



Student Policy Manual

2023

Program Leadership

Medical Director: John Stroh, MD
John.stroh@vvc.edu

Program Director: David C. Oleson, M.S., EMT-P
Dave.oleson@vvc.edu
(760) 245-4271 ext. 2733

Clinical Coordinator: Brian Hendrickson, M.S., EMT-P
Brian.henrickson@vvc.edu
(760) 245-4271 ext. 2206

Program Faculty: Scott Jones, MBA, EMT-P
Scott.jones@vvc.edu
(760) 245-4271 ext. 2338

Jenilynn Pendergraft, M.S., EMT-P
Jenilynn.pendergraft@vvc.edu
(760) 245-4271 ext. 3109

Table of Contents

| | |
|---|-----------|
| I. Admission Procedures | 4 |
| II. Course Syllabus | 5 |
| III. Canvas Learning Management System (LMS) | 9 |
| IV. Required Book List | 9 |
| V. Quizzes / Exams | 9 |
| VI. Skills / Media Equipment | 9 |
| VII. Exit Interview Process | 10 |
| VIII. Program Re-Entry Process | 10 |
| IX. Code of Conduct | 11 |
| X. Chain of Command and Grievance Process | 12 |
| XI. Technical Standards | 13 |
| XII. Clinical Internship | 15 |
| XIII. Field Internship | 16 |
| XIV. Program Goals | 17 |
| XV. Class Leadership | 18 |
| XVI. Additional Responsibilities | 19 |
| XVII. Computer Access | 19 |
| XVIII. Background Check and Drug Screening | 19 |
| XIX. Program Materials Fee's | 19 |
| XX. Vaccination Requirements | 20 |
| XXI. Definitions | 21 |

I. Admission Procedures

Application Process

Applications for following academies will be made available approximately four (4) months prior to academy start date. These applications will be due approximately three (3) months prior to start date.

- Applications to attend the winter session (track “A”) beginning in January will be made available as of first week of **June** on the paramedic home page and will only be accepted electronically. Applications and attachments are due by:

Last week of July

- Applications to attend the summer session (track “B”) beginning in June will be made available as of first week of **January** on the paramedic home page and will only be accepted electronically. Applications and attachments are due by:

Last week of February

- Applications must include the following information:
 - 6-months full-time or 1000 hours part-time experience that is documented working as an Emergency Medical Technician (EMT).
 - Copy of your state or national EMT Certification.
 - Copy of a valid Cardiopulmonary Resuscitation (CPR) Certification from one of the following providers:
 - American Heart Association (AHA)
 - American Red Cross (ARC)
 - American Safety and Health Institution (ASHI)
 - Copy of a High School Diploma or GED
 - Transcripts of all completed, or in-progress, college coursework.
 - Two (2) Letters of Recommendations (LORs) addressed to Victor Valley College Paramedic Academy

Entrance Examination / Oral Panel Interview

Upon the successful completion of the application period all applications will be screened for completeness and accuracy. The applicant will then be emailed an appointment date, time, and procedure for the EMT examination process. The EMT examination will cover the current EMT

National Education Standards which may consist of multiple-choice questions, equipment recognition, or any other examination type determined by the Program Leadership. Applicants will then proceed to the Oral Interview panel immediately following the written exam. The Academy will select the top 30-35 new applicants based upon scoring for both the written and panel interviews.

- **March / April for Track A**
- **October / November for Track B and Hybrid**

Admission Notification

Admission will be granted based on a cumulative scoring system. A point system will be utilized for objective screening of all applicants. Admission acceptance or denial will be sent electronically approximately one (1) week after completion of the Oral/Practical Interviews.

Notification will be sent:

- **April for Track A**
- **November for Track B and Hybrid**

Advanced Placement, Transfer of Credits and Credit for Experiential Learning

Presently, the Victor Valley College Paramedic Program does not offer a mechanism for accepting advanced placement paramedic students, transfer of credits, or credit for experiential learning. Institutional information on *Transfer of Credits*, *Credit for Experiential Learning* and *Advanced Placement* are available in the Victor Valley College Catalog.

II. Course Syllabus

The course syllabus will address policies unique for each course. The syllabus will not attempt to supersede the policies addressed in this manual. If a situation arises in which a policy in this manual is contradicted by a syllabus, this manual's policy will be used and the policy referred to in the syllabus will be invalid. The following policies will be addressed and replicated in each syllabus:

Attendance Policy

Students are expected to attend their classes regularly. Failure to attend the first-class session will result in the student being dropped.

