



2023

Paramedic Student Handbook



Introduction

Yavapai College (YC) is accredited by the Commission on Institutions of Higher Education, North Central Association of Colleges and is approved by the Arizona State Board of Directors for Community Colleges.

Academic or occupational programs that are either accredited or approved by an external entity may have policies or procedures that are different or more restrictive than those of the college. These policies or procedures will supersede any conflicting College policies or procedures.

The purpose of this handbook is to communicate the specific policies of the Yavapai College paramedic program.

Policies for all Yavapai College students are found in the YC College Catalog in the Student Rights and Responsibilities section, <http://catalog.yc.edu/content.php?catoid=17&navoid=3004> and the Student Code of Conduct: <https://www.yc.edu/v6/student-services/codeofconduct.html>

The paramedic student is also required to follow Arizona State Department of Health Services EMCT policies. There are additional policies specific to the paramedic program contained within this document.

This handbook is updated, as necessary. Prospective and continuing students are accountable for staying up to date with any handbook changes which will be communicated via myYC student email.

Time Commitment for successful completion of EMS classes:

Students must be aware that courses in the YC EMS program are rigorous and demand a significant time commitment. The clinical and field rotations will require an additional time commitment as scheduled by the student.

Confidentiality:

Those associated with the EMS program should judiciously protect the right to privacy of students, staff, patients, families, and other health professionals. When knowledge gained in confidence is relevant or essential to others, professional judgment should be used by all when sharing information.

It is the responsibility of all those who have access to confidential information to see that such information is accessible only to those directly concerned with the individual's health care delivery.

All information learned by the student about a patient during research and study is considered confidential. The confidentiality with which the information is to be treated should be established with the patient. Patient information should not be discussed in public places with those people not involved with the student's study or patient's care. Failure to take this into account can be considered an invasion of the right to privacy. This action may result in dismissal from clinical activities and the program.

Ethical Standards:

Students are expected to meet the following ethical standards while in the Program: EMTs and paramedics are health care professionals regardless of whether they receive monetary compensation for their work. Thus, an EMS professional is bound by the highest standards of professional conduct and ethics. Students must ethically conduct themselves throughout the classroom, clinical, and field internship phases of the program.

Uniform & Personal Appearance:

Black or navy colored uniform pants with a black belt only. If you have uniform pants/belt from your agency which fit this description you may wear them, subject to instructor approval.

A tucked in, navy colored polo shirt, is to be worn to all lecture classes, lab activities, clinical rotations, and vehicular rides. <https://commerce.cashnet.com/YavapaiEMS>

Closed toe black shoes only. If you have uniform boots/shoes from your agency which fit this description you may wear them, subject to instructor approval. No sandals, clogs, or Crocs will be allowed. EMS shoes/boots can be purchased here. <https://www.galls.com/ems-emt-boots>

Watch with a second hand. https://www.medisave.net/us_en/medical-accessories/watches

While in uniform, an optional YC EMS sweatshirt may be worn. Your instructor may approve a navy or black sweatshirt that has no logos or writing on it.

<https://commerce.cashnet.com/YavapaiEMS>

While in uniform, an optional YC EMS baseball cap may be worn.

<https://commerce.cashnet.com/YavapaiEMS>

Students will be free of offensive body odor and/or cigarette odor. Colognes, after-shaves, scented lotions, or perfumes are not permitted.

A clean uniform and personal hygiene, including oral care, must be maintained.

Most hospitals and agencies do not allow acrylic or artificial nails. This is an infection control hazard and may result in the student being sent home.

Criminal History:

Students with criminal records are forewarned that the Arizona Department of Health-Division of Medical Quality Assurance requires any licensure applicant who has ever been convicted or found guilty of a felony, regardless of adjudication, to explain the circumstances. The same is true for other states with licensure statutes as well as national certification boards. These individuals will need to gain clearance from these agencies before they are allowed to take state licensure and national certification examinations that are usually required for employment.

Students are advised that past criminal history could limit their ability to become a national registered paramedic or state certified paramedic. Completion of the paramedic program does not guarantee certification with either NREMT or the State of Arizona.

