ASSOCIATE OF APPLIED SCIENCE
PARAMEDIC PROGRAM
STUDENT HANDBOOK
2015-2016

Associate Degree
Pending Accreditation by the Committee on Accreditation of Education Programs for the
Emergency Medical Services Profession (CoAEMSP)
8301 Lakeview Parkway Suite 111-312
Rowlett, TX 75088
Pending Approval by the Nevada Division of Public and Behavioral Health-EMS Program
4150 Technology Way, Suite 101
Carson City, NV 89706
775-687-7590

August 2015
Welcome to Great Basin College’s Associate Degree Paramedic Program. Paramedicine is a dynamic profession that offers almost unlimited opportunities and challenges. They play a key role in the delivery of health care. The roles for paramedics continually diversify and the need for more paramedics will be greater than ever in the coming decade. You will be joining more than 350 GBC graduates who are making a difference in the health of their patients and in the dramatic changes taking place within the health care system! The paramedic faculty support the Mission of Great Basin College to enrich lives through student-centered educational programs. We are committed to enriching your life and those you care for in the future by preparing you to provide high quality paramedic care and to engage in life-long learning.

Amber Donnelli, PhD, RN
Dean, Health Science and Human Services
Nursing Programs Director

Purpose of the Student Handbook

The purpose of this handbook is to assist you in understanding more fully the policies, practices, and procedures of the Associate Degree Paramedic Program of Great Basin College. This handbook serves as the source of information about the policies and procedures in the paramedic program. You are required to sign a statement indicating you understand and agree to abide by these policies and guidelines each year that you are in the paramedic program. Because policies and procedures are continuously subject to change by external and internal sources, the paramedic faculty reviews and modifies these policies and practices as necessary. Students will be notified in writing of any changes made during the academic year.

This handbook is not all-inclusive, nor does it replace the Great Basin College General Catalog 2015-2016 or the Nevada System of Higher Education (NSHE) Board of Regents Code Title 2, Chapter 6, which addresses misconduct. The provisions of this document are not to be regarded as an irrevocable contract between the student and the GBC paramedic program.

IMPORTANT NOTE: In most cases where a conflict may exist between the guidance in this handbook and the GBC Catalog, the GBC Catalog shall take precedence. However, some unique aspects of paramedic education require policies different from those for other GBC students, for example, student health requirements.

Nondiscrimination for Disability

Great Basin College is committed to providing equal educational opportunities to qualified students with disabilities in accordance with state and federal laws and regulations, including the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. A qualified student must furnish current verification of disability. The Students with Disabilities Office, located in Berg Hall, will assist qualified students with disabilities in securing the appropriate and reasonable accommodations, auxiliary aids, and services. For more information or further assistance, please call 775.753.2271.
Contact Information

Dean, Health Sciences and Human
Services & Nursing Program Director
Amber Donnelli, PhD, RN, CNE
775-753-2135 (Office)
amber.donnelli@gbcnv.edu

GBC Elko Administrative Assistant
Gaye Terras
775-753-2301 (Office)
gaye.terras@gbcnv.edu

Paramedic Coordinator/Instructor
David Ellis, DC, NRP, FP-C
406-459-5456 (Cell)
david.ellis@gbcnv.edu

Instructor
Dylan Angus, NRP
775-621-6287 (Cell)
dylan.angus@gbcnv.edu

GBC Help Desk 775-753-2167
GBC Registrar 775-753-2102
GBC Bookstore 775-753-2270
Financial Aid Services 775-753-2399
GREAT BASIN COLLEGE
ASSOCIATE OF APPLIED SCIENCE PARAMEDIC PROGRAM
STUDENT AGREEMENT FOR THE 2015-2016 ACADEMIC YEAR

(initial) I have read, understand and agree to abide by the policies and guidelines stated in the Great Basin College Associate of Applied Science Degree Paramedic Program 2015-2016 Student Handbook.

(initial) I understand that as a condition of enrollment in Great Basin College’s Associate of Applied Science Degree Paramedic Program, I agree that a clinical/agency may, at any time, require a “for cause” drug and/or alcohol screen. I agree to execute a consent for release of the results of the drug and/or alcohol screening information to the clinical facility/agency should they request such information.

My emergency contact person(s) are listed below. I understand that this individual or individuals are responsible for ensuring that I am transported home in the event one of my faculty or the Associate of Applied Science Degree Paramedic Dean determines that I am not able to continue being present in the classroom, lab, or clinical setting.

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone #</th>
<th>Relationship</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone #</th>
<th>Relationship</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Printed Name Student Signature Date

Witness: (Faculty/ Dean) Date

*Keep this copy in this handbook for future reference. The Student Agreement at the back of this handbook must be signed and returned to the GBC Health Science and Human Services Department.*
During my enrollment in the Associate of Applied Science Degree in Paramedic Program and under the direct supervision of a paramedic faculty member, I agree to allow a paramedic student classmate perform the following procedures on my person:

1. Subcutaneous injection
2. Intradermal injection
3. Intramuscular injection
4. Intravenous catheterization (peripheral)

I agree to hold harmless and waive the liability of the student and/or students performing the procedure(s), the supervising instructor and Great Basin College for any injuries incurred as a result of my agreeing to have these procedures performed on my person.

__________________________  ________________________  ______________________________
Printed Name                  Student Signature                  Date

__________________________  ______________________________
Witness: (Faculty/ Dean)                  Date

*Keep this copy in this handbook for future reference. The Agreement at the back of this handbook should be signed and returned to the GBC Health Science and Human Services Department.*
During your participation at the Great Basin College Practice Lab, you will be an active participant and observer of the performance of other individuals in the management of acute medical, surgical, and other health care events in simulated experiences.

The objective of the simulation experience program is to educate pre-licensed and licensed health care practitioners to better assess and improve their performance in evolving health care situations. Simulations are designed to challenge a healthcare professional's response and judgment in stress environments.

Due to the unique aspects of this form of training, you are required to maintain and hold confidential all information regarding the performance of specific individuals and the details of the scenarios.

There is continuous audiovisual digital recording during all simulations which will be used for educational purposes. This video recording is considered a QUALITY ASSURANCE TOOL and is protected by Federal Law.

By signing this agreement, you agree to maintain strict confidentiality regarding both your and others' performance, whether seen in real time, on video, or otherwise communicated to you. Failure to maintain confidentiality may result in unwarranted and unfair defamation of character of the participants.

To maintain optimal simulation experiences for other learners who will be following you in the center, you are to maintain strict confidentiality regarding the specifics of the scenarios. A breach of confidentiality may result in loss of privileges in the Practice Lab.

By signing below, you acknowledge you have read and understand this statement and agree to maintain the strictest confidentiality about the performance of individuals and the simulation scenarios you observe.

I agree to maintain strict confidentiality about the details of the scenarios and the performance of other participants during scenarios at Great Basin College Practice Lab.

I authorize the Great Basin College Practice Lab to use the video recording(s) and photographs made in the Practice Lab for the following purposes:

1) Debriefing scenario participants,
2) Administrative review,
3) Educational research,
4) Commercial purposes, which can include public relations, promotional advertisements, and/or fund raising activities. I understand that, unless otherwise approved by me, I will not be specifically identified.

Last Name, First Name (Please Print) Date

Signature Witness

Keep this copy in this handbook for future reference. The Agreement at the back of this handbook should be signed and returned to the GBC Health Science and Human Services Department.
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Topic</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Program Foundations</td>
<td>12 - 17</td>
</tr>
<tr>
<td></td>
<td>Great Basin College Mission Statement</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mission of the Associate of Applied Science Paramedic Program</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Philosophy and Core Values of the Paramedic Faculty</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Conceptual Framework</td>
<td></td>
</tr>
<tr>
<td></td>
<td>AAS Paramedic Program Student Learning Outcomes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Paramedic Program Organizational Chart</td>
<td></td>
</tr>
<tr>
<td>II</td>
<td>Communications</td>
<td>18 - 20</td>
</tr>
<tr>
<td></td>
<td>Cell Phones and Pagers</td>
<td></td>
</tr>
<tr>
<td></td>
<td>E-mail</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Classroom Taping</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Social Media &amp; Online Communication – Ethics and Legal Liability</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mail Boxes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bulletin Boards</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Address, Name, and Phone Changes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Inclement Weather</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Student Messages-General Emergency</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Student Records</td>
<td></td>
</tr>
<tr>
<td>III</td>
<td>Student Health and Safety</td>
<td>21 - 23</td>
</tr>
<tr>
<td></td>
<td>Immunizations</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Insurance</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Drug Testing</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Substance Abuse</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bloodborne Pathogens</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Health and Injury Policies</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Other Health Policies and Information</td>
<td></td>
</tr>
<tr>
<td>IV</td>
<td>Academic Policies &amp; Procedures</td>
<td>24 - 35</td>
</tr>
<tr>
<td></td>
<td>Essential Eligibility Guidelines for Participation in the AAS Paramedic Program</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Policies and Guidelines for Nondiscrimination for Disability</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Procedure for Accommodation on the Basis of Disability</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Academic Regulations</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Academic and Professional Dishonesty</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Great Basin College Student Conduct Policy</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Written Paper Expectations and Format</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Textbooks and Other Course Materials</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Testing</td>
<td></td>
</tr>
</tbody>
</table>
Grading  
Class Attendance  
Civility in the Classroom  
Unsatisfactory Progress Policy and Procedure  
Unsatisfactory Progress for Academic-Related Reasons  
Dismissal and Readmission to the Program  
Voluntary Withdrawal  
Process for Admission and Progression Committee Review  
Grievance Procedure  
Appearance Standards  
Gifts  
Name Pins  
Photograph  
Student Evaluation of Faculty

<table>
<thead>
<tr>
<th>Section 5</th>
<th>Curriculum Information</th>
<th>36 - 39</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic AAS Program Four Semester Plan including one Summer Session– All Courses</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section 6</th>
<th>Clinical</th>
<th>40 - 44</th>
</tr>
</thead>
</table>
| HIPAA  
Clinical Assignments  
Authority and Responsibility in Clinical Settings  
Communication in Clinical Settings  
Preparation of Clinical Experiences  
Performance for New Skills  
Safe Practice Policy  
Unsafe Practice Policy  
Incident and Quality Assurance Reports  
Skill Remediation  
Dishonesty in the Clinical Setting  
Telephone and Verbal Orders by Second Year Students  
Medication Error Policy and Procedures  
Practice Lab Policy and Guidelines  
Skills Check Offs |

<table>
<thead>
<tr>
<th>Section 7</th>
<th>Practice Lab and Simulation Area</th>
<th>45 - 47</th>
</tr>
</thead>
</table>
| Practice Lab Policies  
Simulation Area Policies |
Section 8  Student Services  48 - 49

Academic Advising
Information and Academic Technology
Library Services
Copying
Student Representation
Associated Student Body

Section 9  Financial Information  50

Program Costs and Fees
Scholarships and Financial Aid
Fines

Section 10  Dorothy Gallagher Health Science Building  51 - 52

Building Hours
Building Use Guidelines
Security
Fire Evacuation Plan
Food and Beverages in Gallagher Health Science Building Rooms
Personal Computer Use
Children and Non-Students in the Gallagher Health Science Building
Pets
Smoking

Section 11  Graduation  53 - 54

Application for Graduation
Graduation Requirements
Licensure
Caps and Gowns
Graduation Cost Estimates

Section 12  Appendices  55 - 85

Functional Abilities
Blood borne Pathogen Exposure and Prevention Policy
Health Sciences Admission and Progression Committee
Writing Expectations for Paramedic Students

Standards of Conduct
GBC Standards of Conduct for Paramedic Students
Code of Ethics for EMS Practitioners
EMT Oath
AAS Program Application and Admission Process
Forms and Agreements
- Paramedic Program Injury Report
- Exposure to Blood borne Pathogen Form
- Student Test Query Form
- Notification of Unsatisfactory Student Progress
- Paramedic Program Student Agreement (To be signed and returned)
- Agreement to Participate in Practice Lab Procedures (To be signed and returned)
- Confidentiality Agreement and Consent for Photography and Video Recording
Great Basin College Mission Statement

Great Basin College enriches people's lives by providing student-centered, post-secondary education to rural Nevada. Educational, cultural, and related economic needs of the multicounty service area are met through programs of university transfer, applied science and technology, business and industry partnerships, developmental education, community service, and student support services in conjunction with certificates and associate and select baccalaureate degrees.

Mission of the Associate of Applied Science in Paramedic Program

To provide an accessible, student-centered, post-secondary paramedic education that prepares graduates for paramedic practice and ensures that patients within our communities receive a higher level of EMS care by paramedics trained with the highest standards.

Goal

TO prepare competent entry-level Emergency Medical Technician Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Philosophical and Conceptual Basis for Achievement of College and AAS Missions

Paramedic faculty endorse the mission, goal, and outcomes of Great Basin College. The paramedic faculty act on the college mission and values through the pursuit of excellence in teaching, promoting student success, and providing service to rural Nevada citizens to enhance their health and quality of life. The philosophy of the paramedic faculty is rooted in the core values of holism, caring, diversity, advocacy, integrity, and excellence. Student learning outcomes of the Associate of Applied Science Degree Paramedic Program curriculum are based on competencies determined by the faculty to be necessary for safe and effective paramedic care.

The faculty designed the associate degree paramedic education program to prepare graduates as providers of paramedic care for individuals and families experiencing common, acute, and chronic health problems, as well as trauma emergencies. As an entry-level paramedic, the AAS graduate can apply best evidence, available resources, and information technology to assure high quality and safe paramedic care. The AAS graduate can manage direct care for patients and participate as a member of paramedic and interprofessional teams to achieve positive health outcomes for patients. Standards of practice and professional paramedic values are used to guide practice by the AAS graduate.

The AAS Paramedic program is built on competencies derived from the major concepts the paramedic faculty consider to be central to associate degree paramedic practice. Those concepts are:

- Patient-centered care
- Professionalism
- Teamwork
- Environment and context
- Evidence-based practice
- Clinical reasoning
- Quality improvement
- Safety

The faculty value paramedic education as a life-long dynamic process in which the learner is an active participant, and in which education is the responsibility of both the learner and the paramedic faculty. The faculty provide a learning environment that is responsive to a range of individual learning styles, needs, rates of learning, and abilities. The curriculum, teaching strategies, and educational experiences are evidence-based and support the development of critical thinking, problem solving, and analytical reasoning. The faculty value open, honest communication with students and strive to provide a culture of learning in which guidance and evaluation promote self-esteem and confidence in the student. The faculty
based the curriculum on the guidelines that learning best occurs when instruction is organized in a manner that leads the learner from simple to complex concepts and skills with experiential opportunities to apply learning throughout the process.