Failure to attend class jeopardizes not only a student's grades but also the learning potential of the other students who were unable to gain access to the class due to enrollment limits.

The class instructor has the right to terminate a student's enrollment when a student is absent for more than one hour for each unit of class credit.

Academy Specificity

The Victor Valley Community College Paramedic Academy is a California Emergency Medical Services Authority and Commission on Accreditation of Allied Health Educational Programs (CAAHEP) / Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP) accredited paramedic program. The program consists of the following hours:

| Course | Units | Instructor | Hours | Totals |
|----------------------------|-------|------------|-----------------|-------------|
| Paramedic A/P, M/T | 3.5 | STAFF | | 81 |
| Paramedic Intro to EMS | 3.5 | STAFF | | 81 |
| Paramedic Cardiology | 4.5 | STAFF | | 117 |
| Paramedic Pharmacology | 3.5 | STAFF | | 81 |
| Paramedic Theory | 10 | STAFF | | 252 |
| | | | Didactic | 612 |
| Paramedic Clinical | 4 | STAFF | Clinical | 216 |
| Paramedic Field Externship | 11.5 | STAFF | Field | 621 |
| | | | Total | 1449 |

In the event absences exceed the difference in the academy hours versus CA Title 22 minimums the student will be dropped from the academy. For reference on Title 22 minimums see below.

CA Title 22, Division 9, Chapter 4, Article 1, Section 100159 reference 100159. Required

Course Hours

- The total training program shall consist of not less than 1090 hours. These training hours shall be divided into:
 - A minimum of 450 hours of didactic instruction and skills laboratories.
 - The hospital clinical training shall consist of no less than 160 hours and the field internship shall consist of no less than 480 hours.
- The student shall have a minimum of forty (40) advanced life support (ALS) patient contacts during the field internship as specified in Section 100152. An ALS patient contact shall be defined as the student performance of one or more ALS skills, except cardiac monitoring and basic cardiopulmonary resuscitation (CPR), on a patient.
- The minimum hours shall not include the following:

- Course material designed to teach or test exclusively EMT-I knowledge or skills including CPR.
- Examination for student eligibility.
- The teaching of any material not prescribed in section 100160 of this Chapter.
- Examination for paramedic licensure.

NOTE: Authority cited: Sections 1797.107 and 1797.172, Health and Safety Code. Reference section 1797.172, Health, and Safety Code.

Tardiness

Students are expected to show up on time for all academy courses. The classroom will be locked at the start of class if you are late you must wait until the first break and speak to the instructor before you will be allowed to enter the classroom. For every 3 tardies accumulated (1) 8-hour absence will be charged to the student.

Hygiene

All Paramedic Academy students are required to be in uniform daily, the uniform must be clean and pressed with boots polished. Hair must be of natural color and off the collar, beards, goatees, or long mustaches are not allowed and the student must be clean-shaven. The use of heavy colognes and perfumes will not be allowed; facial jewelry and tongue rings will not be allowed. Earrings / ear jewelry of any type are not permitted for males. Females are permitted to wear a single, stud-type earring per ear. Visible tattoos must be always covered when in uniform.

Dress Code

Didactic

Paramedic Academy Uniform to consist of the following:

- VVC Paramedic Academy Navy-Blue Class B uniform with Academy patch sewn on Left shoulder & name embroidered – first initial and last name (VVC issued)
- VVC Paramedic Academy Navy-Blue T-shirt (VVC issued)
- Navy-Blue professional EMS pants (uniform store)
- Black boots (uniform store)
- Black Belt (uniform store)
- VVC Paramedic Academy ball cap (VVC issued)
- VVC Paramedic Academy Work shirt (VVC issued)
- VVC Student ID (issued from VVC Auxiliary Services with registration printout)
- Stethoscope (VVC issued)
- Bandage shears (VVC issued)
- Penlight (VVC issued)
-

Field

Approved Victor Valley College Paramedic Academy uniform, which includes:

- VVC Paramedic Academy Navy-Blue Class B uniform with Academy patch sewn on Right shoulder (VVC issued)
- VVC Paramedic Academy Navy-Blue T-shirt (VVC issued)
- Navy-Blue EMS work pants, polishable black boots
- Victor Valley College Paramedic Academy Work shirt (VVC issued)
- VVC Student ID (issued for VVC Auxiliary Services with registration printout)
- Trauma shears (VVC issued)
- Penlight (VVC issued)
- Stethoscope (VVC issued)
- Optional Navy-Blue Approved Victor Valley College Paramedic Academy T- Shirt may be worn exclusively before 0800 and after 1700 upon precepting agency's agreement (VVC issued)
- Navy-Blue Approved Victor Valley College Paramedic Academy Ball Cap may be worn as needed and allowed by precepting agency (VVC issued)
- VVC Issued PPE's – Helmet w/ goggles, Nomex brush jacket, OSHA High Visibility traffic safety vest.