NREMT Certification:

Upon successful completion of the YC Paramedic Program, the paramedic student will be issued a certificate of completion and will be eligible to apply with NREMT to become a NREMT paramedic. To become a NREMT paramedic, candidates must.

- Hold current NREMT or state EMT certification.
- Pass the NREMT-P cognitive exam.
- Test within two years of program completion.
- Hold current healthcare provider CPR certification.

Students should be familiar with NREMT certification policies as they may change. Students should understand that successful completion of the YC program does not guarantee certification as a NREMT paramedic, nor is it a guarantee of hire in the EMS field.

Clinical and Field Internship:

- Arrive early.
- Be helpful.
- Maximize downtime.

Students should familiarize themselves with the clinical site and station-specific rules and expectations and adhere to these rules.

Students are not permitted to attend clinical or field rotation on a scheduled lecture or lab day. Under no circumstances should a student miss any portion of the lecture or lab to attend a clinical or field rotation.

Under no circumstances should a student be watching television while on duty or sleeping during daylight hours in either the clinical or field setting.

Paramedic Program Goals and Objectives:

The goal of the EMS program at Yavapai College is to prepare competent entry-level paramedics in cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder levels. These objectives are further outlined as follows:

- **Cognitive Domain** – Upon completion of the program, the student will demonstrate the ability to comprehend, apply, analyze, and evaluate information relevant to his or her role as an entry-level EMT/paramedic.

- **Psychomotor Domain** – Upon completion of the program, the student will demonstrate technical proficiency in all the skills necessary to fulfill the role of an entry-level EMT/paramedic.
- **Affective Domain** – Upon completion of the program, the student will demonstrate personal behavior consistent with professional employer expectations for the entry-level EMT/paramedic. Domain measures the student’s attitudes, behaviors, and professional attributes, as well as classroom conduct. Passing is appropriate classroom behavior, professional ethics, and adherence to policy. Breaches will result in a student conference. Significant behavioral issues may result in failure of the affective domain. In most cases, a written warning and the time period for improvement will be given before assigning a failing grade.

The goal and objectives meet with standards from the Arizona Department of Education, United States Department of Transportation National Standard Curriculum for the EMT and Paramedic, Arizona statutes, and the Essentials and Guidelines of our accrediting agency, Committee on Accreditation of Emergency Medical Services Programs (CoAEMSP, 4101 W. Green Oaks Blvd. Suite 305-599, Arlington, TX 76016. (817) 330-0080).

Student Competencies:

Upon completion of the YC paramedic program:

- Be a competent entry-level paramedic.
- Demonstrate technical proficiency in all skills necessary to fulfill the role of entry-level paramedic.
- Demonstrate personal behaviors consistent with professional and employer expectations for the entry-level paramedic.
- Demonstrate ability to follow paramedic protocols.
- Demonstrate the ability to analyze, synthesize, and appraise clinical information relative to his/her role as an entry-level paramedic, qualified to take the State of Arizona approved, National Registry certification examination.

Completion Criteria for the Paramedic Program:

Clinical settings: The following clinical hours must be completed and documented in FISDAP before the student can be permitted to graduate:

- Hospital time: 156 hours
- Field Internship (ride time): 396 hours Lecture and Lab:
- The student must maintain a “C” (74%) or higher throughout the course.
- The student must pass the comprehensive final exam with 75%.
- The student must pass a final laboratory practical exam (NREMT medical and trauma assessment, and 6 skills) at an 80% or better.
- The student must hold a valid AHA BLS, ACLS, and PALS provider card.
- The student must hold a valid PHTLS or ITLS provider card.
- The student must have met the ethical and behavioral standards of the EMS program, per the Yavapai College Affective Evaluation Form, and the college.

When all these criteria have been met, the student will be given a letter of completion indicating that he/she has met the educational requirements for Paramedic training set forth by the State of Arizona Dept. of Health Services, the State of Arizona Department of Education, and the Council on Accreditation of EMS programs.

