EMT-Paramedic Program

STUDENT HANDBOOK

Bakersfield College
Purpose of Student Handbook

This handbook is designed to serve as an information guide to assist in the orientation of new students and to clarify policies and procedures for all EMT-Paramedic students as necessary. It is expected that all EMT-Paramedic students will be familiar with the following information.

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PROGRAM PHILOSOPHY

Preface
The Paramedic Program is a non-degree granting, non-college credit, clock hour vocational education course offered by Bakersfield College’s Allied Health Department as a contract education program. The Paramedic Program consists of a minimum 1090 hours of instruction, which is divided into three distinct sessions: didactic/classroom instruction (minimum of 450 hours), Clinical Rotation (minimum of 160 hours), and Field Internship (minimum of 480 hours). Upon completion of the program, the student is eligible to take the National Registry EMT-Paramedic examination, which is required for paramedic licensure in the State of California.

Mission Statement
The primary mission of the Bakersfield College EMT-Paramedic Program is to provide a strong educational foundation so our future paramedics may improve the health and welfare of Kern County with the highest quality pre-hospital emergency medical care.

Program Goal
The goal of the Bakersfield College EMT-Paramedic Program is to prepare students to perform as competent, entry-level EMT-Paramedics.

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

We believe that technological and social advances in the healthcare field create the ongoing need for adapting emergency medical technology education to meet the changing needs of society. We provide learning experiences in an environment designed to assist the student to adapt to the needs of a rapidly changing healthcare system.

We believe that education is an active process of imparting knowledge and assisting in the facilitation of student learning. The faculty utilizes a systematic problem-solving approach that builds on previously learned knowledge and experience. We believe that teaching is an ongoing process and an interaction between the instructor and the student. The faculty selects strategies, organizes content, arranges experiences, and facilitates learning, taking into consideration cultural factors, ethnic background, and individual leaning styles of students.

Learning is the process by which one gains new insight, understanding, and ability through reinforcement, practice, and experience. We believe that adult students perceive learning
experiences as meaningful when instruction is directed toward pertinent, applicable goals. Effective learning is measured by identifiable changes in the individual. We believe that through the consistent application of the teaching-learning process in the educational environment, and with support services to assist them, our students will, upon completion of the program, have mastered all the necessary competencies to practice as an EMT-Paramedic.

**Program Outcomes**

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

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

**Clinical Competencies**

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

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

15. Demonstrate the ability to perform a comprehensive assessment, formulate and implement a treatment plan for patients with altered mental status.

16. Demonstrate the ability to serve as a team leader in variety of pre-hospital emergency situations.

STANDARDS OF CONDUCT

Students should conduct themselves in a professional and ethical manner at all times. Refer to this Student Handbook and the KCCD Board Policy manual for policies.

Since public education is furnished by the people, it is a privilege. The Board of Trustees of the Kern Community College District, in support of public education and the exercise of general supervision of the campuses, require that student conduct must reflect the standards of appropriate behavior as defined in pursuant sections. (Education Code Section 76037)

Students shall respect constituted authority. This shall include conformance to Federal and State laws, Board regulations, College regulations, and applicable provisions of civil law. Accountability is expected from all paramedic students and student privileges may be revoked if that accountability is not demonstrated. For example, not returning a Program video on time may revoke your video library checkout privileges.

Students are expected to conduct themselves in a manner consistent with the educational purposes of the College. Student conduct should reflect consideration for the rights of others, and students are expected to cooperate with all members of the College community. Please refer to the Kern Community College District Board Policy Manual, Procedure Section 4F8 and the Bakersfield College Student Handbook for more information.

Formal Student Complaint Procedure

In the event that a resolution cannot be achieved following the informal complaint procedure and a student maintains they have been treated unfairly; the student has the right, without fear of reprisal, to use a written procedure in their attempt to right an alleged wrong. This procedure applies to student complaints such as:

- Course content
- Access to classes
- Verbal or physical abuse by faculty, staff, or students
- Faculty member refusal to confer with student(s)
- Harassment

This procedure does not apply to student complaints, which involve:

- Unlawful Discrimination (See KCCD Policy 11D4)
- Sexual Harassment (See KCCD Policy 11D2)
- Assignment of grades (See KCCD Policy 4C4C for final grade changes)
The progression of a Formal Student Complaint for a student in the Bakersfield College Paramedic Program is as follows:

- Discuss the issue with Instructor and if not satisfied;
- Discuss the issue with the Program Director of the Bakersfield College Paramedic Program.
- Discuss the issue with the Dean of Learning

Complaints may not be filed after ninety (90) instructional days from the date of the incident leading to the complaint (KCCD Procedure 4F10a).