Academic Dishonesty

Due to the real-life circumstances that occur during the course, the life, death, and quality of a patient's future may fall into your care, therefore academic dishonesty will not be tolerated. Individual(s) caught cheating and/or falsifying documents will be dropped from the Paramedic Academy and turned over to the Dean for prosecution according to the Student Discipline: Proscribed Conduct.

Bonus Points

During each course in the academy bonus points may be offered to students. Bonus points are also known as extra-credit. At no time, will extra-credit/bonus points exceed more than 4% of the total points offered in each course.

Community Service Hours

During the academy, each student will be required to complete (at a minimum) 50 community service hours. These hours will not be attached to a specific grade or class but are required for successful completion of the academy. These hours are to be completed during the didactic portion of the academy over a six-month period.

The intent and spirit of this requirement is to acclimate each academy student with the role of a community leader and patient advocacy. To that end, each hour must be accounted for and verified by a supervisor familiar with your contribution.

Additionally, these hours are to be *volunteer, unpaid, and uncompensated*. Each student is required

to obtain faculty approval *prior* to the start of any community service hours to ensure appropriateness.

III. Canvas Learning Management System (LMS)

The paramedic academy utilizes Canvas Learning Management system for the tracking of student academic progress. Students may login to view their current grades, class assignments, lectures, quizzes/exams, discussion boards, etc. at any point throughout the course.

IV. Required Book List

A current book list will be provided for each academy at the mandatory orientation. As new editions become available and current editions become obsolete the academy book list will be updated and/or changed. It is a goal of the academy to provide the most current and up to date curriculum available.

V. Quizzes / Exams

Quizzes and exams will be given as curriculum is covered via multiple methods (i.e., Canvas or Platinum Planner). If a student misses a timed quiz, he/she will be allowed to make-up that quiz on the same day only with a 10% reduction in total quiz value. If less than 80% is achieved on two or more quizzes a mandatory meeting must be scheduled with the Academy Director or their designee to address methods of success.

The instructor has the right to give “Pop” quizzes as needed to supplement educational needs. There will be no make-ups on “Pop” quizzes. Quiz material will be taken from lecture/discussion and textbook.

Exam material will be taken from lecture/discussion/skills and textbook. A minimum of 80% on all final exams as well as overall must be achieved for progression from EMS 80, 81, 82, 83, 84, 85, and 86.

Written and/or skills exams may be administered and timed as appropriate.

VI. Skills / Media Equipment

Some skills equipment may be checked out as needed to supplement educational needs of students. Students must checkout the allowed equipment prior to leaving the premises. The program director or their designee must process the checkout.

Prior to the beginning of the academy, each student must enroll (purchased through material fee) in Platinum Planner after receiving an add code. This package includes the scheduler & skills tracker features. We will be utilizing this program throughout the entire year – for every course.

VII. Exit Interview Process

All students leaving the academy as failure status must complete an exit interview that clearly addresses the perceived causes of failure and the options available for the student. This form must be completed and received within in 30 days of exiting the academy if you wish to be considered for readmission. There will be two signed copies of the exit interview produced: one to go to the student and one placed in the student file.

VIII. Program Re-Entry Process

Students may attempt the Victor Valley College Paramedic Academy twice (2).

If a student fails in the didactic session (EMS 80, 81, 82, 83, or 84) the student must repeat the academy starting with the class that was failed. Additionally, the student will be required to do the following PRIOR to being re-admitted:

- Retake and pass the finals for each course previously completed with at least an 80%.

Once the above step is completed, then audit all or a portion of the class or classes immediately prior to ensure readiness for forward progression with the next cohort.

If a student fails in the clinical or field session EMS 85 or 86 the student must audit – at a minimum - EMS 84 to ensure readiness for a return to EMS 85 and 86 with the next cohort. Additionally, the student will be required to do the following PRIOR to being re-admitted:

- Retake and pass the finals for each course previously completed with at least an 80%.

Once the above step is completed, then audit all or a portion of the class or classes immediately prior to ensure readiness for forward progression with the next cohort.

