to notify the Program Director immediately before the absence. Extended absences will be evaluated on a case by case basis. Not all extended absences can be granted due to the nature and durations of this program.

7.3 Student Grading

Any student who does not receive at least a 75% grade for a course and a "Pass" grade in all psychomotor lab skills will fail the course. Examination grades will be made available in canvas asap. Each course must be completed at a 75% and a pass of 100% on of the psychomotor lab skills to complete the Paramedic Program. Also, any student must receive a "PASS" grade on the FINAL Practical Examination for each course, regardless of course grade, to continue in the Paramedic Program.

Grades will be assigned on the following scale:

93.00-100.00 %	A
87.00-89.99	A-
87.00-89.99 %	B+
83.00-86.99%	B
80.00-82.99%	B-
77.00-79.99 %	C+
75.00-76.99 %	C (Lowest grade possible to remain in the Paramedic Program)
Below 74.99 %	F

Instructors will record grades and notify students in writing of their current status at midterm, before the drop date. Students will be notified of their options at that time:

"C" Grade as Minimum Requirement

All courses, both Paramedic and general education, required by the COS Paramedic Program must be completed with at least a minimum of a 75%. All practical grades must be completed with at least a 100 % to pass, in order to continue in the program.

- a. Withdraw prior to the deadline so that the student's grade will be a "W"
- b. Continue in the program with the understanding that if the student's scores do not improve, he/she could receive an unsatisfactory grade and be dismissed from the program.

Students will receive a Pass/Fail for Clinical Education Affiliations. Clinical Pass or Fail grades will be based upon the student's satisfactory clinical performance as outlined in the Clinical Performance Instrument (CPI). A Paramedic Student must receive a Pass grade in each clinical course in order to remain in the Paramedic Program.

Early Alert (Midterm Warning) Policy

The College utilizes an Early Alert program to notify students at the mid-point of the semester should their midterm grades fall below passing (<75% for the Paramedic Program). Consistent with this practice, the Paramedic Program notifies a failing student by way of a formal email and requests that the student meet with the Paramedic Program Director to establish a Student Success Plan. It is the responsibility of the student to contact the Paramedic Program Director once they have received the Early Alert/Midterm Warning. A Student Success plan may include suggestions for improving the course grade (i.e. study group, tutoring, and meeting with instructors). Included in the form are the final drop date and a statement reminding the student of his/her options (dropping/withdrawing or continuing with the possibility of a failing grade and its effects on GPA, class standing, etc.)

7.4 Critical Student Incident

A Critical Student Incident form will be completed whenever a student is involved in an adverse occurrence which causes or has the potential of causing serious harm to another (client, staff, visitor, another student, etc.). Examples of serious/critical adverse occurrences include, but are not limited to, the following:

- serious safety errors endangering or having the potential to endanger a client
- negligent acts resulting in endangerment to another
- violations of agency and/or school policies and procedures which endanger another
- evidence of being under the influence of drugs/alcohol
- falsification of information

The critical incident shall be immediately reported to all appropriate parties including the Director of the Paramedic Program. The student may be reprimanded. The Director shall confer to discuss the nature of the incident and its severity. It is the student's responsibility to make an appointment with the instructor and the Director within one week from the date of the incident.

The student may not continue to participate in classroom lab or clinical setting until he/she has been cleared by the instructor. A letter signed by the student and Paramedic Program Director documenting the incident, the remediation plan, and the consequences of further violations in clinical performance will be given to the student and a copy placed in the student's file.

Should the student be allowed to continue in the clinical rotation, the Critical Incident form will be attached to the student's Clinical Performance Instrument (CPI). The incident and a written remediation plan will be outlined in the CPI and the student's clinical performance will be closely monitored throughout the remainder of the semester.

7.5 Refunds

Refund and Final Drop Deadlines are printed in the Schedule of Classes, posted on signs and banners in several campus locations AND they are also posted for each CRN on our WEB Class Search. This is especially useful for short-term classes as they each have a separate drop date. Generally, for full-term classes, a course dropped before the end of the second week will result in no "W" and a refund; courses dropped between the third and the end of the 10th week will result in a "W" and no refund. Material fees are not refunded unless the class is dropped prior to the start of the semester. Refunds will not be issued for student issued items such as lab kits, uniforms, textbooks, and required tracking/educational subscriptions.

7.6 Withdrawal Due to Personal Reasons

A student who must leave the program due to personal reasons, such as an illness or family emergency, and cannot take an Incomplete status can withdraw from the program and receive a grade of "W" if the withdrawal occurs prior to the last drop date. The faculty member will complete a Student Withdrawal Form and forward it to the Director. The student will make an appointment with the Director for an exit interview. Following withdrawal, a student who wants to be readmitted must reapply to the program as a new student.

7.7 Student Grievance Procedure

The college utilizes a formal grievance procedure which can be initiated by any student who believes that he/she has been subjected to unjust action by a staff member or administrator of the college. COS adopts and utilizes this same procedure and believes that all students should be free of unfair or improper actions by any member of the college community. The Student Grievance Procedure form is provided to all Paramedic Students and can be downloaded from the COS website. It is located on the COS Website under "Student Life" tab, "Student Activities" Tab, "Student Rights and Grievances" Tab, Administrative Policy 5503.