Level I

The student(s) should contact the office of the staff member’s immediate supervisor/designee. At the time of contact, the student(s) should complete and submit a Level I “Initial Student Complaint Form” which will be available in the office. The student(s) will be given an appointment to meet with the immediate supervisor/designee at this time. The appointment to meet shall be within ten (10) instructional days of notice of the occurrence to the alleged incident.

- At the time of the appointment, the student(s) and the immediate supervisor/designee will attempt to resolve the issue in a satisfactory manner. All Level I conferences may be tape recorded with the concurrence of both parties. (These recordings shall be the exclusive property of the College/District and shall become part of the complaint file.)
- If the complainant fails to appear for the scheduled appointment, the Level I complaint process shall be terminated and the complainant shall have no further recourse.
- Subsequent to the student(s) meeting with the immediate supervisor/designee, the latter shall meet and confer with the staff member(s) involved in an effort to resolve the complaint. If possible, this meeting shall be within five (5) instructional days of the student(s) meeting with the immediate supervisor/designee meeting.
- After meeting with student(s) and staff member(s), the immediate supervisor/designee shall notify the parties involved of his/her suggestion for resolution. If this resolution is acceptable to the complainant(s), the immediate supervisor/designee shall complete the Level I “Information/Disposition Form” and submit copies of it to the complainant(s), the staff member(s) and maintain the original in a suitable file.
- If the immediate supervisor/designee does not resolve the complaint to the complainant’s satisfaction, the complainant may, within ten (10) instructional days of the decision, file with the appropriate administrator a request to move the complaint to Level II.
- At the written request of the student(s), action on the complaint may be delayed until the term of the class is completed. In this event, the appropriate administrator may delay any further action on the complaint until the next semester.
- In the event of a group complaint, at most two (2) students shall be chosen to carry the complaint forward.
Level II
Under certain circumstances, and in the interest of fairness to all parties, the immediate supervisor/designee may refer the complaint to Level II immediately. The immediate supervisor/designee shall notify the student(s), staff member(s), and appropriate administrator when the referral has been made to Level II.

- If the complainant(s) choose(s) to move the complaint to Level II, he/she/they must complete a “Request to Appeal from Level I Recommendation” form.
- Within fifteen (15) instructional days of receiving the request (either the immediate supervisor’s/designee’s referral or the student(s)’ appeal), the appropriate administrator shall investigate the allegations and convene a conference of the student(s), the staff member(s), and the staff member(s)’ immediate supervisor/designee.
- All Level II conferences shall be tape recorded by the appropriate administrator. These recordings shall be the exclusive property of the College/District and shall become part of the complaint file.
- If a complaint is filed within the last thirty (30) instructional days of the semester or the last ten (10) instructional days of summer school, the appropriate administrator may delay any further action on the complaint until the next academic term.
- The student(s) bringing the complaint and the staff member(s) being complained against must be present at this conference. At this meeting, an attempt will be made to resolve the issue(s) and agree upon the remedy.
- If the complainant fails to appear for this conference, except for good cause, the Level II complaint process shall be terminated, and the complainant shall have no further recourse. Under extraordinary, compelling circumstances this meeting may involve teleconferencing.
- Following this Level II conference, the appropriate administrator shall, within five (5) instructional days, provide his/her written decision and the basis for the decision. Copies of this decision shall be sent to the student(s), the staff member(s), the immediate supervisor/designee, and the appropriate Vice President.
- The student(s) bringing the complaint and/or staff member(s) being grieved against may challenge the Level II decision by proceeding to Level III.

Level III
If the student(s) and/or the staff member(s) challenge(s) the Level II decision he/she/they must file a written appeal (See “Request to Appeal from Level II Recommendation” form) within ten (10) instructional days of notification of the Level II decision. This Level III appeal shall be filed with the appropriate Vice President.