You must submit in writing your intent to challenge the process within 30 days of your last clinical or field shift. Once you have submitted your request you will have 90 days to begin the process, and all exams will need to be completed in no more than 14 days after you take the first exam. The challenge process will require the achievement of an 80% or better on all exams. If a student is successful with the challenge process, they will be placed in the next available session of EMS 85 and then upon successful completion of EMS 85 be eligible to enroll in EMS 86. If a student is unsuccessful with an exam, the student will be offered a spot in the following academy starting with the course corresponding to the exam failed. **If the student fails to follow the above process, they will not be allowed to challenge for the re-entry process and may be offered a spot in the first available academy starting with EMS 80.**

Voluntary Deferral or Withdraw from the Paramedic Academy:

Academy staff understands that extenuating circumstances may arise prior to / during this program

that may necessitate a student to voluntarily withdraw. However, to facilitate the student's success and forward progression in the program, as well as the provision of adequate enrollment in each academy for new applicants, the academy staff will limit the number of voluntary / non-academic withdraws for each student based upon the following criteria (but not necessarily limited to):

- Early communication by the students to the Program Director or Designee
- Demonstrated need by the student.
- Validity of request (may require documentation by the student upon request)

Requests that are not deemed appropriate or approved by the Program Director or designee may be denied and will require the student to continue current enrollment. If the student still decides to voluntarily withdraw, they may not be allowed to return to the program.

If the student chooses to defer their seat – prior to the start of the academy, that student will be required to reapply and be subject to the competitive process for a future academy.

If the student is removed due to a failure to produce vaccination documentation at the required time, that student may not defer their enrollment to a future academy and the student will be required to reapply and be subject to the competitive process for a future academy.

IX. Code of Conduct

It is expected that all academy students dress and conduct themselves in a professional manner representative of the Emergency Medical Services profession. If classroom dynamics and student behavior cannot be properly maintained by the students as a professional group, then the involvement of the instructor will be required and if necessary, the Academy Director will address the class and an investigation will be conducted. The student or parties found responsible for the conflict may be dismissed and/or referred to the Department Chairperson for disciplinary actions. Law enforcement will be notified if necessary. The complete code of conduct violations is addressed in the Victor Valley College Handbook found on the web at www.vvc.edu.

The VVC Student Code of Conduct will also extend to students of the Paramedic Academy who are in uniform for any reason (public events, fundraising, community service, etc.) outside of the classroom, Regional Public Safety Training Center, or Victor Valley Community College District Property. Violations of the Student Code of Conduct may result in disciplinary action, including progressive discipline and removal from the program.

Tobacco use of any kind is prohibited while on-campus, off-campus and while in uniform. This includes, but is not limited to, cigarettes, chewing tobacco and e- cigarettes. Violations of this will be cause for progressive discipline, up to and including removal from the program.

X. Chain of Command and Grievance Process

The academy chain of command will be utilized for the grievance process. All grievances must be received in writing to count as a grievance. Students and faculty are encouraged to maintain the chain of command concept throughout the entire academy. The following is the current chain of command.

- Person with which the conflict exists.
- Instructor(s)
- Clinical Coordinator (clinical or field Issues)
 - Brian Hendrickson, ext. 2206, brian.hendrickson@vvc.edu
- Program Director
 - Dave Oleson, ext. 2738, dave.oleson@vvc.edu
- Medical Director
 - John Stroh, MD, (310) 902-2040 – cell, jstroh169@earthlink.net or john.stroh@vvc.edu
- Chairperson, Department of Emergency Medical Services
 - Dave Oleson, ext 2738, dave.oleson@vvc.edu
- Dean, Public Safety/Industrial Technology
 - Dr. McKenzie Tarango, ext 2693, mckenzie.tarango@vvc.edu
- Vice President Instruction
 - Dr. Todd Scott, ext. 2412, todd.scott@vvc.edu
- President/Superintendent
 - Dr. Daniel Walden, ext. 2922, daniel.walden@vvc.edu
- Board of Trustees
- State Chancellor

***** Failure to follow the chain of command will result in a loss of validity for your complaint and a need to restart the grievance process.**