Located on the following links:

<https://www.cos.edu/en-us/student-life/activities-and-affairs/student-rights-responsibilities>

<https://www.cos.edu/en-us/Governance/Board/BoardPolicies/Documents/AP%205530%20-%20Student%20Rights%20and%20Grievances.pdf#search=student%20grievance>

7.8 Student-Instructor Communication

All full-time instructors have scheduled office hours which are posted outside their office doors and in their class syllabus. Contact your instructors or the Program Director to discuss your progress, any problems, or if you need assistance. Use the COS email as the official means of communicating directly

with instructors. Find all instructors emails listed on their syllabus and Faculty page of the COS Paramedic website.

Student to Instructor Email

Instructors and students may wish to communicate via email; however, students are encouraged to discuss their progress, problems or need for assistance by meeting face-to-face. Emails to instructors containing jokes, chain letters, etc., are inappropriate. Emails should be short & concise. We encourage issues to be resolved with face-to-face communication.

Informing Students of Program Changes

Policies and procedures are communicated to students by means of the Paramedic Student Handbook. This handbook is revised regularly to provide current and accurate information. Each Paramedic Student receives his/her own copy of the Handbook upon admission to the program. Changes in the Paramedic Program, policies, and procedures will be emailed to your COS email and posted on the Paramedic website in the Policy and Procedure Manual

7.9 Transportation

Each student must have unlimited access to reliable transportation and possess a valid California driver's license. It may be necessary to drive to a clinical or field internship site several days per week. Carpooling is encouraged as much as possible, but clinical assignments cannot always be made according to convenient geographical locations. Proof of insurance and valid license will be kept on file in Paramedic office.

7.10 Unacceptable Classroom Behavior

Unacceptable classroom behavior/conduct includes, but is not limited to, the following:

- Interference with the learning of others
- Excessive tardiness
- Interruptions by excessively talking during class.
- Intimidation of students and/or faculty (angry, hostile, or violent behavior)
- Inappropriate/provocative dress/appearance
- Use of cell phones during class time, including texting
- Dishonesty
- Use of vulgar/obscene language
- Use of tobacco products
- No chewing gum
- No food or drinks in classroom
- No hats
- No headphones/ earbuds
- Any other behavior deemed by Paramedic Faculty as unacceptable and which interferes with the learning or safety of others, including those behaviors and activities listed in the COS Code of Conduct, COS Paramedic Student Handbook.

If an instructor identifies a student who is demonstrating any unacceptable classroom behavior, the instructor will immediately request that the student leave the classroom and may call for assistance from the COS Police Department when deemed necessary. The student will be counted as absent for the missed class time.

The instructor will, as soon as possible, notify the Director and document the incident using the report form. The instructor along with the Program Director will meet with the student to discuss the behavior and the conditions which the student must meet (i.e. no further incidents of unacceptable behavior) to avoid dismissal from the program. The student will be given a copy of the report listing the specific remediation plan at the time of the meeting. Failure of the student to correct the unacceptable behavior will result in failure of the course and dismissal from the program.

7.11 Student Drug and Alcohol Testing

The College of the Sequoias Paramedic Student program maintains contractual agreements with clinical agencies used in the education of Paramedic Students. These agencies require drug and alcohol testing of employees and students. For incoming Paramedic Students, drug and alcohol screening is required as part of the pre-clinical process and must be completed in first semester. For currently enrolled students, drug and alcohol screening is mandatory when there is probable cause and/or reasonable suspicion to believe that the student is under the influence of drugs and/or alcohol while in the classroom and/or clinical settings. If there is evidence of drug or alcohol use, the student will bear the cost of any drug/alcohol drug screen at the request of the Paramedic Program Director.

Procedure:

1. All students accepted into the COS Paramedic Student program will be tested for drug and alcohol use. If the student fails to provide a clean drug screen continuation in COS Paramedic Program will be immediately rescinded.
2. All students must further sign a statement agreeing to immediate monitored drug and alcohol screening upon request of the Paramedic Program Director, Paramedic instructor and/or Preceptor when there is probable cause and/or reasonable suspicion to believe that the student is under the influence of drugs and/or alcohol.
3. Incoming and currently enrolled students with verified positive test results for alcohol, any illegal drug, or abuse of prescribed or over-the-counter medications, or mind-altering substances, will be given reasonable opportunity to challenge or explain the results. Where results are confirmed and no medical justification exists, students are not allowed to participate in clinical activities; thus, they may not meet the objectives required for successful completion of the Paramedic Student program.
4. If a student fails a subsequent drug and alcohol screen, the student will be dropped from the program.
5. If a student fails to appear for any requested/required drug and alcohol screening test, the student will be immediately dismissed from the Paramedic Student program.
6. All information regarding drug and alcohol testing and resulting actions (i.e. rehabilitation, dismissal) will be kept confidential and will be maintained in a file separate from the student's regular file. Only the Paramedic Student Program Director will have access to the file.

7.12 Attendance/Participation and Punctuality

The purpose of the attendance/participation and punctuality policy is to ensure quality education for the student. Because of the large volume of material covered each day, and because laboratory experience validates learning objectives, it is extremely important that you attend all lectures and lab sessions. Absences and tardiness must be kept at an absolute minimum. Attendance and punctuality are considered important responsibilities both in the classroom and in the laboratory in order to complete student learning outcomes and required skill attainment. Student absences exceeding 10% of the course scheduled instructional time will be released from the program. Tardiness is disruptive to the learning of others and is not acceptable. Students arriving more than 10 minutes late to lessons will be docked 1 full hour of instruction.