- The appropriate Vice President must be provided with copies of all written materials, recordings, and any other documents generated regarding the complaint at Levels I and II.
- The purpose of Level III is to make one last attempt to resolve the issues to the satisfaction of the parties involved. To that end, the appropriate Vice President shall,
within five (5) instructional days of receiving the referral assemble the complainant(s), the staff member(s), the appropriate administrator from Level II, the immediate supervisor/designee. (This meeting shall be tape recorded by the appropriate Vice President. These recordings shall be the exclusive property of the College/District and shall become part of the complaint file.) If the complainant(s) fail to appear for this conference, the complaint process shall be terminated, and the complainant(s) shall have no further recourse.

- If the appropriate Vice President is able to resolve the difference(s)/complaint(s), such resolution shall be established in written form and shall be validated by the signatures of all parties involved. This agreement shall become part of the file and copies of the same shall be made available to the complainant(s), staff member(s), appropriate administrator, and immediate supervisor/designee.

- If the appropriate Vice President is unable to resolve the difference(s)/complaint(s) he/she shall assemble the Hearing Panel within ten (10) instructional days of that determination. He/she shall provide the Hearing Panel with the procedure to be used and answer any procedural questions, which may arise. (See Student Complaint Hearing Panel Procedure 4F10(b))

**Entrance Requirements**

Students must complete a variety of requirements before entering the Program. Please refer to the Paramedic Program Deadline Checklist in your Intake Packet to ensure you have completed all requirements.

**Attendance Policy**

Students are expected to observe the attendance requirements of the Program and any course/instructor policies. Any unexcused absence or tardiness from any portion of the course will be grounds for a review by the Paramedic Program Administration and may result in dismissal from the program.

**Didactic Absence/Lateness Policy**

If a student is going to miss a class, it is the student’s responsibility to notify the instructor prior to the start of class. Failure to notify the instructor prior to the start of class will result in an unexcused absence.

**Clinical Rotation Absence/Lateness Policy**

A student may be dropped from the program when a combination of absences from, or lateness to, clinical laboratory total **12 hours** unless the student has made previous arrangements and has the consent of the instructor. Instructors will require that absences be made up to meet course objectives even if the absences do not exceed program policy regarding attendance. Any student who is dropped from the clinical laboratory portion of the program for any reason will not be allowed to progress in the program. A student who misses a scheduled Clinical Rotation due to illness or other causes will be required to make-up the clinical day. (Since the scheduling of students at clinical sites takes the approval of many different parties there may be a delay of
up to six weeks to schedule or reschedule a student’s rotation.) Students will not be allowed to start the Field Internship until all clinical time has been successfully completed.

**Field Internship Absence/Lateness Policy**
A student will be dropped from the program when a combination of absences from, or lateness to, the Field Internship totals **12 hours, when student is working on a short hour unit, or 24 hours, when student is working on a long hour unit**, unless the student has made previous arrangements and has the consent of the Program Director. Instructors will require that absences be made up to meet course objectives even if the absences do not exceed program policy regarding attendance. Any student who is dropped from the Field Internship of the program for any reason will not be allowed to progress in the program.

**Personal/Family Leave of Absence**
In the event that the student has a personal/family emergency and needs to take a leave of absence, the student must let the clinical coordinator know immediately and produce a written request within 2 days after the initial day of absence from training. The paramedic program administration will review the request and make a decision to deny or accept the request based on the student’s case. If the student is absent for a prolonged amount of time (based on what is considered a “reasonable” amount of time by the program administration), the student may be dropped from the program. In the event that the student doesn’t follow this procedure, he/she may be dismissed from the paramedic program.

**Clinical Rotation/Field Internship Absence/Lateness Procedure**
The student must notify the healthcare facility and/or clinical coordinator of a laboratory or Field Internship absence or lateness prior to the scheduled laboratory or Field Internship experience unless otherwise arranged with the instructor. Repeated absences/lateness will be addressed as part of the individual student’s evaluation. A plan of correction will be addressed by means of a conference form or probation form.

**Doctor’s Release**
Any disability/illness or any communicable illness or pregnancy will require a doctor’s release to return to the skills lab area or internship sites. The doctor’s release must be submitted to the course instructor and to the Allied Health office. Any restriction of activity will be considered in terms of meeting program objectives.