XI. Technical Standards

Paramedic Characteristics

The Paramedic must be a confident leader who can accept the challenge and high degree of responsibility entailed in the position. The Paramedic must have excellent judgement and be able to prioritize decisions and act quickly in the best interest of the patient, must be self-disciplined, able to develop patient rapport, interview hostile patients, maintain safe distance, and recognize and utilize communication unique to diverse multicultural groups and ages within those groups. Must be able to function independently at optimum level in a non-structured environment that is constantly changing. Even though the Paramedic is generally part of a two-person team generally working with a lower skill and knowledge level Basic EMT, it is the Paramedic who is held responsible for safe and therapeutic administration of drugs including narcotics. Therefore, the Paramedic must not only be knowledgeable about medications but must be able to apply this knowledge in a practical sense. Knowledge and practical application of medications include thoroughly knowing and understanding the general properties of all types of drugs including analgesics, anesthetics, anti-anxiety drugs, sedatives and hypnotics, anti-convulsants, central nervous stimulants, psychotherapeutics which include antidepressants, and other anti-psychotics, anticholinergics, cholinergics, muscle relaxants, anti-dysrhythmics, anti-hypertensives, anticoagulants, diuretics, bronchodilators, ophthalmics, pituitary drugs, gastro-intestinal drugs, hormones, antibiotics, antifungals, antiinflammatories, serums, vaccines, anti-parasitics, and others. The Paramedic is personally responsible, legally, ethically, and morally for each drug administered, for using correct precautions and techniques, observing and documenting the effects of the drugs administered, keeping one's own pharmacological knowledge base current as to changes and trends in administration and use, keeping abreast of all contraindications to administration of specific drugs to patients based on their constitutional make-up, and using drug reference literature. The responsibility of the Paramedic includes obtaining a comprehensive drug history from the patient that includes names of drugs, strength, daily usage and dosage. The Paramedic must take into consideration that many factors, in relation to the history given, can affect the type of medication to be given. For example, some patients may be taking several medications prescribed by several different doctors and some may lose track of what they have or have not taken. Some may be using nonprescription/over the counter drugs. Awareness of drug reactions and the synergistic effects of drugs combined with other medicines and in some instances, food, is imperative. The Paramedic must also take into consideration the possible risks of medication administered to a pregnant mother and the fetus, keeping in mind that drugs may cross the placenta. The Paramedic must be able to apply basic principles of mathematics to the calculation of problems associated with medication dosages, perform conversion problems, differentiate temperature reading between centigrade and Fahrenheit scales, be able to use proper advanced life support equipment and supplies (i.e. proper size of intravenous needles) based on patient's age and condition of veins, and be able to locate sites for obtaining blood samples and perform this task, administer medication intravenously, administer medications by gastric tube, administer oral medications, administer rectal medications, and comply with universal pre-cautions and body substance isolation, disposing of contaminated items and equipment properly. The Paramedic must be able to apply knowledge and skills to assist overdosed patients to overcome trauma through antidotes and have knowledge of poisons and be able to

administer treatment. The Paramedic must be knowledgeable as to the stages drugs/medications go through once they have entered the patient's system and be cognizant that route of administration is critical in relation to patient's needs and the effect that occurs. The Paramedic must also be capable of providing advanced life support emergency medical services to patients including conducting of and interpreting electrocardiograms (EKGs), electrical interventions to support the cardiac functions, performing advanced endotracheal intubations in airway management and relief of pneumothorax and administering of appropriate intravenous fluids and drugs under direction of off-site designated physician. The Paramedic is a person who must not only remain calm while working in difficult and stressful circumstances but must be capable of staying focused while assuming the leadership role inherent in carrying out the functions of the position. Good judgement along with advanced knowledge and technical skills are essential in directing other team members to assist as needed. The Paramedic must be able to provide top quality care, concurrently handle high levels of stress, and be willing to take on the personal responsibility required of the position. This includes not only all legal ramifications for precise documentation, but also the responsibility for using the knowledge and skills acquired in real life-threatening emergency situations. The Paramedic must be able to deal with adverse and often dangerous situations which include responding to calls in districts known to have high crime and mortality rates. Self-confidence is critical, as is a desire to work with people, solid emotional stability, a tolerance for high stress, and the ability to meet the physical, intellectual, and cognitive requirements demanded by this position.

Physical Demands

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

Comments

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

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

Use of the telephone or radio dispatch for coordination of prompt emergency services is required, as is a pager, depending on place of employment. Accurately discerning street names through map reading, and correctly distinguishing house numbers or business addresses are essential to task completion in

the most expedient manner. Concisely and accurately describing orally to dispatcher and other concerned staff, one's impression of patient's condition, is critical as the Paramedic works in emergency conditions where there may not be time for deliberation. The Paramedic must also be able to accurately report orally and in writing, all relevant patient data. At times, reporting may require a detailed narrative on extenuating circumstances or conditions that go beyond what is required on a prescribed form. In some instances, the Paramedic must enter data on computer from a laptop in ambulance. Verbal skills and reasoning skills are used extensively.