Procedure:

1. A student will receive a warning letter after the third late arrival and subsequent tardiness can be grounds for dismissal due to inability to complete the student learning outcomes. Students may not be allowed to enter class or lab after 10 minutes from the start of class to avoid disruption and allow all class material to be covered.
2. A student who is tardy on a test day will not be allowed to take the test.
3. Students are expected to attend all scheduled classes and clinical affiliations. In the event of illness or family crisis, the lecturer or clinical instructor should be notified as soon as possible. If the instructor cannot be reached, the student should contact the Paramedic Student office and report the absence to the Paramedic secretary or leave a voice mail message. Students should refer to the individual instructor's course syllabus and/or clinical guidelines for special instructions regarding reporting an excused absence. Record of attendance/participation grade as part of the Standard of Conduct may be included as part of the course grade. Attendance/participation is required for all classes, labs, and clinical courses to fulfill the student learning outcomes. The emphasis PM402 is for practice and skill checks not for makeup of absences.
4. If a student is excused on a test day, the student must make arrangements with the testing instructor to take the make-up test within one week from the date of the missed test.
5. The instructor whose test was missed will determine the testing format for the makeup test (i.e. multiple choice, essay, oral or written.)
6. There are no make-up provisions for missed clinical experiences. If the student is absent from clinical experience, the student must make arrangements to complete the required time. If the student does not complete the required hours, they may fail the clinical course.

PRIVACY AND CONFIDENTIALITY

The privacy and confidentiality of students and patients are of the utmost importance and always maintained. The COS Paramedic Program complies with the Federal Education (FERPA) guidelines and faculty and staff have undergone training to comply with these privacy and confidentiality standards.

Procedure:

1. Drug tests and potential background checks go to and are maintained in the Director's office.
2. Grade books, exams, student files and any other identifiable documents are kept in locked drawers/cabinets in the appropriate faculty person's office.

3. Student must sign a release form in order for information to be released.
4. Students must sign a release form for the appropriate personal/medical information to be sent to their CI's for affiliations.
5. Student counseling/advising sessions with program faculty occur in the privacy of the faculty member's office or other appropriate private rooms (i.e. conference room).
6. Students sign "HIPAA Letter of Instruction" which further states the student will maintain patient confidentiality while participating in clinical affiliations; all materials pertaining to patients will remain at clinical site.
7. Students are instructed in HIPAA regulations at each clinical site.

ARREST INFORMATION

Most states require Paramedic Students to be licensed. To become licensed in the State of California, you must graduate from high school (or equivalent), graduate from an approved Paramedic Student program AND pass the national licensing examination.

In addition to successfully completing a prescribed course of study and passing the national licensing exam requires that the candidates to be licensed must be "of good moral character". Paramedic Students are advised that if they have been "arrested, charged or convicted of a violation of a Federal Law, State Law, or Municipal Ordinance other than a traffic violation", they may be precluded from licensure to practice as a Paramedic Student in California. DUI arrest may affect your licensure. If the Paramedic Student falls into the above category,

7.13 Academic Honesty

The Paramedic Faculty believe that academic honesty translates to personal and professional integrity in the clinical setting. In the paramedic profession, we are held to the highest level of integrity due to the unique circumstances associated with the care of the patient in our charge. It has been demonstrated that those who seek to gain advantage through questionable means, either in theory or clinical courses, compromise their patient's safety. They also place their instructors who manage the patient's care in the clinical setting and the hospital or health care facility at risk. Academic dishonesty ultimately results in a lack of trust and creates turbulence in the teaching environment. It is the consensus of the faculty that those who are proven to be dishonest or have compromised patient safety will be given the minimum of a failing grade for the assignment. Students may seek due process through the student grievance process.

Academic dishonesty is unacceptable and will not be tolerated by College of the Sequoias. Cheating, plagiarism, and collusion in unethical activities erode the college's educational and social role in the community. Academic dishonesty in the Program may include, but is not limited to:

- Any student who does not follow the requirements and guidelines of the Paramedic Student Handbook, course syllabi, COS's Policy Manual, or instructors' directions.
- Actions that circumvent the rules and regulations established by the College of the Sequoias Paramedic Program, affiliated healthcare facilities, course syllabi, and instructors' directions constitute acts of dishonesty.

Violations of academic integrity will be reported according to the COS policies and procedures for potential disciplinary actions.

7.14 Challenge by Examination Advanced Placement

Challenging the paramedic program may also be referred to as: challenge by examination, advanced placement, prior learning assessment or challenge paramedic license. There are several different processes for students requesting to challenge the paramedic training program. The State of California, the Commission on Accreditation of EMS Programs (CoAEMSP), College of the Sequoias, and the College of the Sequoias Paramedic Training Program all have policies on who and how to challenge paramedic education. The paramedic training program is not responsible for ensuring all entities involved accept the coursework and/or process for successful challenge. It is in the student's best interest to ensure he/she fully understands each entity's processes. The following outlines the COS Paramedic Training Program's policy for challenge of the paramedic training program, and attempts to take into consideration all of the requirements from the above listed entities. Please note that entities may change policies without the paramedic training program's knowledge. CCR 22 § 100165 outlines state eligibility requirements. The COS policy for Credit by Examination outlines college specific requirements.