Paramedic faculty have considered professional standards, best practices, guidelines and competencies in developing an evidence-based curriculum to prepare graduates of the Great Basin College AAS Paramedic program as entry-level Nationally Registered Paramedics. The curriculum is designed and organized using the program student learning outcomes listed below as the basis for all activities related to the teaching/learning process, including delivery of instruction, learning activities, and evaluation of student progress.

AAS Paramedic Program Student Learning Outcomes

Upon completion of the AAS Paramedic Program, the graduate will have accomplished the following six program student learning outcomes:

1. Demonstrate integration of cognitive knowledge, skills proficiency and critical thinking skills as an entry level Nationally Registered Paramedic.

2. Apply therapeutic and professional communication skills when working with patients, patients significant others, colleagues, other health care providers and members of the community.

3. Incorporate the professional attributes of integrity, empathy, self-motivation, self-confidence, communication, teamwork and diplomacy, respect, patient advocacy and safe delivery of care into practice.

4. Recognize the importance of research and scientific inquiry to promote continuous, quality improvement in prehospital health care delivery.

5. Recognize and acknowledge that the emerging roles and responsibilities of the Paramedic include public education, health promotion, and participation in injury and illness prevention programs.

6. Assume the role of leadership as an advanced life support provider and role model for other EMS providers.

Student achievement of the program learning outcomes is demonstrated through competencies that are comprised of the cognitive, affective, and psychomotor domains of learning. Students must be successful in each domain to complete the course. Competency statements at both the program and course level are used to evaluate students’ achievement of course and program student learning outcomes. Competencies required for each Program Student Learning Outcome are listed below.

Program Student Learning Outcomes and Competencies

Curriculum Standards are based directly on the National Highway Traffic Safety Administration in cooperation with the U.S. Department of Health & Human Services Public Health Service, Health Resources & Human Services Administration (HRSA) EMT-Paramedic National Standard Curriculum.

All students graduating from GBC's EMS - Paramedic program will demonstrate the following competencies as stated in the National Emergency Medical Services Education Standards, January 2009.

1. Demonstrate integration of cognitive knowledge, skills proficiency and critical thinking skills as an entry level Nationally Registered Paramedic.
a. Integrate scene and patient assessment findings with knowledge of epidemiology and pathophysiology to form a field impression.

b. Develops a list of differential diagnoses through clinical reasoning to modify the assessment and formulate a treatment plan.

c. Deliver care within expected timeframe.

d. Revise the plan of care based on an ongoing evaluation of patient outcomes including recognition of alterations to previous patient conditions.

e. Demonstrate safe performance of psychomotor skills for efficient, safe, and compassionate patient care.

f. Accurately document all aspects of patient care.

g. Anticipate risks, and predict and manage potential complications.

h. Prioritize patient care.

2. Apply therapeutic and professional communication skills when working with patients, patients significant others, colleagues, other health care providers and members of the community.

a. Provide patient-centered transitions of care and hand-off communications to ensure safe, uninterrupted medical care.

b. Use patient care technologies, information systems/technologies, and communication devices to support safe paramedic practice.

c. Apply patient care technologies as appropriate to address the needs of a diverse patient population.

d. Evaluate inter and intraprofessional communication and teamwork for the purpose of delivering safe, evidence-based, patient-centered care.

3. Incorporate the professional attributes of integrity, empathy, self-motivation, self-confidence, communication, teamwork and diplomacy, respect, patient advocacy and safe delivery of care into practice.

a. Implement conflict resolution principles as needed.

b. Practice within the legal and ethical frameworks of paramedic practice.

c. Serve as a patient advocate.

4. Recognize the importance of research and scientific inquiry to promote continuous, quality improvement in prehospital health care delivery.

a. Monitor patient outcomes to evaluate the effectiveness and impact of paramedic care.

b. Interpret information about outcomes of care for populations served in a variety of healthcare systems.

c. Provide recommendations to close identified gaps between local and best practice.

5. Recognize and acknowledge that the emerging roles and responsibilities of the Paramedic include public education, health promotion, and participation in injury and illness prevention programs.

a. Provide patient teaching that reflects patient-centered concepts including developmental stage, age, culture, patient preferences, and health literacy consideration.

b. Implement paramedic interventions directed at the attainment, intervention, and maintenance of physical and mental health and the prevention of illness across
the life span in a variety of clinical settings.

6. Assume the role of leadership as an advanced life support provider and role model for other EMS providers.

   a. Apply management skills and knowledge of the rules and principles of delegation when working with other health care team members.
   b. Apply management and supervisory skills to the care of diverse patients in a variety of healthcare settings
   c. Initiate a plan for ongoing professional development and lifelong learning.
Cell Phones and Pagers

Cell phones and other hand held devices are not to be used for texting and email functions during class or clinical time. Sound should be turned off on all personal electronic devices carried in classrooms, clinical, or the Practice Lab. Smart phones, IPADS®, Kindles®, Skyscape®, etc. can be used to access relevant resources for selected classroom, clinical, and Practice Lab activities.

E-mail

Students are required to check their e-mail regularly because it is the primary route used for official departmental and course communications. Changes to email addresses must be reported to Admissions and Records immediately.

Classroom Taping

No classroom content of any type may be videotaped, audiotaped, recorded, or transmitted in any manner without the written permission of the instructor and each member of the class. Any content recorded becomes the property of the course instructor. This is for the protection of the confidentiality of patients, students, instructors, and GBC staff. Students in the class will be required to sign a release form to allow recording in the course. Recordings must be destroyed at the end of the semester.

Social Media and Online Communication - Ethics and Legal Liability

The Code of Ethics for Paramedics (Appendix F-2) addresses your responsibility to behave in a manner consistent with professional ethics and values in relation to human dignity and maintaining health care and work environments conducive to health care quality. The paramedic faculty expects students to adhere to that code in all matters related to their classroom and clinical experiences, as well as working relationships, both in person and through social media and online communications.

Students are reminded that they are legally liable for anything they write or present online. Students can be disciplined by GBC for commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment. Students can also be sued by GBC employees, clinical agencies, and any individual or company that views their commentary, content, or images as defamatory, pornographic, proprietary, harassing, libelous or creating a hostile work environment.

To avoid negative impacts resulting from unwise or inappropriate use of social media, be aware of the following:

- If you post anything about GBC or the paramedic programs, make it clear that you do not represent the college or paramedic programs, nor their views.
- Be aware not only of the content you post, but of any content that you host (e.g. comments others post on your site). Content you host can have the same effect as content you post.
- Potential employers may use social media to evaluate applicants. Inappropriate content may eliminate job opportunities.
- Once you have posted via social media, it is out of your control. Others may forward it, save it, repost it, etc. It is almost impossible to retract after it is posted.
• If you disclose confidential information about patients, other health care providers, fellow students, or faculty, the college and/or health care facility may take legal action against you. Disclosing patient confidential health information is a violation of HIPAA and can result in severe fines.

The paramedic faculty recognizes that social media sites—MySpace, Facebook, Twitter and others offer alternative ways to reach and communicate with friends and other students. The responsible use of social media strengthens our paramedic programs’ reputation within the community and expands public awareness of our varied educational options.

**The following policies and procedures must be adhered to in all use of social media that in anyway relates to or mentions GBC and/or the paramedic programs:**

1. The social media site content must not replicate information that is available on the college web page.
2. Material and content from classes may not be copied and placed on social media sites, including personal information regarding patients, students, instructors, or other GBC staff.
3. Personal blogs should have a clear disclaimer that the views expressed by the author in the blog is the author’s alone and do not represent the views of GBC paramedic programs or the Health Science and Human Services Department.
4. Information with GBC affiliation should only be information that could be contained in a resume.
5. Information published on a blog should comply with HIPPA, FERPA, and GBC confidentiality policies.
6. Students must be respectful of all persons and their right to privacy.
7. Do not reference GBC faculty, staff, or students without their written consent. Do not use their images or likeness without consent.
8. Respect copyright laws and site sources appropriately. Plagiarism still applies to online content. GBC logos may not be used without written consent from Department Chair.
9. Any press or media contacts should be referred to John Rice at 753-2260.
10. All requests for social media development should include its purpose and objectives, name of the social media site, and the name of the moderator, with request forwarded to the Dean of the Health Science and Human Services Department at 753-2135.
11. Student must not be friends with faculty on Facebook until such time as the student has graduated, or left the college.

**Address, Name, and Phone Changes**

Students must notify the Paramedic Administrative Assistant when any changes are made in name, address, email address, or phone numbers so that contact information is updated and emergency messages can be delivered.

**Inclement Weather**

If classes are cancelled at Great Basin College or any of the GBC centers this information will be posted on the GBC website as well as text message being sent out to all students that have agree to this form of information distribution.

**Student Messages – General Emergency**

Great Basin College, in compliance with the Clery Act, will issue timely warning notices in the event a situation occurs on one of our centers or in the areas adjacent to our centers that constitutes a potential ongoing or continued threat to students, faculty and staff. Timely warning notices will be issued upon the recommendation of the Director of Environmental Health, Safety & Security (EHS&S), the Center Director or the local Police agency. Timely warnings will be issued on a case-by-case basis when approved by
the GBC Executive Administrators based on the available facts, the risk to the center community, and the risk of compromising law enforcement efforts.

Timely warnings will be issued via the GBC email system, posted on the home page of the GBC web site, posted via video signage, printed notices and personal contact.Warnings will include the date, time and reported location of an incident, a brief summary of the incident, a description of the suspect(s) and vehicles if known. Warnings will include safety information specific to the type of incident and contact information to obtain additional information.

**Student Records**

The Admission and Records Office maintains official GBC files for all students who apply to the college. A cumulative, confidential file of paramedic program documents is kept for each student in the Health Science and Human Services Department. The confidential file contents may include: paramedic application materials, immunization records, copies of the CPR card, transcripts, student agreements, test scores, clinical assignment and performance forms, skills checklists, Notification of Unsatisfactory Progression forms, Practice Lab Remediation forms, and action plans (if applicable). Class work, tests, quizzes and projects may also be included in this file. Records of individual student conferences will be read and signed by the student and faculty prior to becoming a part of the student’s cumulative record. Records are retained and stored in the Health Science and Human Services Department for five years and are then shredded.

All student files are maintained in designated, locked file cabinets. Student files are protected under the Family Educational Rights and Privacy Act of 1974 (FERPA). For further information, refer to the section on Family Educational Rights and Privacy Act in the GBC catalog.
Physical Examination

All AAS students must provide evidence of a satisfactory physical examination within six weeks of the start of the fall semester (between July 1 and August 15), validating that they are able to meet the demands of the program without compromising the patient or themselves. In addition, the following psychomotor requirements must be validated:

1. Assess clients through auscultation, percussion, palpation, and other diagnostic maneuvers.
2. Manipulate equipment necessary to assist the individual, family and/or group to desired outcomes.
3. Lift and move individuals and/or groups of individuals to provide safe care and emergency treatment.
4. Perform cardiopulmonary resuscitation.
5. Perform independently of others.
6. Possess cognitive abilities to measure, calculate dosages, reason, analyze and synthesize.

Immunizations

The following immunizations must be current. You can obtain any required immunizations from your physician/physician’s assistant or nurse practitioner. Any immunizations that are still current do not have to be repeated.

1. **Two-step tuberculosis (TB) skin test**
   Be sure you receive the two-step Mantoux or PPD. (This baseline is valid for 12 months. One-step renewals can then be done each 12 months thereafter.)

   **Step One:** Go to your physician's/physician assistant's/nurse practitioner’s office or a clinic and have the skin test done; return 48-72 hours later to have it read.

   **Step Two:** One week later, go back and have the skin test done again; return 48-72 hours later to have it read. A tine test is not acceptable and the one-step TB test is not acceptable. If you have had a positive skin test in the past, you must have documentation of a negative chest x-ray.

2. **Measles/mumps/rubella (MMR)**
   (Series only to be done once in a lifetime.)
   a. If you were born in 1957 or after and have no serological evidence of immunity, no physician-diagnosed measles or mumps disease, or prior vaccination evidence, obtain two doses of MMR vaccinations.
   b. If you were born before 1957, show proof of one of the following:
      - history of physician-diagnosed measles and mumps disease
      - laboratory evidence of measles and mumps immunity
      - laboratory evidence of rubella immunity
      - MMR or Rubella vaccination evidence

3. **Tetanus, diphtheria, pertussis**
   A Td booster is required every 10 years following the completion of the primary 3-dose series. A 1-time dose of Tdap to those younger than 65 years of age who have direct patient contact is required.
4. **Hepatitis B series**
   The Hepatitis B series is a series of three immunizations. If you have not been previously immunized, the first immunization must be completed by the end of July, the second completed one month after the first, and the third immunization completed five months after dose #2. Check with your health care provider if you have questions.

   **(Note: Hepatitis A series:** Currently, clinical facilities do not require immunization for hepatitis A; however, it is highly recommended due to exposure at various clinical sites. This is a series of two immunizations. If you have not been previously immunized, the second dose should be completed 12-18 months after the first. If the combined hepatitis A and hepatitis B vaccine (Twinrix) is used, 3 doses at 0, 1, and 6 months; alternatively, a 4-dose schedule may be used, administered on days 0, 7, and 21-30 followed by a booster dose at month 12.)

5. **Influenza**
   Proof of immunization with vaccine(s) recommended for health care providers by CDC for the current year.

**Exemptions**

Note: There are two types of exemptions to the immunization requirements.

- **Medical** – this exemption requires a licensed physician to provide a signed statement that a medical condition prevents the student from complying with this regulation.
- **Religious** – this exemption requires a statement from the student that the vaccines are contrary to his/her religious beliefs.

*The paramedic program reserves the right to restrict clinical placements of students who are not fully immunized for any reason.*

**Insurance**

**Health Insurance**
Students are required to have health insurance throughout their tenure in the paramedic program. If you are not covered by health insurance, a student plan is available. Proof of health insurance will be documented in the student's record and is required by the start of the academic year.

**Liability Insurance**
Paramedic students are covered by the Nevada System of Higher Education’s liability insurance. Paramedic students may purchase their own liability through various companies on an annual renewal basis.

Students are not covered by Worker's Compensation in any of the clinical facilities.