Source: USDOT 1998 National Standard Paramedic Curriculum

XII. Clinical Internship

The clinical internship EMS 85 will be an 8-week session for Academy Track A in the **summer** session and a 6-week session for Academy Track B in the **winter** session. The Clinical Scheduling will be conducted by the clinical coordinator and should be done by the students based on the ranking order in total point accumulation from EMS 84. This may be changed as needed with the agreement of the Clinical Coordinator and Academy Director to benefit educational needs. During your "Clinical Internship" you will be required to utilize "Platinum Planner" this is tracking software that will be used during the entire academy. This program is used to track your schedule, patient contacts, and skills competencies; this is a **mandatory requirement** and must be maintained and kept current by the student. Between shift 7 and 14 you are required to schedule a meeting with the Clinical Coordinator to evaluate your current progress and check that your notebook is up to date. Additionally, you will be required to obtain liability insurance upon registration for EMS 85 (Clinical). The approximate cost is \$13 to be paid at the time of course registration.

Background Checks and Immunizations

Each student will be required to submit proof of immunizations – Health Clearance - according to the clinical site's requirements for attendance. When discrepancies occur between sites (requirements), the higher, more comprehensive requirements will be in effect and required by each student. Prior to scheduling any clinical shifts, you must submit copies for proof of the following vaccinations:

- Titers for MMR, Varicella, and Hepatitis B
- If any titer is low or negative, you must receive the vaccinations according to your MD suggestions.
- Hepatitis B must have at least two of the shots completed before scheduling is allowed.
- TB/PPD Must have documentation of two negative tests within the last 24 months.
- Tdap within the last ten years
- COVID Immunization Record (if completed)
- Influenza (Flu shot) I clinical occurs between September and May
- Current BLS card that is current the entire program.
- Current EMT card that is current the entire program.
- Background check, urinary analysis

At the orientation and during EMS 80-81 you will be given specific dates to have all of this completed. If the vaccinations are not completed by the specified due date, you will not be allowed to attend EMS 85 and you will be dropped from the academy.

Each student will be required to submit to a criminal background verification and a 10-panel drug screen prior to attending clinical or field shifts. Information on how to complete this process will be provided to the students during the class and can only be done through the program-approved vendor. No outside, non-approved vendors or processes will be accepted. Failure to complete this requirement by the specified date will be grounds for dismissal from the class. Failure of the background check may be grounds for dismissal and / or subject to review by the instructor, EMS Department Director, Public Safety Department Chairperson, Dean of Public Safety, and the clinical sites.

XIII. Field Internship

The field internship EMS 86 will be a 16-week session scheduled in either the **Fall** for Academy Track A /Hybrid or **Spring** for Academy Track B. The Clinical Coordinator in conjunction with the Academy Director will conduct the Field Internship scheduling. Students should put in a wish list of field locations in order of academic ranking based on total point accumulation from EMS 80 through EMS 84. The Clinical Coordinator may take into consideration this wish list when selecting appropriate locations based on availability and preceptor compatibility.

During your “Field Internship” you will be required to utilize Platinum Planner. This is tracking software that you will utilize during the entire duration of the academy. This program is used to track your schedule, patient contacts, skills competencies, journaling & create a portfolio; this is a **mandatory requirement** and must be maintained and kept current by the student.

When a mandatory meeting is announced, you must attend. There are no exceptions to this policy.

Additionally, you will be required to obtain liability insurance upon registration for EMS 86 (Field). The approximate cost is \$13 to be paid at the time of course registration.

It is the responsibility of the Victor Valley College Paramedic Academy to provide preceptors for this portion of the Academy, however you may be asked to inquire and spread the word that the Paramedic Academy is searching for prospective preceptors.

The Victor Valley College Paramedic Academy strictly adheres to State of California Code of Regulations Title 22, Division 9, Chapter 4. You are strongly encouraged to view and familiarize yourself with these regulations, they can be found at <http://www.emsa.ca.gov/legislation/legislation.asp>

At no time, will firefighting duties be allowed or performed during a scheduled field internship shift.

If information is forwarded to the Academy Clinical Coordinator or Director regarding a student not abiding by this rule, he or she will be immediately removed from the field internship course and given a grade of F.