Only those who are currently licensed as Physicians, Physician Assistant's, Registered Nurses, or Mobile Intensive Care Nurses may challenge to apply for a California paramedic license using your current medical education and experience to replace the required didactic and clinical portions of a traditional paramedic training program. Challenge candidates are required to meet all program requirements for knowledge and skills for successful completion. Although your education and experience partially satisfy the eligibility requirements to become licensed, you must still complete 480 hours of an approved paramedic school field internship and successfully pass the National Registry of Emergency Technician (NREMT) paramedic level written and practical exams. It is the responsibility of the candidate to secure a field internship site prior to contacting the paramedic program for challenge. The application for challenge of a paramedic license in the State of California is found at: emsa.ca.gov

Requests received for advanced placement or challenges by examination will be evaluated by the program director on a case by case basis. Clinical competency and educational transcripts will be evaluated prior to approval or denial of advanced placement.

7.15 Student Records & Permanent Transcripts

COS will maintain student records directly related to the Paramedic Program in the Paramedic Program office located on site of the Public Safety Facilities. Official transcripts for students participating in the program in the office of the registrar at Admissions and records located at the COS Visalia Main Campus at 915 S. Mooney Blvd Visalia CA 93277.

7.16 Advisory Board Participation

The program advisory committee advises the program regarding revisions to curriculum and program goals based on the changing needs and expectations of the program's communities of interest, and an assessment of program effectiveness, including the outcomes specified in the accreditation standards. Two students will be selected by each cohort to participate in any advisory board meeting or events that take place throughout the duration of the course. One student from each cohort will then be selected to participate as an alumni member upon completion of the program.

8 Appendix

8.1 PHOTO/VIDEO RELEASE

I understand that in the course of my education in the Paramedic Student Program, there may be occasion for my photograph/video to be taken.

I consent to my photograph/video being taken for the purposes of knowledge and education; or in the event the college requests photos for the student catalogue or schedule.

I further understand that I will not be identified by name in these photos/videos.

I have the right to rescind this release in writing at any time.

Student Name _____ **DO NOT SIGN**

Student Signature _____ **DO NOT SIGN**

Date _____ **DO NOT SIGN**

❖ **Do not sign this copy, another form will be provided in the FORMS section of your Orientation Binder**

8.2 INFORMED CONSENT

Student to Act as Simulated Patient

I understand that Paramedic practice includes being touched by my fellow classmates and instructors.

I understand that as part of the academic and clinical education to become a Paramedic Student, I am required to participate in various lecture and lab classes as simulated patient. Instructors and other students will have opportunities to demonstrate and practice on me those skills learned in various classes. These skills include, but are not limited to a variety of: mobility, therapeutic exercises, testing and measurements, and physical agents.

I understand that there is some risk of injury resulting from my participation in these skill training classes. I further understand that the college cannot ensure that other students will properly apply skills learned in class nor can the college be held responsible for any pre-existing conditions or injuries that I may have which make me susceptible to injury.

If I have any pre-existing conditions or injuries that may make me susceptible to injury from skills training, I will report such conditions or injuries to my instructor, or, if appropriate, to the Disability Resource Center.

In the unlikely event that I become injured it must immediately be reported to the instructors of the class and the appropriate college incident report must be filled out. If necessary, appropriate medical intervention and payment for those services are solely my responsibility.

I have read and understand the above information.

Student Name _____ **DO NOT SIGN**

Student Signature _____ **DO NOT SIGN**

Date _____ **DO NOT SIGN**

❖ **Do not sign this copy, another form will be provided in the FORMS section of your Orientation Binder**

8.3 Occupational Exposure Control Protocol

Students are advised that working in a health profession does expose them to the risk of coming into contact with hazardous materials or pathogens. The COS Paramedic Program complies with all standards, rules, and regulations issued by the Occupational Safety and Health Administration (OSHA) and the recommendations of the Center for Disease Control (CDC). Students should consistently follow all safe work place practices. The following practices are designed to eliminate or reduce your exposure to blood borne pathogens and other hazardous material.

The following standards have been set for the COS Paramedic Program:

1. Students are required to either obtain the Hepatitis B vaccination series or sign a declination statement.
2. Students will be required to pass a test covering universal standard precautions for dealing with blood and other potentially infectious materials.
3. Personal Protective Equipment must be worn when engaged in all activities where exposure is possible.
4. Material Safety Data Sheets (MSDS) are maintained in all areas where potentially hazardous chemicals are utilized.
5. Sharps containers and biohazard disposal containers are located in laboratory and clinical areas.
6. First aid stations are available in each laboratory.

Any Paramedic Student who sustains a needle stick or other occupational injury resulting in exposure to blood, bodily fluids, or other hazardous substance should follow the following protocol:

1. Immediately wash the affected area with soap and water.
2. Cover the area with a dressing, if possible.
3. For an ocular exposure, flush thoroughly with water or the eye wash that is available in the first aid station.
4. Inform the instructor immediately.
5. Complete an incident report to be filed in the Paramedic office
6. It is highly recommended that the student sees a healthcare provider who is trained in assessing the risk of the exposure immediately, but certainly within 48 hours.