**Punctuality**
All students shall be on time to all classes, skills lab, clinical laboratory and Field Internships. Tardiness will not be tolerated. Any tardiness of more than 15 minutes will result in an unexcused absence, unless prior arrangements have been made with the instructor.

**Limitation of Student Activity in the Clinical and Field Internship Setting**
During the Clinical and Field Internships, students are not to leave the Internship Site, department, or ambulance to which they are assigned without the permission of the preceptor. Students may not undertake care of patients, which have not been assigned to them except in an
emergency situation, and then only under the direction and supervision of their Internship Preceptor.

**Transportation**
Students are responsible for transportation to and from Internship Sites. Students should park only in designated parking areas.

**Cell Phone Use/Student Visitors**
- No personal phone calls should be placed or received while in the clinical setting.
- Emergency calls should be directed to the Allied Health Office.
- Cell phones may not be used for any reason (i.e. camera/video, texting, Facebook, or any social media) in the clinical setting.
- Students may not have visitors while in the clinical setting.

**Laptop Computers/PDAs**
- No laptop computers are to be used/present in the healthcare facilities.
- PDAs are to be used only as a resource, not as a word processing device while in the healthcare facility.

**Confidentiality**
It is policy of the Bakersfield College Paramedic Program to maintain all aspects of confidentiality. Students are accountable for being aware of the legal implications in respecting the rights of others, especially the right to privacy. The following guidelines are strictly adhered to as per HIPAA:
- Confidentiality of client information must never be violated.
- Client personal, family, or health related information may not be removed from the healthcare setting.
- Any written assignments must not have any client identifying information on them, and are to be treated with confidentiality, i.e., **do not share any of the information or paperwork with others**.
- Client records or information may not be copied in any format.

Therefore, **all students who have access to confidential information are prohibited from disclosing such information in any unauthorized manner.**

All students are to sign a Confidentiality Agreement indicating agreement to adhere to the aforementioned guidelines each semester. A sample copy of the Confidentiality Agreement can be found at the end of this Handbook or obtained through the BC Bookstore or on-line on the Student Page.

**Uniforms & Dress Code**
Student dress and grooming will reflect the policies of the assigned facility or internship site, the technical and safety requirements of the task, the positive image of the Paramedic Program, and the image of EMS professionals in the community.
Students will wear the Bakersfield College Paramedic Program uniform during the Didactic, Clinical, and Field Internship portions of the course. **Students are not allowed to wear the Paramedic Program uniform or name badge when not in class (didactic, Clinical Rotation or Field Internship).** Students may be required to wear alternative uniforms (scrubs or others) as required by the Clinical Rotation Site or the Field Internship Site. However, the Bakersfield College Paramedic Program, student I.D. or a name badge, which clearly reads “Paramedic Student”, which is supplied as part of the internship site’s uniform, must be worn at all times.

All students must be in uniform on the first day of the program. It is recommended to purchase your uniform as soon as possible.

**Uniform Shop:**
VIP Uniforms  
1407 19th Street  
Bakersfield, CA 93301  
(661) 323-1659

The Paramedic Program training uniform will consist of:

- This shirt must be by **Tact Squad (#8013W)** with program insignia patch sewn on both sleeves by VIP Uniforms. If a “class patch” is designed by the class, the right sleeve will be used for the attaching of the class patch. Recommend purchasing at least two shirts.
- White short sleeved undershirt must be worn at all times. The undershirt must not have any printing or graphics.
- Dark blue uniform pants
  - **Red Cap brand.** However, we also allow the dark blue uniform pants currently worn by Kern County agencies such as Hall ambulance and Kern county fire department. Pants with cargo pockets or pleats will not be allowed.
- Black leather web/weave uniform belt.
- Black polished leather boots or safety shows.
- Bakersfield College Paramedic Program Photo ID Badge (provided to the students by BC during didactic)
- Wrist Watch with second hand.
  - Watches must either be silver/gold metal or black/brown in color. Brightly colored or rhinestone encrusted watches will not be allowed. The watch must be appropriate with uniform wear.
- Small CPR mask contained in black pouch must be worn at all times on uniform belt.
- Black glove pouch (containing a minimum two pairs of gloves) must be worn at all times on uniform belt.
- Eye Protection to be worn at all times during skills labs in didactic training, clinical, and field training.
- During cold weather days, only approved cold weather uniform wear may be worn (see below).
- Shirt Stays (Any brand is acceptable as long as it works to keep uniform shirt firmly tucked.)
Optional:
• Jacket with program insignia (logo must be embroidered directly onto sweatshirt). Not required unless cold weather, Based on student’s warmth preference, there are several choices of cold weather wear at VIP Uniforms (jackets, sweaters or sweatshirts other than approved uniform wear will not be allowed)
• White Mock Turtleneck with BC Logo (regular uniform shirt must be worn over the turtle-neck)