**Drug Testing**
Clinical affiliation agreements require that Great Basin College must assure that its students participating in all clinical/practicum rotations shall have a background and drug screening report completed. These reports will be done prior to admission to the Paramedic Program with results disclosed to the participating clinical facility/agencies. If requested by the clinical facility/agency, Great Basin College students may be asked to submit to “for cause” drug and/or alcohol screening in a similar manner and under policies similar to those affecting employees of the participating clinical facility/agency. The results of the drug and/or alcohol screening may be disclosed in the event of a claim against the clinical facility/agency arising out of the acts of the student.
Substance Abuse

Great Basin College maintains a zero tolerance position with regard to the use, sale and possession of any illegal drug. Violation of any state or federal drug laws will subject the student to disciplinary action, which may include legal action concurrently. Illegal use or abuse of legal and/or prescription drugs will subject the student to similar disciplinary action.

Blood Borne Pathogen Exposure and Prevention Policy

Standard Precautions must be used by students and faculty in all clinical facilities and the Practice Lab at all times. Current CDC Recommendations For Application Of Standard Precautions For The Care Of All Patients In All Healthcare Setting are available at:

The Paramedic program has developed a Bloodborne Pathogen Exposure and Prevention Policy to be in compliance with the Occupational Safety and Health Administration (OSHA) Standards. The policy is intended to provide direction to students and faculty to help prevent exposure to blood-borne pathogens and guidance should such exposure occur. (See Appendices Section for policy and form).

Health and Injury Policies

First Aid, Accidents, and Injuries

- A student who is injured in a clinical facility during a clinical course must report the incident to their instructor immediately. If indicated, the student will be seen in the hospital emergency room at no expense to the clinical site. The decision to send the student to the emergency room will be made by the faculty, student, and AAS Health and Human Sciences Dean, if indicated.

- In the event of a student injury in a paramedic classroom, the Practice Lab, or in a clinical agency, the student and faculty must also complete the Associate Degree Paramedic Program Injury Report form (see Appendices Section) and submit it to the AAS Health and Human Sciences Dean. If an injury occurs in a clinical agency, the student and faculty must also adhere to the agency’s injury policies and complete any reports or forms required by the facility.

- All Elko site safety and security officers are CPR and first responder trained. The security patrol vehicles contain first response/emergency accident response equipment. For minor injuries each building is equipped with a first aid kit, which the responding staff may use to take care of the injury.

- An Automatic External Defibrillator (AED) is located in all GBC campuses and centers.

Other Health Policies and Information

- The paramedic program requires clinical work performed in hospitals and other facilities that involves providing direct care or exposure to clients with a variety of illnesses and diseases, including the handling of and/or contact with human body fluids. Therefore, students should understand that they may or will be exposed to disease-carrying bacteria and microorganisms and come in contact with patient situations that could be hazardous to individuals who are pregnant or immune compromised.
• Students who have a latex allergy must inform their instructor at the beginning of each semester so arrangements can be made to protect the student from exposure.

• After hospitalization, surgery, serious illness, injury, childbirth, etc. a student must submit a release statement from a health care provider indicating their medical clearance to return to full time status to the paramedic program. A copy of this medical release statement will be placed in the student’s file.

ACADEMIC POLICIES AND PROCEDURES

Essential Eligibility Guidelines for Participation in the AAS Paramedic Program

The functional abilities adopted by Great Basin College’s AAS Paramedic Program are generally accepted norms common to paramedic, nursing, and radiology programs.

The functional abilities refer to those cognitive, affective, and psychomotor abilities and competencies required for satisfactory completion of all aspects of the paramedic program. These functional abilities are non-domain specific (i.e., physical and mental activities and attributes needed by a paramedic to practice safely in terms of essential paramedic functions, with or without accommodations). Applicants to the AAS Paramedic Program and students continuing through the paramedic program must demonstrate competence in the following categories of behavior in order to successfully meet program learning objectives:

<table>
<thead>
<tr>
<th>Physical Abilities:</th>
<th>Cognitive Abilities:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gross motor skills</td>
<td>Reading</td>
</tr>
<tr>
<td>Fine motor skills</td>
<td>Arithmetic</td>
</tr>
<tr>
<td>Physical endurance</td>
<td>Emotional stability</td>
</tr>
<tr>
<td>Physical strength</td>
<td>Analytical thinking</td>
</tr>
<tr>
<td>Mobility</td>
<td>Critical thinking</td>
</tr>
<tr>
<td>Physical strength</td>
<td></td>
</tr>
<tr>
<td>Sensory Abilities:</td>
<td>Interactive Abilities:</td>
</tr>
<tr>
<td>Visual</td>
<td>Interpersonal skills</td>
</tr>
<tr>
<td>Tactile</td>
<td>Communication skills</td>
</tr>
<tr>
<td>Olfactory (smell)</td>
<td>Integrity</td>
</tr>
<tr>
<td>Hearing</td>
<td></td>
</tr>
</tbody>
</table>

Policies and Guidelines for Nondiscrimination for Disability

Great Basin College is committed to providing equal educational opportunities to qualified students with disabilities in accordance with state and federal laws and regulations, including the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. A qualified student must furnish current verification of disability. The Students with Disabilities Office, located in Berg Hall, will assist qualified students with disabilities in securing the appropriate and reasonable accommodations, auxiliary aids, and services. For more information or further assistance, please call 775.753.2271.

Procedure for Accommodation on the Basis of Disability

The ADA Officer will assist qualified students with disabilities in securing the appropriate and reasonable accommodations, auxiliary aids and services.

Questions regarding appropriate accommodations should be directed to the GBC’s ADA Officer in Elko at 775.753.2271.
GBC Academic Regulations

All faculty and students are responsible for following the Great Basin College regulations and guidelines as printed in the Great Basin College Catalog 2014-2015.

Academic and Professional Dishonesty

Academic dishonesty (“cheating”) involves all methods or techniques that enable a student to gain unfair advantage in the clinical or classroom setting (see the Great Basin College Catalog for the definition of cheating in the Academic Honesty section). Cases of academic dishonesty ordinarily result in a grade of F for the assignment and/or the course, in accordance with published course policies. The violation may lead to the student’s dismissal from the Great Basin College Paramedic Program and, in some cases, dismissal from Great Basin College. GBC and NSHE policies and procedures related to student conduct and academic honesty will be followed. Academic and/or professional dishonesty may occur in a variety of situations, including but not limited to the following:

Individual Assignments, Quizzes, Tests, and Examinations: copying from a neighbor’s paper during the exam (quiz or test); talking or sharing information during an exam; using crib notes when taking a closed book examination; arranging for another person to substitute in taking an examination; giving or receiving unauthorized information when taking an examination.

Plagiarism:
Plagiarism is knowingly representing the work of another as one’s own, without proper acknowledgement of the source. The only exceptions to the requirement that sources be acknowledged occur when the information, ideas, etc., are common knowledge. Plagiarism includes, but is not limited to, submitting as one’s own work the work of another person or work obtained from a commercial writing service; quoting directly or paraphrasing closely from a source (including the Internet) without giving proper credit; using figures, graphs, charts, or other such material without identifying the sources.

Faculty expects that students will demonstrate professional and academic integrity at all times. Faculty will explain their course expectations and students are expected to ask questions when clarification is needed.

Great Basin College Student Conduct Policy

All students are held accountable for their behavior under GBC’s Standards of Conduct for Students located in the college catalog and NSHE Code, Title 2, Chapter 6. Section 6.2.2 regarding misconduct. Paramedic students are also responsible for additional standards of conduct for paramedic professionals (see Appendices Section).

Written Paper Expectations and Format

The American Psychological Association format is required for written papers. Citations and references used in any assignment should be written in APA format.

Faculty expect papers and other written assignments to be written at a college level and to reflect professional communication. Detailed written expectations can be found in the document titled Writing Expectations for Great Basin Paramedic Students in the Appendices Section.

Textbooks and Other Course Materials

Textbooks may be purchased at the Great Basin Book Store, 1500 College Parkway. Elko, NV 89801 (775) 753-2270. Students may purchase through the website at
http://www.bkstr.com/CategoryDisplay/10001-9604-10075-1?demoKey=d

Students also have the option to purchase books through outside sources.

Syllabi are available online on individual WebCampus course web sites the day before the course starts.

Testing Policy

Course Exams

Exams will be taken during prearranged times and dates. Specific information will be provided to students by the faculty member responsible for a particular course. Unless otherwise indicated, all exams will be closed book, timed and monitored.

Classroom Testing Procedures

a. All student possessions (backpacks, cell-phones, water bottles, hats, etc.) must be left at the front of the room.
b. Students are not permitted to sit at their desk with notes prior to the test. Any last minute studying must be conducted outside the classroom.
c. The procedure for proctored tests should be as follows:
   i. Students take the test and submit it online.
   ii. Students who disagree with the correct answer may complete a Student Test Query Form (see Appendix H-3) to explain their rationale for their chosen answer. These forms will be submitted to the faculty.
   iii. There will be no discussion of test items between students and faculty on the day of the test after the test is completed.
   iv. If a student is absent from a test, it will be up to the discretion of the instructor as to whether the same test may be used to make-up the test or a different test will need to be administered. A different test may be of a different format as well (essay, short-answer, etc.).
   v. Simple, non-graphing, calculators without memory can be used for dosage calculations if necessary. No cell phones are permitted.

Online Testing Procedures

a. All tests will be scheduled in advance utilizing EMSTesting.com. This will include unit exams, midterms, and finals.
b. You will be given 1 minute per question to complete the test.
c. The tests will be available for a 48 hour period. The grace period is the second 24 hour period. The test is scheduled for the day of the first 24 hour period, the second 24 hour period is included to account for computer crashes, internet instability, and personal emergencies. If you fail to take the test within this 48 hour period, you will not be eligible to take the exam. Students are strongly encouraged to complete exams when they first become available.
d. Exam results and review will not be available until all students have taken the exam.

Reviewing Tests with Faculty

a. It is at the faculty’s discretion if a group review is conducted. If so, the students will not be allowed to take any notes; they can only review the exam and discuss questions with other students or faculty.
b. All students earning less than 76% on any exam at any time during a course (or two exams if so indicated in the course syllabus) must make an appointment with the faculty to complete a Notification of Unsatisfactory Student Progress form. Students may be required to counsel prior to unsatisfactory exams per the discretion of the instructor.
c. The faculty will discuss with the student the results of the test and assist the student with strategies for improvement on the next test.
d. Students who do not follow this policy will be contacted by the faculty for a discussion of the importance of remediation for success in the paramedic program.
e. Once a student has received three Notifications of Unsatisfactory Student Progress forms within one semester or a total of four over the course of the paramedic program, they will be required to appear before the Admissions and Progressions committee to determine progression in the program and discuss individual plan for progression.

**Medication Dosage Calculations Testing**

Students will be required to pass a dosage calculation exam each semester. These will be short paper and pencil exams that will be scheduled by the instructor during the skills week. Students will take the dosage calculation exam after completing the required modules and corresponding module post-tests listed below.

1. **Semester One:**
   a. Safe Dosage
   b. Medication Administration
   c. Oral Medications
   d. Injectable Medications
   e. Case Study – Diabetes: Oral medications

2. **Semester Two:**
   a. Safe Dosage
   b. Parenteral (IV) medications
   c. Powdered medications
   d. Case Study – Leukopenia
   Review all modules from semester one

3. **Semester Three:**
   a. Safe Dosage
   b. Critical Care Medications
   c. Dosage by Weight
   d. Pediatric Medications
   Review all modules from semesters one and two

4. **Semester Four:**
   a. Safe Dosage
   Review all modules from semesters one, two, and three.

Each semester students must pass the safe dosage module post-test with a 100%. Additional module post-tests listed will require a 90% pass rate.

**Exam Process**

The exam format will be paper and pencil. Simple, non-graphing calculators will be permitted during the exam. Use of a basic calculator is permitted. Students may miss one question on this exam. Students will have three chances to pass this exam. After the second failed exam, the student will receive a Notification of Unsatisfactory Student Progress and will be required to repeat the modules and corresponding post-tests before their third attempt. If the student fails their third attempt, they will appear before the Admission and Progression Committee.

**Table of Conversions by Semester**
Grading

The following grading scale will be applied to all paramedic coursework:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100 - 94%</td>
<td>C</td>
</tr>
<tr>
<td>A-</td>
<td>93 - 90%</td>
<td>C-</td>
</tr>
<tr>
<td>B+</td>
<td>89 - 87%</td>
<td>D+</td>
</tr>
<tr>
<td>B</td>
<td>86 - 84%</td>
<td>D</td>
</tr>
<tr>
<td>B-</td>
<td>83 - 80%</td>
<td>D-</td>
</tr>
<tr>
<td>C+</td>
<td>79 - 77%</td>
<td>Below 59</td>
</tr>
</tbody>
</table>

Note: Student grades will be calculated out to two decimal places (to the hundredth). There will be no rounding up of scores. Criteria for grading will be given to the student in writing at the beginning of each course. It is the student’s responsibility to know his/her grade point average throughout the course.

- Students are responsible for all written/verbal information that is shared in scheduled classes.
- Students must submit all theory or clinical written assignments on the day they are due. Students are responsible for complying with assignment submission guidelines as outlined in each paramedic course syllabus.

Drop/Withdraw Policy
According to GBC policy, if you do not complete the course and do not formally withdraw by the set drop deadline, your instructor will automatically assign you a grade of “F” for the course. The drop deadline for each course will be stated in the course syllabus. If you are dismissed or withdraw from the program after that date, this rule will also apply.

Class Attendance

Attending class is an integral part of the program and critical in successful completion of each course. Whether the class is traditional or virtual in its delivery, it is EXPECTED that each student ATTEND ALL CLASSES and arrive for class ON TIME. For online conferences, students should be logged in 5 minutes before the conference begins.

Due to the hybrid nature of the course, in person skills days will be scheduled for 1 week each semester at a location to be determined in Nevada. These days are essential to your success in the program and are mandatory. Failure to attend these skills days will result in your dismissal from the program.

In the event of an absence, it is the student’s responsibility to obtain the announcements, information and any handouts provided by the instructor. Except for emergencies, missed tests, quizzes, or class work (random or scheduled) may NOT be made up.

Students with a pattern of absences from class (i.e., emergency or otherwise), will receive a Notification of Counseling from the instructor. Any subsequent absences may be referred to the Admission and Progress Committee and evaluation by the Department Dean.