Recommendations for appropriate healthcare providers can be obtained from the Student Health Center. All expenses related to testing and treatment incurred as a result of a needle stick or other occupational exposure will be the responsibility of the student. Therefore, it is highly recommended that the student acquire and/or maintain a health insurance policy to cover these expenses,

I have read the Occupational Exposure Control Protocol and have been presented with this information prior to entering the clinical setting.

Student Name: _____ **DO NOT SIGN** Student Signature: _____ **DO NOT SIGN**

Date _____ **DO NOT SIGN**

❖ **Do not sign this copy, another form will be provided in the FORMS section of your** The prohibitions in subsection (d) above shall not prohibit a Paramedic Student from collecting and documenting data, administering standard tests, or taking measurements related to patient status.

(e) The Paramedic Student shall notify the Paramedic Student of record, document in the patient record any change in the patient's condition not within the planned progress or treatment goals, and any change in the patient's general condition.

Note: Authority cited: Sections 2615, 2655.1 and 2655.92, Business and Professions Code.

Reference: Section 2655.92, Business and Professions Code.

8.4 Guidelines for Prevent the Transmission of Infectious Disease

<https://www.cdc.gov/>

The management of issues related to infectious diseases is of primary concern to Paramedic faculty and administration. The rapid increase of blood borne diseases has caused an awareness of the need for policies and guidance. This policy is designed to balance the protection from risk for students, faculty, and clients, with the individual rights of privacy and equal opportunity. Each Paramedic Student will be provided with information regarding protection from infectious diseases to which the student may be exposed during his/her education.

Control of microorganisms which cause disease in humans is vital in the health care environment. Although the risk of infection transmission exists, that risk can be minimized by appropriate education and actions taken to avoid transmission. It is the policy of this agency that:

- 1) All students will receive specific information regarding the chain of infection and measures which prevent the transmission of infection before engaging in clinical laboratory experience.
- 2) This information will be repeated and will increase in depth as the student encounters more complex situations.
- 3) All students will be required to acknowledge in writing that they have been provided with information regarding:
 - a. The risk of transmission of infectious disease encountered in the allied health field.
 - b. Infection control measures consistent with Centers for Disease Control (CDC) and OSHA guidelines.

Guidelines:

- 1) Use of Universal precautions is an effective means of preventing transmission of infectious disease. "Since health care workers are unable to identify all clients with blood-borne disease, blood and body fluid precautions should be consistently used for all clients. This approach, recommended by the CDC is referred to as 'universal precautions' or 'universal blood and body fluid' precautions". (Federal Register 12/06/91)
- 2) Instruction in universal precautions and CDC recommended infection control measures will be given before the student begins clinical experience and will be reinforced at regular intervals throughout the program.
- 3) The student will be asked to review current information regarding universal precautions and CDC recommended infection control measures each semester and acknowledge receipt of the information by signing the form referred to in this policy.

Infection Control Precautions

1. Handle the blood and body fluids of all clients as potentially infectious.
2. Wash hands before and after all client or specimen contact.
3. Wear gloves for potential contact with blood or body fluids.
4. Wear gloves if splash with blood or body fluids is anticipated.
5. Wear an agency-approved filtration mask if airborne transmission is possible.
6. Wear protective eye wear if splatter with blood and body fluid is possible. Wear gown if clothing is apt to be soiled.
7. Place used syringes immediately in nearby impermeable sharps container.
Do not recap or manipulate needles in any way.
8. Treat all linen soiled with blood/body secretions as potentially infectious.
9. Process all laboratory specimens as potentially infectious.
10. Follow agency policy regarding resuscitation during respiratory arrest.

OSHA Guidelines following Percutaneous or per mucosal Exposure

A significant occupational exposure is defined as:

- A needle sticks or cut caused by a needle or sharp that was actually or potential contaminated with blood/body fluid.
- A mucous membrane exposure to blood or body fluids (i.e. splash to the eyes, ears, mouth)
- A cutaneous exposure involving large amounts of body fluid or prolonged contact with body fluid, especially when the exposed skin is chapped, abraded, or afflicted with dermatitis, or compromised or broken in any way.

Procedure following exposure:

1. Wound care/first aid should occur immediately following exposure:
 - a. All wounds should be vigorously cleansed with soap and water immediately.
 - b. Mucous membranes should be flushed with water or normal saline solution immediately.
 - c. Other treatment will be rendered as indicated.
2. Following immediate wound care/first aid measures:
 - a. The student will immediately report to the clinical instructor any incident of exposure.
 - b. The clinical instructor will complete a Notice of Accidental Exposure form and submit it to the Paramedic Program Director (form available from the Division secretary).
 - c. Clinical instructor or student will notify the Infection Control Officer of the clinical agency involved.
 - d. Specific recommendations will be made according to the type of exposure and infectious agent involved.

8.5 CRIMINAL BACKGROUND CHECK & DRUG SCREENING PROCEDURE FORM

1. Go to the Customized Applicant Paying Website:
 - <https://cos.complio.com/>
 - **IMPORTANT:** Take care! Do not make typing errors when entering personal information. All errors, no matter how innocent, may result in you having to re-pay and re-test with the corrected information.
Examples of innocent errors:
 - Mixing up order of first, last and middle names.
 - Typing error in SS#.
 - Typing error in birth date.
2. You MUST check “yes” in the box that asks if you want a copy of your report and give a valid email address. You are required to have a copy of your report to verify your results and act on any discrepancies.
3. Pay for your background check and drug screen by selecting from two methods of payment (Money Order or Credit Card).
4. Once paid, a confirmation email will be sent to you, usually within 24 hours.
5. Please take your confirmation of payment email to your school to pick up a Chain of Custody form which you will need for your drug test.
6. Take the Chain of Custody form and photo ID to a designated drug testing facility and perform the drug screen.