Additional mandatory items which will be required in the Clinical and Field Internship include:
• Black ink pen and small pad of paper
• Bandage Trauma Scissors (any uniform shop)
• Penlight (any uniform shop)
• Eye Protection (any uniform shop)
• Stethoscope (Medical Supplier)
• Simple calculator (this is mandatory during didactic; cell phones and programmable calculators will not be permissible)

Students are responsible and accountable to observe the dress code and grooming regulations as delineated in this student handbook. Students are to adjust their dress and grooming prior to an assigned Lecture, Skills Lab, Clinical, or Field Internship learning experience. Clothing must be clean and unwrinkled and shoes must be clean. Students will be excluded from the Lecture, Skills Lab, Clinical, or Field Internship for inappropriate dress and/or grooming. Absences caused by such exclusion will be counted in the total number of allowable absences. Inappropriate dress and/or grooming will be addressed as part of the individual student evaluation. A plan of correction will be addressed by means of a conference form or probation form.

Photo ID Badge
Photo identification (ID) badges will be issued to all students in the Paramedic Program and are considered part of the uniform. Photo ID badges identify the wearer as a Bakersfield College Paramedic Student and are a requirement of all internship sites. The program administration must be immediately notified of any loss of a photo ID badge. Replacement photo ID badges may be requested in the Allied Health Office. Photo ID badges must be returned to the Allied Health Division office upon completion or termination of the program. Failure to turn in the photo ID badge will result in the EMT-Paramedic certificate being withheld.

Bandage scissors, black ink pen and small pad of paper, penlight, wrist watch with second hand, eye protection, and a stethoscope are also considered part of the uniform and must always accompany the student while in the Clinical Rotation and Field Internship.

Miscellaneous Uniform Requirements
Bandage scissors, black ink pen and small pad of paper, penlight, wristwatch with second hand, eye protection, a stethoscope and a pocket calculator are also considered part of the uniform and
must always accompany the student while in the Skills Lab. Clinical Rotation and Field Internship

**Class Optional Insignia**

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

**Grooming**

Students must be clean, free of odor and strong fragrances, and well groomed. Hair must be clean, neatly groomed, and pulled back off the shoulders and out of the eyes. Mustaches and sideburns must comply with the regulations of the Clinical Rotation Site and the Field Internship Site. Beards are not allowed. Students must be clean-shaven regardless of whether they have a mustache or not. Fingernails must be short and clean (no longer than 1/8 inch above the fingertip). Clear nail polish may be worn. Acrylic nails are not permitted. Make-up must be conservative and in good taste. Chewing gum and smoking is discouraged and only permitted in designated places.

**Jewelry**

One ring may be worn on each hand, but students may be required to remove them in the specialty areas or for certain procedures. Small post-type earrings may be worn, but are limited to one per lobe. “Dangle” and hoop earrings are not allowed. Large earlobe stretching plug-type earrings are not allowed. Visible body piercing, other than in the ears, is not permitted. One chain around the neck may be worn except in specialty areas where criteria require otherwise.

**Tattoos/Body Art**

All visible tattoos are not permitted and must be covered while in the internship rotations.

**Miscellaneous**

Bakersfield College internship sites are not responsible for the loss of valuables. It is recommended that items of value not be taken to class or to the internship sites.

While in the Clinical Rotation, stethoscopes may be worn over the shoulders, but not hanging from the neck since this may injure a client. While in the Field Internship, stethoscopes must be carried in the first-in bag. Sunglasses are not to be worn on top of the head or back of neck.