Civility in the Classroom

Successful learning experiences require mutual respect. The faculty has primary responsibility for and control over classroom/clinical behavior and maintenance of academic integrity. Student behaviors that demonstrate civility include:

1. Arriving for class/clinical early and/or on time.
2. Treating everyone in class or clinical with courtesy and respect.
3. Refraining from packing up belongings before class/clinical ends.
4. Turning off all electric devices that could cause disruption to the class or clinical area.
5. Being quiet and giving full, respectful attention while the faculty or another student is speaking.
6. When speaking, using courteous, respectful language and keeping comments and questions relevant to the topic.
7. Following any additional classroom rules established by individual faculty.

ANY STUDENT ENGAGING IN INAPPROPRIATE BEHAVIOR WILL BE REMOVED FROM THE CLASSROOM. COUNSELING MAY OCCUR WITH THE FACULTY AND OTHER DEPARTMENT OR GBC PERSONNEL. REFER TO STUDENT CONDUCT POLICIES IN GBC GENERAL CATALOG.
Unsatisfactory Student Progress Policy

Students who are admitted to the AAS Paramedic Program must maintain their status as a student in good standing in both academic and academic-related areas based on the following criteria. Failure to do so may result in dismissal from the program:

**Unsatisfactory Progress for Academic Reasons**

Students

a. who are not maintaining a minimum average of 76% on clinical or academic assignments,
b. who have not met expected performance standards, or
c. earning less than 76% on any exam at any time during a course (or two exams if so indicated in the course syllabus)

must meet with faculty member(s) to complete a Notification of Unsatisfactory Student Progress form.

**Unsatisfactory Progress for Academic-Related Reasons**

Conduct consistent with professional standards of ethical, academic, and clinical behaviors must be exhibited at all times, including within classrooms. See Appendices Section for additional information on what constitutes inappropriate conduct in these areas.

a. In a clinical course, if a student’s performance is determined by paramedic faculty to be unsafe, the student may be removed from the clinical setting and given a failing grade for the course prior to the end of the semester.

b. If at any time a student’s observed behavior or performance raises any questions on the part of paramedic faculty about the student’s physical, emotional, cognitive, and/or emotional status and/or ability to perform or behave safely and/or appropriately, the faculty will meet immediately with the student, document their observations and notify the Dean. A student may be asked to leave a clinical or classroom setting, if the paramedic faculty determines it is warranted. When appropriate, site security or its equivalent in clinical settings may be called, in addition,

c. If the student is determined to be unable or unwilling to perform or behave appropriately, the student’s emergency contact will be notified. The student’s emergency contact is responsible for taking the student home.

**Voluntary Withdrawal**

Students who for personal reasons need to voluntarily withdraw from the program must immediately notify their instructor(s) and the Admission and Progression Committee in writing. Students have the option of withdrawing from a paramedic course prior to completion of 60% of that course (specific date disclosed in the syllabus). It is the student’s responsibility to formally withdraw at the Registrar’s office from a course. After that date, a grade of “F” will automatically be assigned as per Nevada System of Higher Education Board of Regent’s Policy, Chapter 6.
Unsatisfactory Progress Procedure:

Students failing to meet any of the criteria above will receive a written Notification of Unsatisfactory Student Progress (See Appendices Section).

Faculty will identify area(s) of performance needing improvement in either academic or academic-related (clinical work) and outline recommendations and suggest an action plan for improvement. Students will also provide input for an action plan. Documentation of poor performance must be included with the unsatisfactory student progress form. The completed form will be signed by faculty member(s) and student. Copies will be distributed to: faculty member(s), student, student file, student’s advisor, and the Admission and Progression Committee Chair.

- Students who receive three Notifications of Unsatisfactory Student Progress forms within one semester must meet with the Admission and Progression Committee.
- Students who receive a total of four Notification of Unsatisfactory Student Progress forms over the course of the paramedic program must meet with the Admission and Progression Committee.
- The Admission and Progression Committee will review student's academic or clinical performance to determine if the student can continue progression in the program or is dismissed from the program.

Process for Admission and Progression Committee Review

One of the responsibilities of the Admission and Progression Committee is to review student academic problems referred by faculty and on matters related to progression, dismissal or reinstatement of students. The purpose and functions of the Admission and Progression Committee can be found in the Appendices Section.

a. All students undergoing review by the Admission and Progression Committee must submit a letter to the Committee describing their plan for correcting deficiencies. The letter **must be received as soon as possible prior to the next scheduled meeting** of the Admission and Progression Committee.

b. The committee will review the student’s course grades and overall academic and academic-related record, the course faculty’s evaluation, and the student’s written plan for improvement. Course faculty whose students are undergoing review by the Admission and Progression Committee are requested to be available to consult with the committee if needed during the review.

c. The Admission and Progression Committee reviews all the information received and recommends to the Dean that:
   1. The student shall implement their plan for improvement and be allowed to continue in the program. The Committee may require additional steps or conditions the student must meet after reviewing the student’s plan for improvement. Or,
   2. The student should be dismissed from the program.

d. The Dean notifies the student and faculty member(s) of the decision in writing.

e. Students who do not request to meet with the committee (for voluntary withdrawal) or submit their letter and plan for improvement to the committee will be recommended for dismissal from the program.

Dismissal and Readmission to the Program

Course Failure
Students who have failed any paramedic course must apply to the Admission and Progression Committee for permission to repeat the course and continue in the program.

The student should also describe their plans to maintain clinical competency until the failed course is offered again. If readmitted after failing a paramedic course, students must repeat the entire course, including all components of the course.

Two paramedic course failures in any single semester or any combination of semesters will result in automatic dismissal from the program.

If the application to the committee is denied, the student will be dismissed from the program. Please see procedures for appealing to the Admission and Progression Committee.

Readmission to the Program

Students who have been dismissed from the program due to academic reasons may apply once for program readmission. The student must indicate in writing to the Admission and Progression Committee their desire to be considered for readmission no later than May 31 for Fall semester and September 1 for Spring semester and follow all procedures for appealing to the Committee.

Remediation recommended by the committee must be successfully completed before the student is allowed to repeat the course.

Students who have been out of the program for less than one year will be considered for readmission on a space available basis and will not need to submit a full application. Students who have been out of the program for more than one year must go through the full application and admission process.

Any student requesting readmission to the program will be required to demonstrate competency in paramedic skills and knowledge prior to returning.

Students are not guaranteed readmission to the program.

Student Appeal of Admission and Progression Committee Decision

Decisions of the Admission and Progression Committee may be appealed directly to the Dean in writing within 3 working days after written notification of the decision is received. If the issue is not resolved after appealing to the Dean, the student may proceed to Step III of the Grievance Procedure described in the next section.

Grievance Procedure

The procedure described here differs from and supersedes the GBC procedure described in the college Catalog. The divergence from GBC policy is justified by the sequential nature of the paramedic program curriculum and the safety and well-being of patients a student may care for.

Students who wish to explore problems that have not been resolved to their satisfaction can initiate the appeal process described below. Because paramedic faculty have an obligation to safeguard individuals, a student in the appeal process might not be allowed to continue in the clinical component of a course until the issue is resolved.

Grievance Procedure Steps

Step I:
Schedule an appointment and discuss issue with faculty member(s) within 3 working days of the alleged occurrence. Within 3 working days of the scheduled meeting, the faculty member(s) shall
issue a written decision. The decision may be delivered to the student by email, U.S. Mail, or personally delivered.

Resolution → Stop

No resolution → Proceed to Step II

↓

Step II:
If the student is aggrieved by the resolution made in Step I, the student may file a written appeal with the Dean within 3 working days of receiving the written decision in Step I. The Dean shall meet with the student within 3 working days of receiving the appeal unless the student requests more time and this request is approved by the Dean. The Dean may invite the faculty member(s) to this meeting. The Dean may permit the student to bring someone to advise the student at this meeting. The Dean shall issue a written decision within 3 working days of the meeting. The decision may be delivered to the student by email, U.S. mail, or personally delivered.

↓

Resolution → Stop

No resolution → Proceed to Step III

↓

Step III:
If the student is aggrieved by the decision in Step II, then the student may file a written appeal with the Vice President for Academic Affairs within 3 working days of receiving the written decision in Step II. The Vice President for Academic Affairs will, after reviewing the documentation of the previous steps, issue a written decision which will be the final solution. The decision may be delivered to the student by email, U.S. mail, or personally delivered.

(Note: Dates given in this procedure may be adjusted if the Dean or VPAA is not available due to absence or semester break.)

Appearance Standards

Students are expected to maintain a professional, well-groomed, non-revealing appearance in representation of GBC’s AAS Paramedic Program. Safety and cultural awareness are extremely important considerations in appearance standards. The standards below must be followed by both students and faculty. Students must adhere to any additional standards that may be required by some clinical agencies or faculty.

Cleanliness/Hygiene

Hygiene and personal cleanliness are crucial in presenting a professional appearance and essential in protecting the health of patients, staff, and other students.

- Special care should be taken to avoid body odor and bad breath. Students who smoke should have no detectable order of smoke on their person in clinical settings.
• Hair should be clean and neat for both men and women. Hair should be secured so that it does not fall forward over the face or shoulders. Hair longer than shoulder length should be contained with a clip or elastic band. Only conventional hair styles are permitted. Facial hair must be neatly trimmed and kept short (3/4 inch long or less).

• Use only fragrance free body products. Perfumes and body fragrances are not permitted.

• Nails must be clean, short, and free of any polish. Artificial nails cannot be worn in clinical areas. This includes wraps, inlays, and decals.

• Gum chewing or tobacco chewing/dipping is prohibited and excessive makeup is not acceptable.

Jewelry and Body Art

• One small stud earring per ear may be worn. No loop or dangling earrings, bars, or gauges are allowed in clinical settings or the Practice Lab.

• Additional jewelry must be minimal. A watch and one or two small rings are acceptable. Students may be asked to remove rings that may scratch or injure patients, or if it may harbor bacteria.

• No tongue, nose, eyebrow rings, or other visible body piercings are allowed in clinical settings or the Practice Lab. Tattoos and other body art must covered as much as possible in clinical settings.

Student Uniform:

1. The uniform and college name pin is to be worn in every clinical setting unless otherwise state in course syllabus uniform requirements.

2. The student uniform consists of a GBC long sleeve or short sleeve student shirt and black duty pants. A plain white, cotton knit, short or long-sleeved tee may be worn underneath the GBC student shirt.

3. Duty boots are to be clean and black with black shoelaces.

4. The uniform should be washed daily to prevent cross infection/contamination and to control odors. No head gear or hats are allowed. Clothes should be pressed and in good repair. Do not wear your GBC uniform as your work uniform.

5. It is essential that uniforms and other attire fit well so it allows effective functioning in the clinical areas. Appropriate underwear is mandatory and at no time should breast or gluteal cleavage be visible.

6. Students are required to have the following equipment for Practice Lab and clinical use:
   a. black ink pen
   b. bandage scissors
   c. wristwatch with a second hand
   d. safety goggles
   e. pen light
   f. stethoscope

Judgment of adherence to appearance standards and the appropriateness of any aspect of appearance are at the discretion of the paramedic faculty. Students whose appearance does not meet the state standards may be excluded from participation in clinical and receive an F for the day.
**Student Identification Badges**

The student identification badge is a required part of the uniform. It is to be worn for every clinical/field rotation unless otherwise stated on the uniform requirements. Two badges are given to the student prior to clinical rotations in EMS 216B. If the badge is lost, make arrangements for replacement with the Media Services office. A student will be assessed for the cost of the replacement.

A photograph is required as part of the student identification badge. Arrangements will be made for students to have these pictures taken on site at the beginning of each academic year. Only first name and last initial of the student will appear on their badge.

**Student Evaluations of Faculty and Learning Outcomes**

Toward the end of each paramedic course, students will be asked to complete evaluation instruments. An analysis of the student responses is sent to faculty members after the completion of the term and the recording of grades. This data assists the faculty in self-improvement of their teaching and helping future students achieve course learning outcomes. The information is also used as part of the determination of the faculty member’s tenure and salary increases. Students are expected to carefully weigh their assessments and evaluate the faculty member fairly and accurately.

**Gifts**

It is the faculty policy that students shall not purchase gifts for them at the end of a particular course. Please adhere to this policy when thanking faculty for their support and guidance.
All paramedic courses must be taken in required sequence. Because of the critical relationship between time and learning, the paramedic faculty believes students must make full use of classroom, lab, and clinical experiences. Students are expected to meet all class, lab, and clinical requirements. Course work not completed will negatively impact student grades. Students are required to seek assistance promptly from the paramedic faculty when and if they experience any degree of academic or clinical difficulty. If personal matters are interfering with academic or clinical efforts, the classroom and/or clinical instructor should be kept informed.

The faculty reserves the right to change certain aspects of the course syllabus, such as the schedule of assignments, grading procedures, or course materials. However, no changes will be made without informing students in a timely and clear manner. It is not anticipated there will be major changes in the content of a syllabus once a course begins.

**Course Curriculum**  
AAS Emergency Medical Services – Paramedic

**Prerequisites**  
EMT or AEMT and Admission to the program

**Fall 1st Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>INT 100</td>
<td>GBC Orientation</td>
<td>.5</td>
</tr>
<tr>
<td>Science</td>
<td>Select for General Education Requirements</td>
<td>3</td>
</tr>
<tr>
<td>Math</td>
<td>Math 116,120, Math 126 or higher</td>
<td>3</td>
</tr>
<tr>
<td>EMS 204B</td>
<td>Principles of Anatomy &amp; Pathophysiology</td>
<td>4</td>
</tr>
<tr>
<td>EMS 206B</td>
<td>Principles of Pharmacology/Medication</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>&amp; Venous Access for the Paramedic</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total 14.5 Credits</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Spring 2nd Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101</td>
<td>Composition I or 107 Technical Communication I</td>
<td>3</td>
</tr>
<tr>
<td>EMS 207B</td>
<td>Airway Management and Ventilation for Paramedics</td>
<td>2</td>
</tr>
<tr>
<td>EMS 209B</td>
<td>Patient Assessment for Paramedics</td>
<td>2</td>
</tr>
<tr>
<td>EMS 2010B</td>
<td>Principles of Cardiology for Paramedics</td>
<td>3</td>
</tr>
<tr>
<td>EMS 211B</td>
<td>Paramedic Care for Medical Emergencies</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Advanced Cardiac Life Support (ACLS)</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total 14 Credits</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Summer Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS 216B</td>
<td>Hospital Clinical Experience for the Paramedic</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>Total 4 Credits</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Fall 3rd Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 102</td>
<td>Composition II or 108 Technical Communication II</td>
<td>3</td>
</tr>
<tr>
<td>EMS 212B</td>
<td>Paramedic Trauma Emergencies and International Trauma Life Support (ITLS)</td>
<td>4</td>
</tr>
<tr>
<td>EMS 214B</td>
<td>Pediatrics &amp; Special Considerations for Paramedics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>&amp; Pediatric Advanced Life Support (PALS)</td>
<td></td>
</tr>
<tr>
<td>EMS 215B</td>
<td>Assessment-base Management &amp; Operations For the Paramedic</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total 13 Credits</strong></td>
<td></td>
</tr>
</tbody>
</table>
Spring 4th Semester
Humanities/Fine Arts  Select from General Education Requirements  3 credits
PSC  101 Introduction to American Politics  3 credits
HMS 200 or  Ethics in Human Services or  3 credits
PSY 208  Psychology of Human Relations
EMS 219B  Paramedic Field Internship  5.5 credits

Total 14.5 Credits

AAS Emergency Medical Services Paramedic Total  60 Credits

Description of Required Paramedic Courses

EMS 205B  PRINCIPLES OF PATHOPHYSIOLOGY (3)
This course prepares the student to understand basic medical terminology, microscopic and gross anatomy and physiology. The course is designed to go beyond what is covered in the anatomy and physiology review of each section in the national standard curriculum.