IMPORTANT: DO NOT drink more than 8 oz. of fluid in the 2 hours prior to giving urine sample. An abundance of fluid will result in a “dilute” reading which constitutes a “flagged” situation. It may keep you from attending clinical and may require immediate re-payment and re-testing.

At the facility, if you are not able produce a urine sample when requested, call ADB on how to proceed.

7. The lab will run extensive tests to verify if the drug screen is negative/positive/dilute.
 - When results are negative, a email is sent from Quest to American Databank to input the results.
 - When results are dilute, you will be contacted by the Paramedic Program office regarding Re-take procedure.
 - When results are positive, the results are forwarded to the Medical Review Officer. The Medical Review Officer will contact you for verification of any

prescription drug you may be taking to show a false positive. After discussion, the Medical Review Office will send a fax to American Databank to input the results and close the order. If the order is positive the Medical Review Office will list the drug that is positive. The Paramedic Program office will receive a copy of the positive report. The Paramedic Director will schedule a one-on-one meeting with student regarding positive test.

8. If you have any questions about this procedure, please call **American Databank at 1-800-200-0853**

8.6 Health Release & Physical Exam Forms

College of Sequoias Paramedic Student Program

Health Release Form

Completed by Student

Part A:

Name: _____ Telephone: _____ Cell
 Number: _____
 Address: _____ City: _____ ZIP
 Code: _____
 Birth Date: _____ Family Health Care Provider (MD, NP, PA,
 CNM): _____
 Emergency Contact: _____ Relationship: _____ Telephone/Cell
 Number: _____

HEALTH HISTORY

Have you ever had or do you have any of the following? (Check "Yes" or "No")

	Yes	No		Yes	No		Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
1. Frequent headaches	<input type="checkbox"/>	<input type="checkbox"/>	16. Blood in urine	<input type="checkbox"/>	<input type="checkbox"/>	31. Depression or emotional	<input type="checkbox"/>	<input type="checkbox"/>
2. Hay fever	<input type="checkbox"/>	<input type="checkbox"/>	17. Black or bloody B.M.	<input type="checkbox"/>	<input type="checkbox"/>	32. Dizziness	<input type="checkbox"/>	<input type="checkbox"/>
3. Sinus trouble, nosebleeds	<input type="checkbox"/>	<input type="checkbox"/>	18. Neck injuries or problem	<input type="checkbox"/>	<input type="checkbox"/>	33. Severe weakness or tiredness	<input type="checkbox"/>	<input type="checkbox"/>
4. Frequent colds	<input type="checkbox"/>	<input type="checkbox"/>	19. Foot problems	<input type="checkbox"/>	<input type="checkbox"/>	34. Fainting spells	<input type="checkbox"/>	<input type="checkbox"/>
5. Ear infections or problems	<input type="checkbox"/>	<input type="checkbox"/>	20. Swollen ankles	<input type="checkbox"/>	<input type="checkbox"/>	35. High blood pressure	<input type="checkbox"/>	<input type="checkbox"/>
6. Frequent sore throat	<input type="checkbox"/>	<input type="checkbox"/>	21. Knee injury	<input type="checkbox"/>	<input type="checkbox"/>	36. Heart problems	<input type="checkbox"/>	<input type="checkbox"/>
7. Asthma	<input type="checkbox"/>	<input type="checkbox"/>	22. Bone or joint problems	<input type="checkbox"/>	<input type="checkbox"/>	37. Angina	<input type="checkbox"/>	<input type="checkbox"/>
8. Chronic cough	<input type="checkbox"/>	<input type="checkbox"/>	23. Rheumatism or arthritis	<input type="checkbox"/>	<input type="checkbox"/>	38. Seizures	<input type="checkbox"/>	<input type="checkbox"/>
9. Hoarseness	<input type="checkbox"/>	<input type="checkbox"/>	24. Low back pain	<input type="checkbox"/>	<input type="checkbox"/>	39. Wear glasses or contacts	<input type="checkbox"/>	<input type="checkbox"/>
10. Serious dental disorders	<input type="checkbox"/>	<input type="checkbox"/>	25. Broken bones	<input type="checkbox"/>	<input type="checkbox"/>	40. Diabetes	<input type="checkbox"/>	<input type="checkbox"/>
11. Recurrent vomiting	<input type="checkbox"/>	<input type="checkbox"/>	26. Varicose veins	<input type="checkbox"/>	<input type="checkbox"/>	41. Tumors, cancer	<input type="checkbox"/>	<input type="checkbox"/>
12. Ulcers	<input type="checkbox"/>	<input type="checkbox"/>	27. Anemia	<input type="checkbox"/>	<input type="checkbox"/>	42. Breast lumps	<input type="checkbox"/>	<input type="checkbox"/>
13. Jaundice or hepatitis	<input type="checkbox"/>	<input type="checkbox"/>	28. Skin problems, eczema, or chronic rash	<input type="checkbox"/>	<input type="checkbox"/>	43. Rheumatic fever	<input type="checkbox"/>	<input type="checkbox"/>
14. Frequent or painful urination	<input type="checkbox"/>	<input type="checkbox"/>	29. Bruise easily	<input type="checkbox"/>	<input type="checkbox"/>	44. Hand/wrist pain or numbness	<input type="checkbox"/>	<input type="checkbox"/>
15. Frequent bowl irregularities (diarrhea, constipation)	<input type="checkbox"/>	<input type="checkbox"/>	30. Extreme nervousness	<input type="checkbox"/>	<input type="checkbox"/>	45. Do you smoke?	<input type="checkbox"/>	<input type="checkbox"/>