Academic Standards and Requirements:

The core curriculum of the Emergency Medical Program (EMS) is comprehensive in nature, i.e., each course building upon material learned in the previous courses. Therefore, each course must be taken in sequence and passed with at least a grade of "C" to progress through the program curriculum. Individual course grading policies are the responsibility of the course faculty and will be stated in the course syllabus at the beginning of the course.

In the paramedic program, each student is evaluated on a regularly scheduled basis as to the comprehension of theoretical concepts, safe performance, and psychomotor skills in the clinical area. Additionally, ethical and affective behaviors expected of the professional practitioner are evaluated by multiple clinical instructors and clinical associates. YC staff review individual student performance. Affective evaluations will be performed two times during the semester (midterm and end of class).

Written Fisdap Unit Exams:

Students will complete seven (7) mandatory Fisdap unit exams on didactic content throughout their coursework. The student who wants to can ask to take the exam again for practice only, not for a grade. Students who are absent for the day of a Fisdap unit exam have one week from the scheduled date to take the exam. If the absent student does not complete the exam within one week, they will receive a zero for that unit exam.

Cumulative Written Final Exam:

According to Arizona State Law, each approved program must require its students to pass a comprehensive final written and practical examination evaluating the skills described in the current United States Department of Transportation EMT National Standard Curriculum. Yavapai College currently uses the Fisdap cumulative exam, which has been tested valid and reliable. The student who fails the Fisdap final exam on their initial attempt will be allowed one (1) additional attempt at a prescheduled date/time before the end of the program.

Cumulative Practical Final Exam:

Students must pass the Final Practical Exam(s) at the end of each term, and a program cumulative NREMT psychomotor skills exam. No cell phones will be permitted with the student during their final exam testing. Students are to enter testing rooms with no personal items other than a writing instrument. Students who have completed their testing are not allowed to relay the specifics of the final exam to their peers who have not completed the exam.

General Guidelines:

Conduct yourself in a calm, responsible manner. Follow all written and verbal instructions from EMS staff. If you do not understand directions or procedure, ask the instructor prior to proceeding. No student may work in the lab without an instructor's permission.

Do not touch any equipment, chemicals, or other materials in the lab until instructed to do so. Perform only the skills authorized by the instructor. Carefully follow all instructions, verbal and written. Body Substance Isolation (BSI) procedures must be used when performing invasive skills or procedures. This includes but is not limited to gloves and full eye protection.

Work areas will be kept clean and always organized. Sharps must be secured in a sharp container immediately upon removal from a student or simulator. Keep your hands away from your face while performing invasive skills. Wash hands with soap and water after removing gloves, and throughout the lab session as needed or directed.

Safety Equipment:

Students and staff must know what to do if there is a fire during a lab session.

In case of fire, all persons should attempt to remove all persons or victims to safety. If possible, efforts should be made to turn off all oxygen devices and electrical equipment.

Students and staff must be familiar with the location and operating procedures of all safety equipment. This includes, but is not limited to, first aid kits, fire extinguishers, eyewash stations, and sinks.

Students and staff should be intimately familiar with the location and function of the laboratory's fire alarm pull stations and emergency exits.

Accident or Injury:

Report any accident (spill, breakage, etc.) or injury (cut, burn, etc.) to the instructor immediately, no matter how trivial it may appear. Instructors will report all accidents or injuries to the Program Faculty who will notify the Emergency Services Program Director as needed. If an accident or injury occurs in the clinical setting report it immediately to the clinical site supervisor

If a chemical splash occurs in the eye(s), immediately flush eyes with running water from the eyewash station for at least 20 minutes. Notify the instructor immediately.

Handling Equipment:

When removing an electrical plug from its socket, grasp the plug, not the electrical cord. Hands must be completely dry before touching an electrical switch, plug, or outlet.

Report damaged electrical equipment immediately. Look for things such as frayed cords, exposed wires, and loose connections. Do not use damaged electrical equipment.

If you do not understand how to use a piece of equipment, ask the instructor for help prior to use. Never remove any equipment from the lab or stockroom without instructor authorization.