EMS 206B  PRINCIPLES OF PHARMACOLOGY/MEDICATION ADMINISTRATION AND VENOUS ACCESS FOR THE PARAMEDIC (4)
This course prepares the student to understand and to be able to integrate the principles of pathophysiological pharmacology and the assessment findings to formulate a field impression and implement a pharmacologic management plan for patients in the teamwork, considering legal and ethical responsibilities of the paramedic in the management of patients in crisis and at the end of life.

EMS 207B  AIRWAY MANAGEMENT AND VENTILATION FOR PARAMEDICS
Students successfully completing this course will demonstrate a behavioral, cognitive, and psychomotor understanding of, and proficiency with, basic and advanced airway management.

EMS 209B  PATIENT ASSESSMENT FOR PARAMEDICS
This course introduces the Paramedic student to a comprehensive physical examination and assessment, which includes history taking, clinical decision making, communications, and documentation.

EMS 210B  PRINCIPLES OF CARDIOLOGY FOR THE PARAMEDIC
This course prepares the Paramedic student to identify single and multi-lead cardiac rhythms and treat those rhythms considered to be life-threatening with electrical therapy. The skills taught include defibrillation, cardioversion, and cardiac rhythm interpretation. It will also prepare the student to assess, manage, and treat various cardiovascular emergencies that includes ventricular fibrillation, bradycardia, tachycardia, myocardial infarction, cardiogenic shock, pulmonary edema, angina pectoris, congestive heart failure, hypertension, PEA (pulseless electrical activity), and asystole.

EMS 211B  PARAMEDIC CARE FOR MEDICAL EMERGENCIES AND ACLS
This course prepares the Paramedic to identify, assess, manage, and treat various medical emergencies. Topics include Neurology, Endocrinology, Allergies and Anaphylaxis, Gastroenterology, Urology, Toxicology, Environmental Conditions, Infectious and Communicable Diseases, Behavioral and Psychiatric Disorders,
Gynecological and Obstetrical Emergencies, and associated pharmacological interventions.

EMS 212B  
**PARAMEDIC TRAUMA EMERGENCIES AND Prehospital Trauma Life Support (PHTLS)**  
This course prepares the student to identify, assess, manage, and treat various types of trauma emergencies. Topics include Trauma Systems, Mechanism of Injury, Soft-Tissue Trauma, Burns, Head and Face Trauma, Spinal Trauma, Thoracic Trauma, Abdominal Trauma, and Musculoskeletal Trauma. Skills include trauma assessment, splinting, bandaging, spinal immobilization, IV therapy, chest decompression, and associated pharmacological interventions.

EMS 214B  
**PEDIATRICS AND SPECIAL CONSIDERATIONS FOR THE PARAMEDIC AND PALS**  
This course prepares the Paramedic to identify, assess, manage, and treat age related emergencies, and other special challenges. The student will also be introduced to the concept of assessment based management. Topics include Neonatology, Pediatrics, Geriatrics, Abuse and Assault, and Patients with Special Challenges.

EMS 215B  
**ASSESSMENT BASED MANAGEMENT AND OPERATIONS FOR THE PARAMEDIC**  
This course will contain the principles of Assessment Based Management that will teach the paramedic student how to implement a plan for patients with common complaints. The course will also prepare the Paramedic to the concepts of medical incident command, ambulance and rescue operations, hazardous materials, incident, and crime scene awareness.

EMS 216B  
**HOSPITAL CLINICAL EXPERIENCE FOR THE PARAMEDIC**  
This course allows the paramedic student to apply learned classroom skills and knowledge in the hospital and other clinical care environments. The student will function under the direction of a nurse or physician preceptor.

EMS 219B  
**PARAMEDIC FIELD INTERNSHIP**  
This course is designed to introduce the paramedic student to Advanced Life Support (ALS) prehospital operations. The student will also become familiar with procedures and care provided by paramedics in the field. Each student will be a third person on a paramedic rescue unit and will work directly with a paramedic preceptor.

**CLINICAL**

**HIPAA**

The National HIPAA regulations apply in all school settings and students must demonstrate knowledge of the regulations prior to entering the clinical setting. HIPAA training will be maintained with documentation in each student file.

**Clinical Assignments**

*Site Selection*
In planning clinical learning experiences for paramedic courses, the faculty tries to assure that each student is scheduled for the clinical facilities that are most likely to provide a variety of learning situations appropriate to the unit or course content currently being studied. Clinical site selection is based on the following criteria:

- Type of facility/agency and accreditation status
- Type of experiences available
- Adequacy of staffing and staff preparation for their roles
- Average daily census or clients
- Available equipment, supplies, learning resources, etc.
- Receptiveness to students and faculty
- Number of students who can be accommodated at one time
- Number of faculty to accommodate an additional clinical site

**Scheduling and Transportation**

- Scheduling students to be in the right place at the right time for the best possible experiences is a priority for faculty. As a result, there will be occasions when temporary irregularities in a student’s schedule are necessary. Every attempt will be made to notify students of these changes so that they can make necessary plans and adjustments in their personal schedules.
- Paramedic students may be assigned day, evening, or weekend clinical experiences.
- Transportation to clinical facilities is the responsibility of the student.

**Attendance**

Clinical attendance is mandatory. Students are required to attend every clinical rotation on the scheduled date and time.

1. Students are expected to report on time for scheduled clinical experiences and be willing, capable, and prepared to participate in assignments. Tardiness is defined as one minute or more past the designated start time. Arriving late for a clinical will result in student being sent home at the discretion of the instructor. Being sent home will result in a grade of zero (0) for that clinical assignment.

2. If clinical is to be missed for any reason, the paramedic faculty and the clinical area must be notified before report time. Please telephone the faculty at least one hour before the clinical begins. Do not telephone faculty after 9:00 p.m. It is the student’s responsibility to notify the faculty and the clinical area of expected absence.

3. There are no excused absences from clinical.

4. There are no make up days provided.

5. Each clinical absence will result in a grade of zero (i.e., 0) for the clinical assignment.

6. A student who works the night shift or the previous eight hours prior to a scheduled clinical experience will be dismissed from the clinical site. This will result in a clinical absence.

**Authority and Responsibility in Clinical Settings**
• Students are legally responsible for their actions as a student paramedic in clinical settings. The nurse/paramedic working with a student is legally responsible for the patient. Students fall under the legal jurisdiction of their clinical faculty's license and the college.

• Clinical faculty are responsible for assigning duties, providing opportunities for demonstration of progression, and serving as a guide in achieving objectives. It is necessary that the instructors be used as a guide to facilitate learning.

Students are subject to the rules and regulations defined in the personnel policies of the facilities with which the GBC AAS Paramedic Program affiliates. It is the student's responsibility to be aware of the facilities' policies. If policies are not followed clinical rotation, experiences will be discontinued until there is evidence that the student's progress meets the criteria for competent clinical performance.

Communication in Clinical Settings

Communication in health care facilities must be on-going. Although students assume responsibility for their assigned patient while in clinical settings, the facility staff nurse does not relinquish total patient responsibility. The student is required to obtain information from the staff nurse regarding a patient before giving care. Prior to leaving the facility or the assigned unit, the student is required to give a report on each patient to the staff/charge nurse or team leader who is responsible for the coordination of care.

Preparation for Clinical Experiences

While doing clinical site patient preparation the student must wear the specified paramedic uniform. A student name tag is required. The student must identify him/herself to the facility staff and state the purpose for being there. Students must have completed the HIPAA certification and signed the confidentiality agreement prior to reviewing any charts at any facility.

Safe Practice Policy

1. Safe practice in a clinical setting includes those patterns of professional behavior that follow legal and ethical codes of paramedicine and promote well-being of clients and self. This will be demonstrated through accountability in preparation, documentation, and continuity of care, as well as in showing respect for the rights of individuals.

2. Unsafe practice includes those behaviors, which may endanger a patient, family member, staff, peer, or faculty in the physiological, psychological, spiritual, or cultural realm. Specific behaviors of endangerment may include acts of commission or omission in the clinical agency and/or behavior that causes the faculty to question the student's potential for safe practice.

3. The student whose actions or omissions endanger a patient, family, peer, staff member, or faculty will receive verbal and written documentation of the event. The student may be removed from the clinical setting.

4. Based on the severity and nature of the unsafe practice, the student may receive a failure for that clinical experience, for the course or be dismissed from the AAS Paramedic Program.

5. Documented evidence from faculty, staff, clients, families, or peers may be used in the decision process.

Unsafe Practice Policy

If a student is deemed to be unsafe by clinical faculty, the student will be excluded from clinical rotation, may not self-drop the course, will be assigned a grade of F, and will fail the course. This is applicable at
any time during a semester. Behaviors that may result in immediate dismissal include, but are not limited to:

1. Performing acts beyond the scope of paramedic practice
2. Unauthorized use or distribution of equipment or drugs
3. Falsification or alteration of agency documents
4. Patient abuse, neglect, or abandonment
5. Engaging in criminal activities
6. Violation of ethical principles
7. Violation of the GBC AAS Standards of Conduct policy

If an agency refuses to allow a student to continue in clinical rotation, the student may not self-drop, will be assigned a grade of F and will fail the course.

Incident and Quality Assurance Reports

- For incidents that occur in clinical facilities and on the GBC site an incident report must be completed per facility policy. Incidents include injuries to a patient, visitor, or staff, and errors in treatment or medication. Facility regulations usually require students to fill out a quality assurance form (incident report) for any untoward happening. Completing the form does not automatically mean a person is responsible for the incident.
- Instructors will refer the student to the appropriate facility or department for incidents that result in exposure or injury. Documentation of the incident will also be recorded by the clinical faculty and kept at GBC.
- Most facility incident reports have a section on follow-up that should be regarded as protection for both the patient and the student. Clinical faculty must see all reports prior to being turned in by students.
- Failure to report an incident of which the student is aware is a serious error in judgment and a breach of student conduct subject to the faculty issuing a Notice of Counseling.
- The policy for reporting medication errors will be strictly followed by any student who has made a medication error.

Skill Remediation

Students who are unprepared when completing a required paramedic skill/procedure in the clinical area will need to return to the Practice Lab for practice and remediation. The clinical instructor will give the student a remediation request slip. If remediation is required, the student must set up an appointment with the Practice lab instructor who will assist in correcting the skill. Students are responsible for having the remediation slip completed prior to the next clinical rotation, and to bring the completed remediation slip to clinical. Failure to complete the remediation prior to the next assigned clinical rotation will result in an unexcused absence from clinical.

Dishonesty in the Clinical Setting

If the faculty determines that a student has been dishonest in representing the facts regarding their clinical assignment, the student may receive a failure for that day, for the entire clinical rotation and/or be dismissed from the AAS Paramedic Program. Examples of dishonesty during clinical instruction include but are not limited to: charting observations or interventions in a client record that, in fact, were not made (i.e., charting vital signs that were not taken); failing to report an error in medication or treatment.
Medication Error Policy and Procedure

1. All medication errors must be reported to the paramedic instructor and staff nurse/paramedic responsible for the patient immediately on discovery of the error. After the patient is assessed, the error will be reported to the charge nurse, unit manager and/or the EMS supervisor.

2. Documentation of what medication was or was not given must be properly recorded in the patient’s medical record. Seek guidance from your clinical instructor before documenting in the medical record. This documentation includes the name of the drug, the patient’s response and any interventions.

3. All medication errors should also be documented on the appropriate quality assurance form or equivalent per facility protocol where the error occurred.

Definition of medication errors:

a. Medication given to the wrong patient  
b. Wrong medication given to patient  
c. Medication given at the wrong time  
d. Medication given via the wrong route  
e. Medication given in the wrong dose  
f. Medication omitted  
g. Administration of medication not documented properly  
h. Medication administered after patient refusal  
i. Administration of a medication that has already been given  
j. Giving a medication that has been discontinued  
k. Medication left at the bedside without an order to do so  
l. Failure to check physician’s orders or complete necessary assessment interventions prior to administering the medication; For example, failure to: take an apical pulse, take a blood pressure, or check appropriate lab levels  
m. Failure to calculate correct dosages.  
n. Administering medication prior to skills check-off.

4. Medication errors that endanger the patient’s life or actually cause the patient harm can be grounds for immediate termination from the course.

5. Documentation of medication errors will be maintained in the student’s file.

6. Students giving medications under the supervision of an instructor will still be held accountable for medications errors even if the instructor prevents the error from occurring.
The purpose of the Practice Lab is to provide students with the appropriate environments and equipment to engage in safe, high quality, structured clinical experiences. The lab is designed to:

- Provide a safe and supportive learning environment in which students can become competent in psychomotor and clinical reasoning skills in realistic situations before those skills are applied with patients in actual clinical settings.
- Provide simulated clinical experiences with situations and patients problems not usually available in students’ regular practice sites.
- Model quality and safety in clinical environments reflecting current evidence and best practices.
- Enable reflective practice free from the distractions of normal clinical environments.
- Allow participation in situations and scenarios that are dependent upon interdisciplinary collaboration.
- Provide clinical experiences structured to build confidence and development of increasing complex skills and clinical reasoning competency.