Have you ever had a work-related injury or illness? Yes No

Are you presently under a doctor's care for any condition? Yes No

Has anyone in your immediate family ever had a history of: Diabetes? Yes No Tuberculosis?
 Yes No

Please provide details for all "yes" answers given above in items 1-48:

Major Hospitalization: If you have ever been hospitalized for any major medical illness or operation, write in your most recent hospitalizations below

	Year	Operation or Illness	Name of Hospital	City and State
1 st Hospitalization				
2 nd Hospitalization				
3 rd Hospitalization				
4 th Hospitalization				

I understand that by signing this form I am certifying the accuracy of the information, and that supplying any false or incorrect information on this form shall constitute grounds for discipline up to and including dismissal from the COS Paramedic Program.

I also certify that the answers are true and hereby give the examining Health Care Provider (MD, NP, PA, CNM) permission to submit a report of my physical condition to College of the Sequoias Paramedic Program.

Student Signature: _____ Date: _____

Print Name: _____

PART B: IMMUNIZATION HISTORY – If you have not had the disease but have had the immunization, indicate the year of the immunization in the "Date Immunized" column as accurately as possible. Please provide **copies** of all immunization records.

	Yes	DATE OF DISEASE	NO	DATE IMMUNIZED
1. Measles – 2 week (Rubeola)				
2. Mumps				

3. German Measles – 3 day (Rubella)				
4. Chicken Pox (Varicella)				
5. Tdap – Tetanus/Diphtheria/Pertussis				
6. Hepatitis B – 3 dose series	Date of Vaccine	#1	#2	#3
7. Two- Step TB Skin Test		Results:		If PPD reactor – Chest x-ray results (provide copy):

PART C: MEDICINES

List any food or medication allergies and/or sensitives:

List any medications you are sensitive or allergic to:

List current prescribed and over the counter medications:

Are you taking any medications that may cause any of the following?

- Dizziness Drowsiness Inability to operate equipment or drive a car Other side effects which may impede your judgment or clinical performance?

Explain: _____

PART D:

Student Essential Technical Standards

STUDENT ESSENTIAL TECHNICAL STANDARDS: In compliance with the Americans with Disabilities Act, students must be, with or without reasonable accommodations, physically and mentally capable of performing the essential technical standards of the program. If a student believes that he or she cannot meet one or more of the standards without accommodations or modifications, the nursing program will determine, on an individual basis, whether or not the necessary accommodations or modifications can reasonably be made. The following Essential Technical Standards identify essential eligibility requirements for participation in the College of the Sequoias Paramedic Student Program.

Work Hours:

Able to work up to two 12 hour days per week at hospital sites.

Work Environment:

Exposure to hazardous material and blood borne pathogens requiring safety equipment such as masks, head coverings, glasses, rubber and latex gloves, etc.

Must be able to meet hospital and college performance standards.

Must travel to and from training site.

Cognitive Abilities:

Understand and work from written and verbal orders.

Possess effective verbal and written communication skills.

Understand and be able to implement related regulations and hospital policies and procedures.

Possess technical competency in patient care and related areas.

Speak to individuals and small groups.

Conduct personal appraisals and counsel patients and families.

Revision: July 2011

The Paramedic Student's Health Care Provider will verify that the student can meet the physical demands and perform these physical activities:

Physical Demands:

Standing and/or walking up to seven hours throughout an eight and/or twelve hour shift.

Bending, crouching, or stooping several times per hour.

Lifting and carrying a minimum of 30 pounds several times per hour.

Lifting and moving up to a 300 lb. patient in a 2-3 person transfer.

Reaching overhead, above the shoulder at 90 degrees.

Pushing and/or pulling objects and equipment weighing up to 300 lbs.

Utilizing eyesight to observe patients, manipulate equipment and accessories.

Hearing to communicate with the patient and health care team.

Utilizing sufficient verbal and written skills to effectively and promptly communicate in English with the patient and healthcare team.

Manipulating medical equipment and accessories, including but not limited to switches, knobs, buttons, and keyboards, utilizing fine and gross motor skills.

Performing the assigned training related tasks/skills responsibilities with the intellectual and emotional function necessary to ensure patient safety and exercise independent judgment and discretion.

Utilizing the above standards/functions to respond promptly to the patient needs and/or emergency situations.

Upon admission, a candidate who discloses a disability and requests accommodation will be asked to provide documentation of his or her disability for the purpose of determining appropriate accommodations, including modification to the program. The College will provide reasonable accommodations but is not required to make modifications that would substantially alter the nature or requirements of the program or provide auxiliary aids that present an undue burden to the College. To matriculate or continue in the curriculum, the candidate must be able to perform all the essential functions outlined in the Student Essential Technical Standards either with or without accommodation.