**Conflict**

Physical conflict (fighting, pushing, slapping, wrestling, throwing objects, etc.) will not be tolerated by the Paramedic Program. Anyone engaging in physical conflict or the threat of
physical conflict shall be subject to a review by the Paramedic Program Administration and possible dismissal from the program.

**Sexual Harassment**

Sexual Harassment in any form will not be tolerated in the Paramedic Program. Students, faculty, and staff will be subject to the Bakersfield College rules and regulations regarding Sexual Harassment.

**Use of Drugs/Alcohol**

The Bakersfield College Paramedic Program recognizes that impairment by illegal drugs, prescription drugs, and/or alcohol among health professionals is a serious national problem, which compromises safe care of patients, as well as the mental and physical health of the professionals involved. Bakersfield College Paramedic Program is committed to being drug free. No drugs, which impair mental or physical performance, shall be taken while attending any portion of the Paramedic Program. Drugs may not be removed from laboratory areas. The student shall not take a friends’ or relative’s prescription drugs. Any change in medication use will be reported to the instructor and/or Program Director (refer to Kern Community College District Board Policy Manual). No student shall be under the influence of intoxicating liquors, beverages, drugs or compounds, or permit any of the above to be brought into or kept on campus or at a training site. Students taking prescription medication require, in writing to the Paramedic Program Administration, a doctor’s approval prior to participating in any manipulative Skills Lab exercises, Clinical Rotation, or Field internship.

**Impairment by Alcohol, Substance Use, or Emotional/Mental Illness**

**Procedures for Students Impaired by Alcohol or Drugs**

All Paramedic Program students must sign a statement that they agree to immediate monitored drug and alcohol testing upon request of a member of the Program Faculty and/or a member of the Program Administration. This includes all settings of the program. Drug and alcohol screening shall be requested whenever a Faculty Member or the Program Director feels there is reasonable suspicion that a student is under the influence of alcohol or drugs. “Reasonable suspicion” is a belief or judgment based on observations or other information that a student is under the influence of drugs or alcohol.

Observation may include, but are not limited to: Dilated or constricted pupils or nystagmus; alcohol odor on the breath; the use of breath mints, mouthwash, gum, etc. to cover the odor of alcohol on the breath; alterations in mental alertness; attendance problems; mood swings, especially inappropriate anger, paranoia, or agitation; poor performance; accident proneness; poor attitude; and/or errors in judgment; inconsistent quality of work.

The Faculty member or Program Director shall notify the Program Administration of their concern and request that the student go for immediate monitored drug and alcohol testing. The Program Administration will arrange for the student to be transported to the testing site by college security, or by taxi, or by other appropriate transportation. The Program Administration shall notify the testing facility of the student’s impending arrival and request testing. This testing
will be done at the expense of Bakersfield College. The Faculty member or Program Director shall then document, in writing, the observations or information, which led to the request and submit the report to the Administration. The Program Administration shall proceed according to the Kern Community College District and College policy.

**Procedures for Students Impaired by Emotional/Mental Illness**

If in the Faculty member’s or Program Director’s judgment a student is impaired by an emotional or mental state, which interferes with the student’s ability to function safely in his/her assigned learning environment, the Faculty Member or Program Director shall immediately withdraw the student from the assignment. If in the instructor’s judgment a student is impaired by an emotional or mental state and is disruptive in the classroom, the instructor will ask the student to leave the classroom. The instructor shall document, in writing, the observations, which led to the withdrawal or exclusion of the student and submit the report to the Program Administration. The Program Administration shall proceed according to Kern Community College District and College policy.

**Procedures for Further Action**

The Paramedic Program Director shall refer the issue to the Dean of Students for further action. These procedures are published in the Bakersfield College Student Handbook.

**Referral of Impaired Students to Appropriate Agencies**

Students who are impaired by alcohol, drug use, emotional or mental illness will be counseled and referred to the appropriate community agency for assistance.

**Informing Students of Policies Related to Alcohol, Drug Use and Emotional or Mental Illness**

The Program Administration will provide a copy of the guidelines to each incoming student and inform them of college policy related to substance use and emotional or mental illness. In applying this policy, care shall be taken to observe the confidentiality of student records.