The Practice Lab is a single location, but provides two separate areas in which clinical learning occurs. Those are the Practice Lab itself, and the simulation area, a small portion of the Practice Lab located in Room 101. The Practice Lab is used for learning a wide range of focused clinical tasks requiring specialized procedure and/or equipment. It is considered “low” or “medium” fidelity and provides learning opportunities focused primarily on psychomotor skills.

The simulation area is comprised of highly specialized, high fidelity equipment (simulators) that closely resemble actual patients and patient situations. The simulators (such as SimMan®) are very expensive computer operated, complex electronic equipment that must be programmed and controlled by specially trained faculty or Practice Lab personnel.

Practice Lab Policies

Each student will be asked to sign a form documenting their agreement to allow paramedic student classmates to perform procedures on them, including injections and IV insertion.

The policies described below apply to ALL AREAS of the Practice Lab at all times. An additional set of policies that apply specifically to the simulation area are included later in this document.

The following rules must be followed at all times in the Practice Lab:

**Strictly Enforced:**

- Only authorized persons are allowed in the Practice Lab and no students can be in the lab without an instructor.
- Children are not allowed in the laboratory under any circumstances.
- Eating and drinking are not permitted in the laboratory at any time.
- No cell phones and other electronic devices may be used the Practice Lab only for the purpose of accessing clinical resources when specific permission has been granted by the Practice Lab Manager and/or course faculty. All electronic devices must be muted at all times in the lab.
- All accidents, no matter how minor, MUST be reported to the instructor and the Practice Lab Manager.
- No pens are to be used near the simulators.
Appropriate Use and Behavior for Students in the Practice Lab

- Hands must be washed thoroughly upon entering and before leaving the Lab.
- Students must wear lab coats, rubber sole and closed-toe shoes for scheduled sessions in the Practice Lab. GBC paramedic uniform must be worn during skills check-off and simulation in the Lab.
- Standard precautions must be practiced at all times.
- Students must come to the Practice Lab with a watch with a second hand and any other equipment necessary to practice and perform a specific paramedic skill.
- All needles and sharps must be properly disposed in SHARPS CONTAINERS (according to CDC guidelines). Students who do not dispose of needles and syringes appropriately will receive a Letter of Unsatisfactory Progress and may be excluded from use of the lab.
- After a learning experience, students should not share details and activities with other students who have not participated in the learning experience.

Scheduling Practice Time in the Lab

- All students who use any part of the Practice Lab during open lab time must sign in when entering the lab and sign out upon leaving.

- Assigned lab time (e.g., skills check-off, skills demonstration and simulation) is considered clinical time. A student is expected to arrive at the scheduled check-off time ready to demonstrate competency in specific skills. Failure to attend an assigned lab time will result in a Letter of Unsatisfactory Progress and meeting with the instructor. Remediation and/or disciplinary action may also occur.

- Open lab time gives the student additional opportunities to practice paramedic skills. Students are required to sign up for practice and check off of specific, required paramedic skills in the Practice Lab (refer to Skills Check-off List and course schedule). In the event a student is unable to attend any scheduled session in the practice lab, the student must notify the course instructor and Practice Lab Manager at least two hours before the scheduled lab time.

- Students who are tardy will forfeit their time and will need to reschedule their session if space is available. Being tardy for any demonstration, skills check-off or simulation will be considered a clinical absence which will result in a Letter of Unsatisfactory Progress. This might affect the student’s eligibility to participate in a clinical assignment which, in turn, might affect their status in the paramedic program.

Skills Check Offs

- Students who have failed a skill twice will receive a Letter of Unsatisfactory Progress which will affect their eligibility to participate in a clinical assignment and status in the paramedic program.

- Students are expected to attend their practice lab group session prepared to have a scholarly conversation regarding the content for that session. Faculty are authorized to exclude a student from participation in clinical laboratory sessions when the student is unprepared, when the student is tardy, when performance falls below a competent level, when the Standards of Conduct policy is violated.

- When attending skills check-off the student will be graded pass/fail for each required skill. Grading will include attendance, student preparedness and participation.

Students are expected to help keep all areas of the Practice Lab neat and clean. This includes returning equipment and supplies to their proper place, maintaining bed and mannequins in a professional state, etc. at the end of each lab session.
Use of this highly technical and specialized area of the Practice Lab is a privilege and all activity in the area should be undertaken as if it were occurring in an actual clinical facility.

The following policies will be **strictly** enforced:

1. All students will wear the required student uniform, closed toe shoes, or the clothes worn normally during their clinical activities when participating in simulations.

2. **Absolute no pens of any kind are to be used near the simulators.**

3. Learners must bring standard equipment (watch with second hand, stethoscope, etc.) required for clinical during simulator experience.

4. Learners will wash their hands to remove stains, ink or oils prior to entering the simulation area, even if they have washed their hands previously for work in another area of the Practice Lab.

5. No food or drink is allowed in the simulation area of the Practice Lab.

6. Standard precautions will be followed at all times in the simulation area of the Practice Lab. Simulator-learner contact will be adhered to as in the clinical environment.

7. To maximize learning opportunities during the simulation, conversation and discussions will be limited to the scenario itself.

**Safety in the Simulation Area**

1. Safety of all participants must be of highest priority because the simulator can be cardioverted and defibrillated (**ALL DEFIBRILLATORS ARE ACTIVE & DELIVER AN ELECTRICAL CHARGE**). ACLS guidelines for the use and safety of these interventions must be followed.

2. During certain scenarios, learners may be using gases such as oxygen (O2). Standard safety precautions are to be followed.

3. For safety, closed toe shoes must be worn when in the simulation area.

**Simulation Confidentiality**

1. Consent to record the simulation will be obtained and kept on file from all members participating in the simulation experience.

2. After a learning experience, students should not share details and activities with other students who have not participated in the learning experience.

**Appropriate Use of the Simulation Area**

1. The simulation area will not be used for task training experiences.

2. Simulators shall not be scheduled for clinical make-up days

3. Once the simulation experience is completed, learners must restore the simulator and environment to the baseline status.

4. Learners who are assessed by the instructor during simulation exercises to need additional practice or remediation for a skill will be referred to the Practice Lab Manager for follow up.
**Academic Advising**

Pre-paramedic students will be assigned a faculty advisor by the Admissions and Registration office upon admission to GBC. Pre-paramedic students should call the AAS program administrative assistant to schedule an initial advising appointment. During enrollment in the program each student should make an appointment with his/her advisor at least one time per semester to review their progress.

Academic advisors will receive a copy of any Notice of Unsatisfactory Performance given to their advisees. However, whenever possible, students experiencing academic problems should be encouraged to meet with their advisor when problems first become apparent rather than waiting until they receive a Notice of Unsatisfactory Performance.

### Faculty Advisors

<table>
<thead>
<tr>
<th></th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>David Ellis</td>
<td>(406) 459-5456</td>
</tr>
<tr>
<td>Dylan Angus</td>
<td>(775) 621-6287</td>
</tr>
</tbody>
</table>

Students experiencing non-academic health or emotional issues which require professional care should be referred for help outside the Health Sciences and Human Services Department. The Student Services Office is the contact for students who need counseling available through UNLV.

**Information & Academic Technology**

### Library Services

Media required for paramedic courses are located in the Library. These materials are not to be checked out but must be viewed at the Library.

Fall semester GBC library hours are:
- Monday - Thursday 8 am to 6 pm
- Friday 8 am to 5 pm

### Copying

Copying can be done at the GBC High Tech Center or the Library. **The copy machine in the office area is for faculty use only.** Computer copies made from the paramedic office printer are $.10 per page. Additional copies of assignment forms are the student’s responsibility.

**Student Representatives**

Student representation is encouraged during paramedic program meetings and Health Science and Human Services Advisory Group meetings. Two volunteer representatives from each class are selected. These students are asked to bring questions, comments and concerns of their class to these meetings and are expected to take information back to their group for discussion and follow-through.

**Associated Student Body**
Paramedic students are encouraged to be an active part of the Associated Student Body (ASB). A variety of activities are provided throughout the school year. Students have the opportunity to participate individually or as a group.
Scholarships & Financial Aid

Financial Aid is intended to help students pay for their education after high school. The aid available at Great Basin College includes grants, loans, employment and scholarships, some of which are specifically designated for paramedic students. Students are encouraged to contact Student Financial Services at 775-753-2399 for further information.

Program Costs and Fees

AAS Paramedic Program costs over the two years will vary from year to year. Laboratory fees cover the cost of lab supplies, EMS testing exams, and name tags. Uniforms are purchased prior to entering the first year. The majority of paramedic textbooks are purchased prior to the first semester to enhance learning throughout the two years. Additional expenses in the second year include the cost of the NREMT examination fees, college paramedic pin, pinning ceremony and graduation fees.

Approximate Program Related Costs:
Estimated total program tuition based on fall 2015 fee structure..............................................$5,400.00
Textbooks & online access fees ........................................................................................................... $800.00
Uniforms and supplies................................................................................................................................. Individual amount
Student Background Check and Drug Screening (required for clinical rotation)................................. $95.50
Immunizations (estimate) ....................................................................................................................... $300.00
Physical Examination................................................................................................................................. Individual amount
Health Insurance........................................................................................................................................ Individual amount
Clinical support items (e.g., watch with second hand, bandage scissors, pen light, safety goggles, black duty boots, black duty pants)........................................................................................................ Individual amount
Travel to clinical facilities............................................................................................................................... Individual amount
NREMT application and license fees (Begin December of second year) as of July 2012

* NREMT Testing $ 110.00
* Nevada State Board of EMS licensing fee $ 10.00
* Fingerprinting fee $ 38.25

*This process can take 4-6 months. Fingerprints are good for 6 months
Building Hours

Building hours vary based on classes and location of each Campus and Center.

Building Use Guidelines

Great Basin College maintains open centers available to faculty, staff, students and the local community during normal hours. During those days and hours classes, meetings and special events are scheduled security will have staff on site to provide assistance.

Open access to site facilities is provided with the understanding that:
- All persons will be treated with courtesy and respect;
- All buildings and equipment are used in the manner originally anticipated;
- All persons will comply with any posted signage;
- All persons will follow normally accepted safety and behavior standards.

The offer of open access may be revoked should any person be found to cause damages to any Great Basin College property or be involved in harmful, unsafe or illegal behavior while on GBC property.

Security

Security and law enforcement on all Great Basin College centers is dependent upon GBC personnel working well with their respective local law enforcement agencies. Knowledge of any crime or emergency should be reported to the center security or center director immediately. Any crime or emergency requiring immediate assistance should be reported immediately to the police or sheriff by dialing 9-911 on any center phone.

Security may be contacted by dialing the Elko site operator (Dial "0") from any extension and requesting assistance. On the Elko site assistance may be obtained by activating any of the call boxes located on the pathways or phoning the security cell phone at 934-4923. If the police department, fire department or ambulance are required dial, 9-911 from any extension and tell the dispatcher of the emergency.

Fire Evacuation Plan

Before a fire happens know the following:

- Know the location of the exit nearest your area (evacuation maps posted).
- Know the location of the fire alarm pull box nearest your area.
- Know the location of fire extinguishers in your area.
- Know how to use a fire extinguisher.
Upon discovery of a fire:

1. Pull fire alarm and give verbal warning.
2. Call 911.
3. Follow evacuation procedures.
4. Close doors to contain fire and smoke.
5. If it is safe to do so, and you have been properly trained, you may attempt to extinguish the fire.
6. Determine if it is safe to re-enter the building.
7. On the Elko site, notify your respective Vice President. On all other centers notify the Director and the Vice President of Academic Affairs (Elko Center 775.753.2266).

Food and Beverages in Building Rooms

Building have coffeemakers, microwaves and a refrigerator for student use. According to State Health Department regulations, anything placed in the refrigerator must be dated and removed within one week. Open food items left longer or that are not dated will be discarded.

Personal Computer Use

GBC is not responsible for loss or damage to personal property owned by faculty, staff, or students, including personal computers, which are used or left in the building. The college is also not responsible for any thefts or damages done to vehicles parked on the premises. Most areas of the parking lot and the interior of the building are under video surveillance. If a student's personal computer is used in one of the buildings, a multi-dimensional surge protector (common and transverse spikes) should be purchased and utilized to prevent electrical damage.

Children and Non-Students in Gallagher Building

Great Basin College is committed to providing a place of instruction that is conducive to learning; and that is, to the greatest extent possible, free from distractions. Only enrolled students should be present in classrooms, field trips, fitness center(s) and lab facilities.

Pets

The only pets (dogs, cats, birds, rabbits, ferrets, etc.) that are allowed anywhere on our campus and inside the buildings are those trained and licensed as service animals. Please do not bring any type of animal into the Gallagher Building or any clinical-related facility you enter. We will have Security help you remove your animal if needed. Please be courteous to our faculty, staff and students and leave your pets at home.

Tobacco Use / Smoking

Tobacco use and smoking is prohibited in the Gallagher Health Sciences Building. Please use outdoor designated areas only. In addition, students must comply with all clinical agency policies regarding use of tobacco and smoking while on site.
Application for Graduation

The GBC graduation is the ceremony that celebrates graduation from the college. It is a cap and gown ceremony held at the Convention Center. Paramedic students receive an Associate of Applied Science in Paramedicine degree. You MUST submit an application for graduation before the set deadline in order to participate and receive a degree. Please refer to the Great Basin College catalog for further information.

Graduation Requirements

Students must complete all paramedic and non-paramedic courses by the end of the fourth semester to be eligible for graduation. The non-paramedic courses have been placed in the curriculum to augment the paramedic course content. Scheduling arrangements are made with other GBC faculty to assure there will be no time conflict with paramedic classes. If a non-paramedic course is taken out of sequence, there is no guarantee it will be taught at a time that does not conflict with required paramedic courses.

Students are responsible for ensuring that Admission and Records receives an official transcript for transfer courses one month prior to graduation. It is also each student’s responsibility to know and to meet all course requirements and to maintain a 2.3 or high GPA throughout the program.

The Office of Admission and Records uses the year of your admission to the paramedic program to determine catalog year and course requirements for graduation.

Any student taking a general education course during the fourth semester of the paramedic program at another college or university must have the course work completed and an official transcript sent to the Admission and Records Office no less than one month prior to final examinations.

It is the student’s responsibility to make certain all graduation requirements are met. Failure to complete requirements will delay your application to take the National Registry Licensure Examination for Nationally Registered Paramedics (NRP) – See Appendices Section.