XIV. Program Goals

Standard II.C – Minimum Expectations:

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

For the student to be eligible to graduate from the Victor Valley College Paramedic Academy they must meet the following skills requirements:

Performance of the paramedic intern during the clinical internship will be closely observed and evaluated by the clinical preceptors. The evaluation is done after each shift to determine whether the intern is demonstrating appropriate application of the knowledge and skills acquired during the didactic portion of training. The clinical coordinator will review the evaluations and inform the Paramedic Program Director of any areas of difficulty. If a student is late there will be a loss of half the points for the shift. If the student is late by more than fifteen minutes the student will be sent home and the shift will be counted as an unexcused absence.

All student minimum competencies (SMC) will be tracked utilizing Platinum Planner.

Program Goals: At the completion of clinical you must be 100% completed on the following CoAEMSP and program required goals. Some goals may be simulated as per the SMC’s:

Patient Ages (Table 1)

- Pediatrics - Newborn to 18 years (15)
- Adult - 19-64 years (30)
- Geriatric - 65-and older (9)

Pathologies/Complaints (conditions) (Table 2) – (*) means simulation permitted.

- Trauma – (9)
- Psychiatric/Behavioral (6)
- Obstetric delivery w/normal newborn care and/or complicated delivery – (2*)
- Distressed neonate (birth to 30 days) – (2*)
- Cardiac pathology or complaint – (6)
- Cardiac arrest – (1*)
- Cardiac dysrhythmia – (6)
- Medical neurologic pathology or complaint – (4)
- Respiratory pathology or complaint – (4)
- Other medical conditions or complaints - (6)

Cumulative Motor Skill Competency Assessed on Pt's During Clinical, Field Experience, or Capstone Field Internship (Table 3) - (*) Simulation permitted.

- Establish IV access – (25)
- Administer IV bolus medication – (10)
- Perform oral endotracheal intubation – (10*)

Successful Motor Skills Assessed on a Pt in Clinical or Field Experience or Capstone Field Internship (Table 3) - (*) Simulation permitted.

- Administer IV infusion medication (2*)
- Administer IM injection (2)
- Establish IO access (2*)
- Perform PPV with BVM (10*)
- Perform endotracheal suction (2*)
- Perform FBAO removal using Magill Forceps (2*)
- Perform cricothyrotomy (2*)
- Insert supraglottic airway (10*)
- Perform needle decompression of the chest (2*)
- Perform synchronized cardioversion (2*)
- Perform defibrillation (2*)
- Perform transcutaneous pacing (2*)
- Perform chest compression (2*)

Field Experience / Capstone Field Internship Team Leads – (Table 4)

- Team Leader or Team Member – (30)
- Team Leader – (20)

If the student is unable to meet the live intubation or any other SMC requirements the program may substitute high definition and/or low-definition fidelity simulation under the direction of the medical director and clinical coordinator.

***The NREMT / SMC 2023 requirements listed above must be successfully completed and documented prior to the end of the program.**

XV. Class Leadership

Each Paramedic Academy will be divided into squads the faculty will choose one (1) squad leader to represent each group. The squad leaders will be expected to represent the academy at the associated student body meetings (ASB) – if required... The class leadership will conduct meetings during non-Academy time periods unless previously arranged with the Academy Director or their designee.

Squad leaders serve at the discretion of the Paramedic Academy Director to facilitate the needs of the academy and or the squad.

XVI. Additional Responsibilities

- Participation in assigned squad duties.
- Set-up and maintenance of all skills equipment
- Participation in new student Orientation
- Participation in prior Academy graduation
- Participation in drills and EMS competitions
- Participation in college events
- Participation in fundraising
- Participation in community events
- Participation in room, facilities & equipment clean-up after all class meetings.

XVII. Computer Access

It will be essential that all students have full computer access for successful completion of program assignments. EMS 80, 81, 82, 83, and 84, will require access to Blackboard. Access to the Internet is necessary for student participation in EMS 80-86. Students are encouraged to obtain internet access inside the classroom using a tablet or internet accessible device.

XVIII. Background Check and Drug Screening

Information will be provided upon Successful Course completion of EMS 80, 81, 82, 83, and 84. A criminal background and urinary analysis will be required. Costs for each will be the responsibility of the student paid through materials fee and must be administered by clinical and program-approved vendors.