Sharps and Biohazardous Waste:

Dispose of all used and broken sharps in an appropriate Sharps container. Never place used or broken sharps in a trash container. Do Not place paper or other items, including alcohol preps, and 4x4's in a Sharps container. Dispose of all waste in an appropriate manner.

Red biohazard bags are to be used for blood-soaked items only. Do not place IV bags, paper, tape, equipment packaging or other such items into red bag disposal.

Confidentiality Statement:

Statement on Confidentiality and Dissemination of Patient Information. Given the nature of our work, we must maintain the privacy of the patient information we receive throughout the course of our clinical and pre-hospital experiences. Yavapai College (YC) prohibits the gathering of any patient information unless required for treatment, payment, or health care operations. Discussions of Protected Health Information (PHI) within the organization should be limited. Acceptable uses of PHI within the organization include, but are not limited to, exchange of patient information needed for the treatment of the patient, billing, and other essential health care operations, peer review, internal audits, and quality assurance activities.

I understand that YC students provide services to patients that are private and confidential and that I am a crucial step in respecting the privacy rights of patients. I understand that it is necessary, in the rendering of services, that patients provide personal information and that such information may exist in a variety of forms such as electronic, oral, written, or photographic and that all such information is strictly confidential and protected by federal and state laws.

I agree that I will comply with all confidentiality policies and procedures. If I, at any time, knowingly or inadvertently breach the patient confidentiality policies and procedures, I agree to notify the Emergency Services Program Director immediately. I also understand that a breach of patient confidentiality may result in disciplinary action up to and including my removal from the YC Paramedic Program. I also understand that a wrongful breach of patient confidentiality could personally subject me to criminal and civil penalties.

I understand all privacy policies and procedures that have been provided to me by YC. I agree to abide by all such policies or be subject to disciplinary action up to and including my expulsion from the YC EMS Program. This does not alter the nature of the existing relationship between YC and me.

It is a HIPAA violation to take pictures of patients at either emergency calls or clinical facilities. This can result in immediate dismissal from the EMS program and possible civil/criminal charges, up to and including loss of certification.

FERPA:

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights concerning their education records. These rights are:

The right to inspect and review their education record within 45 days of Yavapai College receiving a request for access. The student should submit to the Registrar or other appropriate Yavapai College official a written request that identifies the record(s) the student wishes to inspect. The Yavapai College official arranges for access and notifies the student of the time and place where the student may inspect the record(s). In the case where a request is presented to

a Yavapai College official who does not maintain the requested records, the Yavapai College official advises the student of the correct official to whom the request should be addressed. The right to request the amendment of their education records if the student believes the record is inaccurate or misleading. The student should submit to the Registrar or other appropriate Yavapai College official a written request identifying the part of the record the student wants to be changed and specifying why it is inaccurate or misleading. The Yavapai College official notifies the student if it is decided not to amend the record as requested by the student. The Yavapai College official advises the student of his or her right to a hearing regarding the request for amendment and provides additional information regarding the hearing procedures to the student. The right to request the non-disclosure of personally identifiable information contained in their education record, except to the extent that FERPA authorizes disclosure without consent. Students should contact the Office of the Registrar for more information. One exception that permits disclosure without consent is the disclosure to school officials with legitimate educational interests. A school official is a person employed by Yavapai College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel), a person or company with whom Yavapai College has contracted (such as an attorney, auditor, or collection agent), a person serving on the District Board of Trustees, or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their duties. A school official has legitimate educational interests if the official needs to review an education record to fulfill his or her professional responsibility. Upon request, Yavapai College discloses education records without consent to officials of school(s) to which the student seeks or intends to enroll. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Yavapai College to comply with the requirements of FERPA.

I have reviewed the student handbook and have been given the opportunity to ask questions about its contents.

I authorize Yavapai College EMS Program to release proof of my immunizations, negative drug screening, and completion of a patient privacy course (HIPAA) to the clinical and/or vehicular agencies that I may complete rotations with.

I have reviewed and understood the NREMT policies and requirements governing the psychomotor and cognitive examinations and NREMT registration.

Print Name

Signature