Licensure

In the fall semester of the second year, students begin the process of applying for licensure with the State Board(s) of EMS. Applications for licensing in Nevada will be provided. Students planning to license in another state are responsible for obtaining the necessary application. **Fingerprint forms should be completed and mailed by February 1st of the year of graduation.**

Students should be aware of the Eligibility Screening Questions on the Nevada Application for License (see Nevada State Board of EMS website). If you can answer any question with a “YES”, meet with the Health and Human Services Dean and call the Nevada State Board of EMS (775) 687-7590 for clarification to determine what will be required to make you eligible to take the NREMT exam post graduation.

Caps and Gowns

Cap and gown orders are placed with the GBC Bookstore. The cost is approximately $25.00.
APPENDIX A  Functional Abilities

APPENDIX B  Bloodborne Pathogen Exposure and Prevention Policy

APPENDIX C  Health Sciences Admission and Progression Committee

APPENDIX D  Writing Expectations for Paramedic Students

Standards of Conduct
APPENDIX F-1  GBC Standards of Conduct for Paramedic Students
APPENDIX F-2  Code of Ethics for EMS Practitioners
APPENDIX F-3  EMT Oath

APPENDIX G  AAS Program Application and Admission Process

Forms and Agreements
APPENDIX H-1  Paramedic Program Injury Report
APPENDIX H-2  Exposure to Bloodborne Pathogen Form
APPENDIX H-3  Student Test Query Form
APPENDIX H-4  Notification of Unsatisfactory Student Progress Form
APPENDIX H-5  Student Agreement for the 2013-2014 Academic Year
APPENDIX H-6  Agreement to Participate in Practice Lab Procedures
APPENDIX H-7  Confidentiality Agreement and Consent for Photography and Video Recording
APPENDIX A

Functional Abilities (Technical Standards)

The practice of paramedicine requires the following functional abilities with or without reasonable accommodations:

Visual acuity must be adequate to assess patients and their environments, as well as to implement the paramedic care plans that are developed from such assessments. Examples of relevant activities (nonexclusive):

- Detect changes in skin color or condition
- Collect data from recording equipment and measurement devices used in patient care
- Detect a fire in a patient area and initiate emergency action
- Draw up the correct quantity of medication into a syringe

1. Hearing ability must be of sufficient acuity to assess patients and their environments and to implement the paramedic care plans that are developed from such assessments. Examples of relevant activities (nonexclusive):

   - Detect sounds related to bodily functions using a stethoscope
   - Detect audible signals generated by mechanical systems that monitor bodily functions
   - Communicate clearly in telephone conversations
   - Communicate effectively with patients and with other members of the healthcare team

2. Olfactory ability must be adequate to assess patient and to implement the paramedic care plans that are developed from such assessments. Examples of relevant activities (nonexclusive):

   - Detect foul odors of bodily fluids or spoiled foods
   - Detect smoke from burning materials
   - Detect ketones on a client’s breath

3. Tactile ability must be sufficient to assess patient and to implement the paramedic care plans that are developed from such assessments. Examples of relevant activities (nonexclusive):

   - Detect changes in skin temperatures
   - Detect unsafe temperature levels in heat-producing devices used in patient care
   - Detect anatomical abnormalities, such as subcutaneous crepitus, edema, or infiltrated intravenous fluid
   - Perform techniques such as the insertion of urinary catheters

4. Strength and mobility must be sufficient to perform patient care activities and emergency procedures. Examples of relevant activities (nonexclusive):

   - Safely transfer patients in and out of bed and assist them with ambulation using appropriate assistive devices
   - Safely control the fall of a patient, by slowly lowering the patient
   - Turn and position patients as needed to prevent complications due to bed rest
   - Hang intravenous bags at the appropriate level
   - Accurately read the volumes in body fluid collection devices hung below bed level
   - Perform cardiopulmonary resuscitation

5. Fine motor skills must be sufficient to perform psychomotor skills integral to patient care. Examples of relevant activities (nonexclusive):

   - Safely dispose of needles in sharps containers
   - Accurately place and maintain position of stethoscope for detecting sounds of bodily functions
   - Manipulate small equipment and containers, such as syringes, vials, ampoules, and medication packages, to administer medications

6. Physical endurance sufficient to complete assigned periods of clinical practice and to function effectively under stress in acute health care situations.
7. Ability to speak, comprehend, read, and write English at a level that meets the need for accurate, clear and effective communication.

8. Emotional stability to function effectively under stress, to work as a part of a team and to respond appropriately to supervision; to adapt to changing situations, to respond appropriately to patients and families under stress, and to follow through on assigned patient care responsibilities.

9. Cognitive ability to collect, analyze, and integrate information and knowledge to make clinical judgments and management decisions that promote positive patient outcomes.

10. Other abilities sufficient to demonstrate competencies such as the ability to arrive to a clinic on a timely basis; to meet the demands for timely performance of duties; to meet the organizational requirements to perform these duties in a professional and competent manner.
APPENDIX B

Bloodborne Pathogen Exposure and Prevention Policy

The Paramedic Program has developed a Bloodborne Pathogen Exposure and Prevention Policy to be in compliance with Occupational Safety and Health Administration (OSHA) Standards. The policy is intended to provide direction to students and faculty to help prevent exposure to bloodborne pathogens and guidance should such exposure occur.

The purpose of this policy is to reduce the risk of student exposure to air and body substance pathogens such as, but not limited to, Tuberculosis, Hepatitis B Virus (HBV), Hepatitis C Virus (HCV), and the Human Immunodeficiency Virus (HIV).

HIV Screening

The GBC paramedic programs will not undertake any program of screening faculty or students for antibody to HIV. Any student or faculty wishing to be tested will be referred to his/her private physician.

Standard Precautions

Standard Precautions is an approach to infection control that requires the application of blood and body fluid precautions for all patients and patient specimens regardless of diagnosis. Standard precautions will be the minimum standard of practice throughout courses offered in the paramedic programs at GBC where bloodborne pathogen exposure could occur.

Methods of Compliance

Students must become familiar and comply with the GBC Paramedic Pathogen Exposure and Prevention Policy. Students must also become familiar and comply with the exposure plan (needle stick policy) of the clinical sites to which they are assigned.

Prevention of Bloodborne Pathogen Exposure

- Students are required to participate annually in Bloodborne Pathogen Exposure Prevention and Control Class. The student must also have satisfactorily demonstrated skill in using protective equipment and procedures before receiving a patient care assignment.
- Students must have documented immunity to hepatitis B, Measles, rubella, varicella, and diphtheria prior to going to any clinical site.
- The decision to exempt a student from clinical experience will be made on a case-by-case basis by the faculty responsible for the clinical course.
- All students must have medical insurance upon entering and throughout their enrollment in the paramedic program. It is the student’s responsibility to obtain and pay for this insurance, as well as to understand the benefits and limitations of any insurance they maintain or is maintained on their behalf.

Occurrence of Exposure or Incident

Student

A student in the GBC paramedic programs who has exposure to blood, body fluid or other potentially infectious material to non-intact skin or mucous membranes from a needle stick, sharps injury or other cause must immediately:
• Wash needle stick and cuts with soap and water
• Flush splashes to the nose, mouth or skin with copious amounts of water
• Irrigate eyes with clean water, saline or sterile irrigants
• Remove soiled personal protective equipment and/or clothing as soon as possible.

After washing, flushing and/or irrigating the exposed area, the student must immediately:
• Notify the appropriate registered nurse/paramedic preceptor at the clinical facility AND
• Notify clinical faculty who will then implement the process below. (If there is a witness to the incident, have them do this immediately if possible.)

Faculty

The clinical faculty will be responsible for coordinating the following procedures:
• Identify the source of the exposure.
• Obtain consent from source client, if not in chart.
• Determine who will be the health care provider for the student for counseling and treatment if needed.
• Send the student to their health care provider to obtain medical evaluation and post-exposure follow-up within 1 to 2 hours of the exposure.
• Student should bring a copy of the documents with as much completed information as possible related to the incident to their health care provider. They should also have the contact number for source information (such as employee health office) so that the health care provider may obtain results.
• Initiate the documentation needed for GBC and the clinical agency.

NOTE:
The National HIV/AIDS Center provides a PEPline, a Clinicians’ Post-Exposure Prophylaxis Hotline which offers up-to-the minute advice on managing occupational exposures (needlesticks, etc.) to HIV, hepatitis and other blood borne pathogens. It is offered 24 hours a day, 7 days a week at 1-888-488-4911.

Documentation and Follow-up:

Student and Faculty

• Notify the Dean of Health Science and Human Services of the incident as quickly as possible
• Complete an incident report at the clinical facility, if required; and be aware of and follow any reporting and follow-up requirements of the clinical facility.
• Complete a GBC Paramedic Exposure to Bloodborne Pathogens form.
• It is the student’s responsibility to make his/her healthcare provider aware of the result of any blood panel drawn as a result of an exposure.

The National HIV/AIDS Center provides a PEPline, a Clinicians’ Post-Exposure Prophylaxis Hotline which offers up-to the minute advice on managing occupational exposures (needle sticks, etc.) to HIV, hepatitis and other blood borne pathogens. It is offered 24 hours a day, 7 days a week at 1-888-488-4911.
Department of Health Science and Human Services

HEALTH SCIENCE ADMISSIONS AND PROGRESSION COMMITTEE

Membership:

1. Four (4) Faculty:
   a. One (1) teaching in the AAS Nursing Program, one (1) teaching in the RN-BSN Program, and one (1) teaching in the AAS Radiology Technology Program, and one (1) Paramedic Health Science and Human Services Department faculty member.
   b. At least one of the faculty must be tenured.
   c. All faculty must have at least one year of teaching experience in the Department of Health Science and Human Services.
   d. Faculty members of the committee will be elected spring semester at the last departmental faculty meeting.

2. The Dean will serve as an ex-officio member of the committee with voting privileges.

3. The Administrative Assistant for the department will service as an ex-officio member of the committee without voting privileges and will coordinate staff support for the committee.

Term of Service:

1. Faculty serve a two-year term and may serve additional terms.

Functions:

1. Make recommendations to Department of Health Science and Human Services faculty regarding policies and procedures for student admission to department health science degree programs.
2. Review applications and select students for admission to departmental health science degree programs, including review of appeals for admission.
3. Review and make decisions related to progression or reinstatement of individual students in health science degree programs.
4. Assure the collection and dissemination of formative and summative data for evaluation of admission and progression; use relevant data admission and progression decisions.
APPENDIX D

Writing Expectations for Great Basin Paramedic Students

Purpose:

- Articulate writing competencies required of paramedic students.

Expectations for Written Assignments:
All written assignments are to be in APA 6th Edition format and submitted by Word document on the due date, unless otherwise specified by faculty. Writing competencies to be demonstrated by students are as follows:

- Use terminology, sentence construction, citation style, formatting, grammar, and punctuation consistent with scholarly writing.

- Write content that is purposeful, logically sequenced, organized, and, derived from evidence-based materials such as peer reviewed journals, course textbooks, best practice guidelines, outcomes management reports or other scientifically based literature.

- Reference scholarly content consistent with APA 6th Edition; refrain from using websites intended for layman, medical consumers, marketing sites, or references less rigorously reviewed for scientific merit, unless appropriate for specific purposes such as patient education. Deviation from required APA formatting will be indicated by faculty when warranted.

- Document reflective thought, thinking, reasoning and judgment when responding to specific questions and assignments such as patient education, journaling, and peer evaluations.

- Pursue academic writing in a manner consistent with the standards of academic integrity adopted by Great Basin College. This includes scrutinizing written materials to assure that authors, sources and websites are properly cited.

- Acknowledge late assignments will not be accepted or will be penalized unless prior arrangements are made with faculty.

- If the writing requirements are not met for an assignment then points may be deducted, the assignment may need to be rewritten, or the assignment may receive a failing grade.
GBC Standards of Conduct for Paramedic Students

All paramedic students are held to the GBC and NSHE Student Conduct Policies as published in the GBC Catalogue.

It is expected that paramedic students will come to class, practice lab, clinical assignment and/or testing sessions in a condition conducive to competent and safe performance. Paramedic faculty are held legally and professionally accountable for taking prompt, appropriate, and decisive action if a student is unable to perform the essential functional abilities required for satisfactory completion of all aspects of the paramedic program.

Examples of physical, cognitive, behavioral problems and lack of competency which may be questioned include, but are not limited, to:

- Frequent absenteeism and/or tardiness (no documented medical reason for absence).
- Drowsiness or sleepiness.
- Smell of alcohol on the breath/body.
- Increased inability to meet schedules and deadlines.
- Slurred/incoherent speech or speech pattern different from normal speech.
- Unusually aggressive behavior.
- Unexplained change in mood.
- Change in appearance.
- Lack of manual dexterity.
- Lack of or decreased coordination in body movement.
- Inappropriate responses to stimuli.
- Unexplained work-related accident or injury.
- Inattentiveness to work.

Students who arrive to class, practice lab, clinical assignment and/or testing sessions who are considered by their instructor to be unable to safely or effectively carry out required program related activities may be subject to:

1. having their work performance and behavior witnessed and documented
2. questioning in private as to the nature of the problem
3. meeting with the Dean
4. referral to the appropriate GBC administrative staff member
5. receiving a failing grade and dismissal from the program.
6. possible ineligible for readmission.
Code of Ethics for EMS Practitioners

Professional status as an Emergency Medical Services (EMS) Practitioner is maintained and enriched by the willingness of the individual practitioner to accept and fulfill obligations to society, other medical professionals, and the EMS profession. As an EMS practitioner, I solemnly pledge myself to the following code of professional ethics:

- to conserve life, alleviate suffering, promote health, do no harm, and encourage the quality and equal availability of emergency medical care.

- to provide services based on human need, with compassion and respect for human dignity, unrestricted by consideration of nationality, race, creed, color, or status; to not judge the merits of the patient’s request for service, nor allow the patient’s socioeconomic status to influence our demeanor or the care that we provide.

- to not use professional knowledge and skills in any enterprise detrimental to the public well being.

- to respect and hold in confidence all information of a confidential nature obtained in the course of professional service unless required by law to divulge such information.

- to use social media in a responsible and professional manner that does not discredit, dishonor, or embarrass an EMS organization, co-workers, other health care practitioners, patients, individuals or the community at large.

- as a citizen, to understand and uphold the law and perform the duties of citizenship; as a professional, to work with concerned citizens and other health care professionals in promoting a high standard of emergency medical care to all people.