XIX. Program Materials Fee's

The Paramedic Academy has implemented an all-inclusive fee structure known as materials fees. These fees will be assessed upon registration of the courses. The materials fees cover the following:

- Platinum Planner tracking program
- AHA ACLS/PALS/PHTLS/Handtevy books and certifications
- Background Check/Urinary analysis
- EMS Testing / Platinum Planner
- Brady Digital Library E-Texts
- MyBrady lab
- (2) Class B Uniform shirts
- (2) T-Shirts
- (1) Work shirt/Pullover
- (1) Uniform Ball Cap
- (2) Paramedic Academy patches (affixed)
- (2) Paramedic Academy 24 patches

- (1) Med Pack

The fee structure is as follows:

- EMS 80 - \$631
- EMS 81 - \$631
- EMS 82 - \$221
- EMS 83 - \$221
- EMS 84 – Included in above fees.
- EMS 85 - Included in above fees.
- EMS 86 - Included in above fees.

NOTE: Once the student has committed to attending the paramedic program, items that need to be pre-ordered (uniforms) will be the responsibility of the student once the order has been made - regardless of a change in the student's status.

XX. Vaccination Requirements

Students will be required to present the following documentation on day one of EMS 81:

- **Hepatitis B. Titer, you must submit a copy of your titer on day one of EMS 81 If you do not have this when you arrive you will be dropped from the program.** You will also need documentation of at least the first 2-shots of the 3-shot series. If your Hepatitis B blood titer results are low or show no immunity you must either get a booster or start the series over, please follow the recommendation of your doctor.
- **Measles, Mumps, Rubella (MMR) You must submit a copy of your titer on day one of EMS 81 If you do not have this when you arrive you will be dropped from the program.** Documentation of MMR Vaccination Dates are also required, and you must have proof that you had this vaccination updated as an adult.
- **Varicella (Chickenpox) You must submit a copy of your titer on day one of EMS 81 If you do not have this when you arrive you will be dropped from the program.** Documentation of varicella vaccination is required you must have proof that you had this vaccination updated as an adult.
- **Tdap (Tetanus, diphtheria, pertussis) Documentation tetanus booster results must be current within the last 10 years.** You must have proof that you had this vaccination updated as an adult. The hospitals will not accept titer results for this shot so you must have a current Tdap as an adult.
- **TB/PPD Skin Test documentation of negative T/B tests results within the last 12 months**

and the expiration of your most current test must extend through the end of your clinical time. If test results are positive, you will need written chest x-ray clearance or a completed signs/symptoms form within the last 2 years.

- **Covid-19 Vaccination/Series: You must submit a copy of the completed vaccination series by the end of EMS 82/83. Waivers are not accepted by clinical sites.**
- Influenza (Flu shots) if your clinical time is between September and March documentation of seasonal flu shot is required.
- Basic Life Support (BLS) a current healthcare provider CPR card is required and must be current all through your clinical and field time.
- EMT card your EMT card must be valid during your entire time with the paramedic academy.
- Health Insurance proof of current coverage is required.

**Immunization / Vaccination Requirements are subject to change based upon clinical site or institutional requirements.*

*****Disclaimer*****

This policy manual is work in progress items listed may be revised as necessary to facilitate learning. Students will be notified of any revisions to this document.

XXI. Definitions

Affective Domain - Describes learning in terms of feelings/emotions, attitudes, and values.

Cognitive Domain - Describes learning that takes place through the process of thinking—it deals with facts and knowledge.

Domains - A category of learning.

Entry-level competence - The level of competence expected of an individual who is about to begin a career. The minimum competence necessary to practice safely and effectively.

Intern – a Paramedic student assigned to participate in a practicum experience to fulfill the clinical training requirements for their program.

Internship – an experience in which a designated professional Paramedic, RN or physician collaborates with faculty to supervise, teach, and evaluate the students' performance.

Preceptor – a qualified Paramedic, RN or physician who agrees to collaborate with faculty to supervise, teach and evaluate student performance in a practicum experience. This individual typically has training to be able to function effectively in the role.

Psychomotor Domain - Describes learning that takes place through the attainment of skills and bodily, or kinesthetic, movements.

ALS Contact – Any ALS contact is when the student interprets a cardiac rhythm via 4-lead or 12-lead and/or also starts an IV, administers an ALS medication, or does an advanced level skill.

Field Experience Team Leader / Member - Someone who leads the call and provides guidance and direction for setting priorities, scene and patient assessment and management with assistance. The team leader may not actually perform all the interventions but may assign others to do so.

Capstone "Team Leader" – To be counted as a "Team Lead" the Paramedic student must conduct a comprehensive assessment, establish a field impression, determine patient acuity, formulate a treatment plan, direct the treatment, direct, and participate in the transport of the patient to the medical facility and transfer care to a higher level or terminate the call in the field, all with minimal to no assistance.