I have read the Student Essential Technical Standards for College of the Sequoias Paramedic Student Students and acknowledge that, I am able to perform these functions:

Student Signature: DO NOT SIGN Date: DO NOT SIGN

❖ **Do not sign this copy, another form will be provide in the FORMS section of your Orientation Binder**



Patient Name _____

Physical Examination Form STUDENT ESSENTIAL TECHNICAL STANDARDS

•To be completed by Health Care Provider (MD, DO, NP, PA, CNM)•

Paramedic Student students must meet the following criteria to ensure the safety and welfare of the patients, the health care team and themselves.

Is the individual capable of the following:

- Yes [] No [] Standing and/or walking up to seven hours throughout an eight and/or twelve hour shift.
- Yes [] No [] Bending, crouching or stooping several times per hour.
- Yes [] No [] Lifting and carrying a minimum of 30 pounds several times an hour.
- Yes [] No [] Lifting and moving up to a 300 lb. patient in a 2-3 person transfer.
- Yes [] No [] Reaching overhead above the shoulder 90 degrees.
- Yes [] No [] Pushing and/or pulling objects and equipment weighting up to 300 lbs.
- Yes [] No [] Utilizing eyesight to observe patients, manipulate equipment and accessories.
- Yes [] No [] Hearing to communicate with the patient and healthcare team.
- Yes [] No [] Utilizing sufficient verbal and written skills to effectively and promptly communicate in English with the patient and healthcare team.
- Yes [] No [] Manipulating radiologic and/or medical equipment and accessories, including but not limited to switches, knobs, buttons, keyboards, utilizing fine and gross motor skills
- Yes [] No [] Performing the assigned training related tasks/skills responsibilities with the intellectual and emotion function necessary to ensure patient safety and exercise independent judgment and discretion.
- Yes [] No [] Utilizing the above standards/functions to respond promptly to the patient's needs and/or emergency situations.

HEALTH CARE PROVIDER STATEMENT

Based on your medical evaluation, will this individual be able to carry out the essential technical standards as listed above?

Yes [] No [] If **NO** please explain the reasons and what accommodations may be necessary to assist the individual in participating in the program:

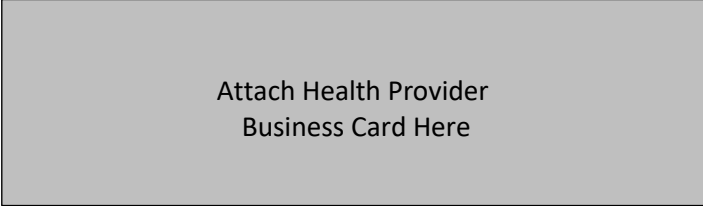
Upon admission, a candidate who discloses a disability and requests accommodation will be asked to provide documentation of his or her disability for the purpose of determining appropriate accommodations, including modification of the program. The College will provide reasonable accommodations, but is not required to make modifications that would substantially alter the nature or requirements of the program or provide auxiliary aids that present an undue burden to the College. To matriculate or continue in the curriculum, the candidate must be able to perform all the essential functions outlined in the Student Essential Technical Standards either with or without accommodations.

I have read the Student Essential Technical Standards listed for the COS Paramedic Student and verify that this individual is able to meet the physical demands as described above.

Health Care Provider Signature: _____ Date: _____

Print Name: _____

Address: _____



Phone Number: _____

❖ **Do not sign this copy, another form will be provide in the FORMS section of your Orientation Binder**

Paramedic Student Handbook Checklist

I have read the Paramedic Student Handbook and I acknowledge I will be held responsible for all the information included. My initials and the page numbers indicate that I have had the opportunity to request clarification when necessary and that I understand and agree to abide by the responsibilities and expectations assigned to me as a student of the COS Paramedic Program.

Initials	Page number/s	Information
_____	_____	Purpose of the Paramedic Handbook
_____	_____	Mission Statement/Program Goals
_____	_____	Physical Demand and Technical Standards
_____	_____	Program Specific Curriculum & Descriptions
_____	_____	Graduation Requirements: Academic Counseling
_____	_____	Graduation Requirements: Final Integral Practical
_____	_____	Program Expenses
_____	_____	Helpful Tips for Success
_____	_____	Complio Requirements: Insurance, CPR, Vaccines
_____	_____	Clinical Education
_____	_____	Background check, drug screen
_____	_____	Paramedic Licensure
_____	_____	Uniform, Dress Code & Grooming Standards
_____	_____	Program Safety
_____	_____	Community Service Project
_____	_____	Program Policies/Procedures
_____	_____	Attendance, Absenteeism, Tardiness
_____	_____	Advisory Board Participation
_____	_____	Photo/Video release
_____	_____	Informed Consent
_____	_____	Criminal Background Check/Drug Screen Procedure

_____	_____	Health Release and Physical Examination Form
_____	_____	Occupational Exposure Control Protocol
_____	_____	Professionalism & Employment Rubric

I must turn in the following signed pages to the Paramedic office by the assigned date to the Paramedic Office:

- Paramedic Student Handbook Checklist
- Photo/Video Release
- Informed Consent
- Occupational Exposure Control Protocol

Name: _____ **DO NOT SIGN**

Signature: _____ **DO NOT SIGN**

Date: _____ **DO NOT SIGN**

❖ **Do not sign this copy, another form will be provide in the FORMS section of your Orientation Binder**