- to maintain professional competence, striving always for clinical excellence in the delivery of patient care.

- to assume responsibility in upholding standards of professional practice and education.

- to assume responsibility for individual professional actions and judgment, both in dependent and independent emergency functions, and to know and uphold the laws which affect the practice of EMS.

- to be aware of and participate in matters of legislation and regulation affecting EMS.

- to work cooperatively with EMS associates and other allied healthcare professionals in the best interest of our patients.

- to refuse participation in unethical procedures, and assume the responsibility to expose incompetence or unethical conduct of others to the appropriate authority in a proper and professional manner.

EMT Oath

Be it pledged as an Emergency Medical Technician, I will honor the physical and judicial laws of God and man. I will follow that regimen which, according to my ability and judgment, I consider for the benefit of patients and abstain from whatever is deleterious and mischievous, nor shall I suggest any such counsel. Into whatever homes I enter, I will go into them for the benefit of only the sick and injured, never revealing what I see or hear in the lives of men unless required by law.

I shall also share my medical knowledge with those who may benefit from what I have learned. I will serve unselfishly and continuously in order to help make a better world for all mankind.

While I continue to keep this oath unviolated, may it be granted to me to enjoy life, and the practice of the art, respected by all men, in all times. Should I trespass or violate this oath, may the reverse be my lot.

So help me God.

________________________________________
Written by: Charles B. Gillespie, M.D.
Adopted by the National Association of Emergency Medical Technicians, 1978
APPENDIX G

AAS PARAMEDIC PROGRAM APPLICATION AND ADMISSION PROCESS

Students are admitted each year in the fall semester only.

Application information is available on the GBC website after August 1st. The complete application packet submission deadline is August 21st for the following fall semester. Additionally, all applicants must have a current EMT or AEMT license by June 1st of the application year.

The Admission and Progression Committee of the Great Basin College Health Sciences and Human Services Department evaluates qualifications for each applicant and ranks them for admission to the associate degree paramedic program based on criteria set by the paramedic faculty.

All individuals with complete applications and meeting minimum requirements for admission will be ranked on the following criteria: (1) GPA in prerequisite and general education courses, (2) number of required general education courses completed, (3) last score obtained on the TEAS® admission exam, and (4) residency.

Applicants not selected will not be carried forward to the next application year and must complete a new application for admission each year in which they apply.

Notification of acceptance into the paramedic program and a Letter of Intent are mailed to applicants in August for enrollment in August. Admission to the program is considered final only when the applicant returns the signed Letter of Intent included in the notification of acceptance and attends the mandatory paramedic program new student orientation in August. Appeals of admission decisions will be referred to the GBC Department of Health Sciences and Human Services Admission and Progression Committee.

In addition to attendance at the mandatory paramedic program new student orientation in August, new associate degree paramedic students are required to submit evidence of a satisfactory physical examination, provide proof of immunizations (TB testing, MMR, TDAP, Hepatitis B, Influenza), provide proof of health insurance coverage, and provide proof of current professional CPR.

Complete information on application and admission procedure can be found with the application of the AAS in Paramedicine website at: http://www.gbcnv.edu/programs/AAS-RN.html

TRANSFER STUDENTS

Because of the curriculum variability among paramedic programs, transfer students are not accepted from other paramedic programs.
PROGRAM COSTS

AAS Paramedic Program costs over the two years will vary from year to year. Laboratory fees cover the cost of lab supplies, EMS testing exams, and name tags. Uniforms are purchased prior to entering the first year. The majority of paramedic textbooks are purchased prior to the first semester to enhance learning throughout the two years. Additional expenses in the second year include the cost of the NREMT licensing and examination fees, and graduation fees.

Approximate Program Related Costs:

Tuition
Textbooks & online access fees ......................................................... 800.00
Uniforms and supplies .......................................................... Paid for by GBC Foundation
Student Background Check (required for clinical rotation) ....................... $ 95.50
Immunizations (estimate) ............................................................. $300.00
Physical Examination .................................................................. Individual amount
Clinical support items (e.g., watch with second hand, bandage scissors, pen light, safety goggles, duty boots, black slacks) ............................................. Individual amount
Travel to clinical facilities ............................................................ Individual amount
NREMT application and license fees (Begin December of second year) as of July 2010
- PearsonVue Testing Center $ 110.00
- Nevada State Board of EMS licensing fee $ 10.00
- Fingerprinting fee* $ 38.25

*This process can take 4-6 months. Fingerprints are good for 6 months

CARDIO-PULMONARY RESUSCITATION

Student must provide evidence of a current Healthcare Provider CPR card on admission to the paramedic program. The student must maintain current certification throughout their tenure in the paramedic program.

CRIMINAL BACKGROUND CHECK AND DRUG SCREENING

Certain clinical agencies mandate criminal history background checks and drug screening for all individuals engaged in patient care. All students must undergo criminal history background checks and drug screening. These checks are conducted by an external vendor and the information is sent to the clinical agency requiring this information, and NOT sent to the College. Agency personnel will evaluate the information they receive and, in their sole discretion, make the final determination as to each student’s ability to participate in patient care in their agency. If a student is denied clinical placement by any clinical agency due to positive criminal history information or drug screening results, the student will be unable to complete paramedic program requirements and will be dismissed from the paramedic program.

NOTE: Students with a criminal history are potentially ineligible for licensure in the State of Nevada. Students with questions regarding their eligibility may contact the EMS Program Director or the Nevada State Board of EMS for clarification.

LEARNING RESOURCES

Students must purchase required texts and other learning resources (e.g., course access codes.) A list of required learning resources will be provided to all students enrolling in the paramedic program. Students will be notified if additional learning resources are required prior to the beginning of each subsequent semester.

FINANCIAL ASSISTANCE

Financial Aid is intended to help students pay for their education after high school. The aid available at Great Basin College includes grants, loans, employment and scholarships, some of which are
specifically designated for paramedic students. Students are encouraged to contact Student Financial Services at 775-753-2399 for further information.

**EMPLOYMENT**

Students who are employed by a health facility while enrolled in the paramedic program must be aware of changing student/employee roles. For example, a student who is employed on week-ends as an EMT or AEMT should never exceed the responsibilities of that position relating to facility protocol, even though students have learned new procedures as a result of being a paramedic student. It is imperative that a student accepts assignments within his/her scope of practice as outlined in the specific job description. An unlicensed paramedic student should not accept employment that requires him/her to perform duties that should be performed only by a licensed paramedic. Students are accountable for their actions and are urged to use reasonable and prudent care in accepting a position and in fulfilling their responsibilities as employees.

_Students are not considered official representatives of the Great Basin College AAS Paramedic Program. Neither Great Basin College nor the Health Sciences and Human Services Department accept responsibility for the actions of students working in healthcare agencies in an employee or volunteer status._
GREAT BASIN COLLEGE
ASSOCIATE DEGREE PARAMEDIC PROGRAM
INJURY REPORT

Name of Person(s) Injured: ________________________________

Person Completing this Form (if different from above): _____________________

Date of Incident/Accident: ________________________________

Exact location of the Incident/Accident: ________________________________

__________________________________________________________________________

Description of the injury: ________________________________________________

__________________________________________________________________________

Were there witnesses to this accident? If yes, list below:

Describe the circumstances in which the incident/accident occurred:

Describe follow-up care:

Was person injured referred for follow-up care? If yes, which facility? ______________

__________________________________________________________________________

Any further comments:

__________________________________________________________________________

Signature of Injured/Person Completing Form   Signature of Dean
Great Basin College Department of Health Science and Human Services
Associate of Applied Science in Paramedicine

EXPOSURE TO BLOODBORNE PATHOGEN FORM

Complete the following form and return it to the Dean of Health Science and Human Services.

Student Name: ___________________ Faculty Name: ___________________

Exposed Individual’s Name: ___________________ Date of Birth: __________

Address: __________________________________________________________

Telephone number  Home: __________  Cell: _______________________

Source of exposure (state name of person if applicable): _____________________

Date of occurrence: __________  Time occurred: __________  Time reported: __________

Name and title of person initially notified: ________________________________

Location of occurrence: ____________________________________________

Check the following that apply to the occurrence:

___ percutaneous exposure (break in the skin that causes bleeding)
___ Mucous membrane contact (eyes, mouth, nose)
___ chapped skin, abraded skin, dermatitis
___ exposure to chemical
___ other, explain: ___________________________________________________

Were bloodborne pathogens (blood, saliva, body fluids, contaminated solutions, etc…) involved?

Yes   No   (circle 1)

Explain: _____________________________________________________________

Describe the incident precisely: _________________________________________
What did you do after being exposed?

How do you feel this incident can be prevented in the future?

Signature of person making report: __________________________ Date: _____________

Signature of faculty if applicable: __________________________ Date: _____________

Dean of Health Science & Human Services __________________________ Date: _____________
<table>
<thead>
<tr>
<th><strong>Student Name:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Class:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>I am protesting the test item:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Rationale:</strong> (Explain why you believe the test item is incorrect)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Reference Source:</strong> (Cite three published resources, including the page number, to validate your protest.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
</tr>
<tr>
<td>2.</td>
</tr>
<tr>
<td>3.</td>
</tr>
</tbody>
</table>
CONFIDENTIAL NOTIFICATION OF
UNSATISFACTORY STUDENT PROGRESS

Student Name: Date: Advisor:

Course: Grade: Instructor(s):

Use the continuation sheet if more space is required

Areas Needing Improvement (documentation required):

Instructor Recommendations/Student Remedial Plan:

Student Response: (Optional)

Follow-up appointment with instructor (date/time): ____________________ Advisor (date/time): ____________

Student Signature: (Signature signifies acknowledgement of this notification only) Date:

If a student believes that he/she is being treated unfairly or that an injustice of substantial proportion has occurred, the student should refer to the student handbook for information regarding grievance of this notice.

Instructor Signature: Date:

Instructions:
1. Instructor prints three (3) copies.
2. Instructor and student sign all three copies. Instructor keeps one copy for his/her records and gives one copy to the student. The third copy goes to the Administrative Assistant for filing in student’s records.
3. The Administrative Assistant will notify the student’s advisor and the Admission/Progression Committee Chair.
4. If the student is not in Elko, the Faculty or, if requested, the Administrative Assistant will mail the form to the student for their signature or fax it to their location for their signature.
5. THIS INFORMATION IS HIGHLY CONFIDENTIAL. THIS FORM MUST NOT BE SCANNED OR EMAILED.

12/2012
GREAT BASIN COLLEGE
ASSOCIATE OF APPLIED SCIENCE PARAMEDIC PROGRAM
STUDENT AGREEMENT FOR THE 2015-2016 ACADEMIC YEAR

_____ (initial) I have read, understand and agree to abide by the policies and guidelines stated in the Great Basin College Associate of Applied Science Degree Paramedic Program 2015-2016 Student Handbook.

_____ (initial) I understand that as a condition of enrollment in Great Basin College’s Associate of Applied Science Degree Paramedic Program, I agree that a clinical agency may, at any time, require a “for cause” drug and/or alcohol screen. I agree to execute a consent for release of the results of the drug and/or alcohol screening information to the clinical facility/agency should they request such information.

My emergency contact person(s) are as follows: I understand that this individual or individuals are responsible for ensuring that I am transported home in the event one of my faculty or the Associate of Applied Science Degree Dean determines that I am not able to continue being present in the classroom, lab, or clinical setting.

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone #</th>
<th>Relationship</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone #</th>
<th>Relationship</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Student Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Witness: (Faculty/ Dean)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Complete this copy of the Agreement and return to the GBC Health Science and Human Services Department.
GREAT BASIN COLLEGE
ASSOCIATE OF APPLIED SCIENCE PARAMEDIC PROGRAM

Agreement to Participate in Practice Lab Procedures
For the 2015-2016 Academic Year

During my enrollment in the Associate of Applied Science Degree in Paramedic Program and under the direct supervision of a paramedic faculty member, I agree to allow a paramedic student classmate perform the following procedures on my person:

5. Subcutaneous injection
6. Intradermal injection
7. Intramuscular injection
8. Intravenous catheterization (peripheral)

I agree to hold harmless and waive the liability of the student and/or students performing the procedure(s), the supervising instructor and Great Basin College for any injuries incurred as a result of my agreeing to have these procedures performed on my person.

___________________________________________________________________
Student Name Student Signature Date

__________________________________________________________________________
Witness: (Faculty/ Dean) Date

Complete this copy of the Agreement and return to the
GBC Health Science and Human Services Department.
During your participation at the Great Basin College Practice Lab, you will be an active participant and observer of the performance of other individuals in the management of acute medical, surgical, and other health care events in simulated experiences.

The objective of the simulation experience program is to educate pre-licensed and licensed health care practitioners to better assess and improve their performance in evolving health care situations. Simulations are designed to challenge a healthcare professional's response and judgment in stress environments.

Due to the unique aspects of this form of training, you are required to maintain and hold confidential all information regarding the performance of specific individuals and the details of the scenarios.

There is continuous audiovisual digital recording during all simulations which will be used for educational purposes. This video recording is considered a QUALITY ASSURANCE TOOL and is protected by Federal Law.

By signing this agreement, you agree to maintain strict confidentiality regarding both your and others' performance, whether seen in real time, on video, or otherwise communicated to you. Failure to maintain confidentiality may result in unwarranted and unfair defamation of character of the participants.

To maintain optimal simulation experiences for other learners who will be following you in the center, you are to maintain strict confidentiality regarding the specifics of the scenarios. A breach of confidentiality may result in loss of privileges in the Practice Lab.

By signing below, you acknowledge you have read and understand this statement and agree to maintain the strictest confidentiality about the performance of individuals and the simulation scenarios you observe.

I agree to maintain strict confidentiality about the details of the scenarios and the performance of other participants during scenarios at Great Basin College Practice Lab.

I authorize the Great Basin College Practice Lab to use the video recording(s) and photographs made in the Practice Lab for the following purposes:

1) Debriefing scenario participants,  
2) Administrative review,  
3) Educational research,  
4) Commercial purposes, which can include public relations, promotional advertisements, and/or fund raising activities. I understand that, unless otherwise approved by me, I will not be specifically identified.

I authorize the Great Basin College Practice Lab to use the video recording(s) and photographs made in the Practice Lab for the following purposes:

Last Name, First Name  (Please Print)  Date

Signature  Witness

Complete this copy of the Agreement and return to the
GBC Health Science and Human Services Department.