**ACADEMIC STANDARDS**

**Grading/Evaluations**

Any student who has substandard performance at any time during any portion of the course will be subject to review by the Paramedic Program Administration. Subsequent to the review, the student may be dropped from the program without refund of tuition or fees. All students in the program will be offered opportunities to work in open labs, join study groups, and seek tutoring.

The Paramedic Program Staff will take into account the following when reviewing student performance: self-motivation (utilizing other students for assistance in study groups, utilizing the instructors for assistance, staying after class and during lunch for assistance), attitudebehavior (getting along with others, not arguing with instructors, behaving in a professional and polite manner), grades, maturity/responsibility level (turning in all necessary material/documents on
time, always following rules, appearing in appropriate uniform attire, arriving to class every day and on time).

**Didactic Training**

Didactic grades are based on the following:

- **Successful completion of didactic portion of the course with a minimum cumulative score of 80%**.
  - A minimum grade point average (GPA) of 80% must be maintained throughout the Didactic portion of the program. Any student falling below a cumulative GPA of 80% during any time will be required to meet with the program administration and will be placed on academic probation (*a learning contract/requirements may be developed for the student to follow any time the instructor feels the student may be having academic problems*).

- **Successful completion of all exams with an 80% or higher**
  - Each individual exam must be passed with an 80% or higher to prove proficiency in the curricula topics covered. If at any time the student scores below 80% on any one exam, the student will be required to pass the retest for that exam with an 80% or higher.
    - If the student’s overall GPA was at or above 80% prior to and after taking the exam, he/she will be given a retest* to prove proficiency in the curricular domain.
    - If the student’s overall GPA was below 80% either prior to or after taking the exam and he/she does not pass the exam’s retest, the student faces possible dismissal from the program.

- **Successful completion of the written final exam with a minimum grade of 75%**.
  - The written final is worth one-third of the student’s overall GPA. **There will be no retest on the final exam.**

- **Successfully passing all stations of the practical skills final**.
  - The skills final exam will be graded as pass/fail. The student will be offered two attempts to pass each station on the day of the skills final exam. The third and final attempt to pass any failed stations will be scheduled a minimum of one week later (time to be set by program administration).

- **Successfully completing didactic with a minimum of 80% of all Professional Points (refer to Appendix 1)**.

Failure to achieve any of the following will result in dismissal from the program without financial reimbursement.
Exam Retests
When a student obtains a score below 80% on any quiz/exam, the student will be required to “retake” another quiz/exam in order to prove proficiency of the covered topics. The original score will remain as part of the student’s GPA.

Make-Up Exams
Under no circumstances will a student be allowed to retake a quiz/exam on a day they were absent unless they have a written valid excuse. Under no circumstances will a student be allowed to retake a quiz/exam in order to achieve a higher score after obtaining an unsatisfactory score on the original quiz/exam. Make-up quizzes/exam date and time will be at the discretion of the instructor.

*Retest dates may vary and will be determined by the instructor based on individual and/or class needs. The grades obtained on the retests will not be factored into the student’s GPA. Retests are only to serve as proof the student has mastered the cognitive information necessary for successful implementation in the clinical and field settings.

Only under extenuating circumstances and with prior instructor notification will a student be allowed to make-up the final exam and/or the final practical skills testing.

Student Challenge of Exam Questions
An important part of the exam development process is reviewing each exam item to ensure technical accuracy, clarity, relevance, and absence of ambiguity and bias. A thorough review also ensures that items are not misleading or tricky. To that end, the Paramedic Program Administration believes that student participation is vital to this process and has developed the following “The Challenge Exam Question Procedure” to provide student input into the examination process.

The intent of challenging exam questions is to:

- Encourage discussion and study among the students in order to help each other learn.
- Encourage the class to connect when figuring out how many missed a certain question
- Act as a “teachable moment” to the student ensuring he/she will get the question correct in the future
- Help the students learn how to write a comprehensible “legal” document utilizing clear handwriting, correct spelling, and punctuation in order to prove a point
- Help validate the questions

If the student believes that a specific item encountered on the exam is invalid, the student may request an evaluation of the item by following the steps described below:

- Challenges must occur on the same day of the exam unless otherwise noted by the instructor
• Challenges must be completed and turned in within the allotted amount of time (No less than 30 minutes and no longer than 1 hour will be allotted for challenges. The time limits are to be determined by instructor.)
• Challenge form must be signed by only one student
• Student must document resources used to validate information relating to question (PowerPoint slide number, textbook page number, etc.)

The following will result in an invalid “challenge”:
• No name, no page number, no PowerPoint slide number
• One challenge form signed by more than one student
• Poor or illegible handwriting
• Documenting “I couldn’t find the answer” without giving a list of pages searched
• Documenting your opinion, thoughts, or concerns without adequately proving your point
• Turning in more than 4 challenges per exam

Challenging exam questions is not a student’s right, but rather a privilege; thus the following rules apply to all exam challenges:
• The Instructor will not discuss with the student any questions before a challenge has been written up, nor before the instructor has had a chance to review all challenges.
• The Instructor cannot advise a student whether they should or should not challenge an exam question
• The instructor will not answer any questions pertaining to the exam until after reviewing the challenges
• No more than 4 challenged questions per student per exam will allowed
• Under no circumstances will a student be allowed to argue/challenge any questions after completing the challenges and receiving their final exam grade (excluding any grading errors)
• Challenges of questions on exam retests will not be allowed
• The final examination is exempt from challenges
• A challenged question does not insure the question will be omitted or changed; it only insures the paramedic program staff will review the dispute and make a decision based on the validity of the questions.

If any of the above rules/steps are not met, the instructor has the right to disregard the challenge without further explanation.
Didactic Skills Lab

All laboratory sections of the course are graded on knowledge and participation basis. Students will be evaluated with regular skills labs. Students must participate in all Skills Lab hours unless otherwise excused by the Paramedic Program Administration. All students must pass the Skills Lab Final Exam in order to complete the Didactic portion of the course successfully. Any absences or tardiness to Skills Labs will be counted against the student’s total Didactic time.

Program Progression

Students who do not successfully complete the didactic portion of the paramedic program reflect a lack of cumulative classroom knowledge necessary for safe emergency medical care in the clinical setting. The student who lacks adequate classroom knowledge is considered unsafe and unable to meet the objectives of the program, therefore, will be ineligible to progress in the program.

Unsatisfactory Progress

Conference: A conference will be held for failure to transfer classroom knowledge to the patient care setting, adhere to healthcare facility policy, or follow generally accepted rules of personal cleanliness, professional ethics, and judgment at the expected level. An instructor will confer with the student and discuss the reasons for, and means of, correcting the cause for the conference. If satisfactory progress in not made following the issuance of conference reports, the student will be placed on probation.

Probation: The instructor will discuss situations that warrant probationary status with the student. **Probationary status will be automatic after failing any primary exam.** Probation will be in writing when the student is facing their second retest attempt on any exam or they have been placed on a “special” probation by program staff. In those cases, a probation report will be drawn up discussing the cause for probation, the terms of probation, and the length of time identified for improvement and re-evaluation. The original report will be placed in the student’s personal file. The student may receive a copy upon request. The instructor, student, and the Paramedic Program Director will discuss the situation. Failure to comply with the terms of probation will result in dismissal from the program. The Paramedic Program Director will make the final decision for student dismissal, after consultation with the instructional dean.

Incomplete Grades

A grade of incomplete (INC) will not be granted to any student in the Paramedic Program. Only under special circumstances may a student be granted an extension of an assignment.

Academic Dishonesty

If a Faculty member or Instructor has reason to believe a student has committed an act of lying, cheating, or plagiarism, which is documented by anecdotal records, the student will be informed of the situation and it will be documented in writing. Any student accused of lying, cheating, or plagiarism will be subject to an evaluation by the Program Administration and possible dismissal from the program.
Clinical Rotation – Daily Evaluations

A Daily Evaluation - Clinical will be completed at the end of the Clinical Rotation. During the Clinical Rotation and Field Internship portions of the course, students must receive satisfactory evaluations. Evaluation by the student’s immediate preceptor shall include both areas that need to be improved and reinforcement of student’s positive accomplishments. Each student will be given a Clinical Rotation Manual, which will include Patient Care Reports and the Daily Evaluation – Clinical, to be filled out during the rotation. Written evaluations are to be signed by the preceptor and student, and both parties shall have access to a copy of the evaluation. The Primary Instructor for the course is responsible for submitting the evaluation for the student’s file in the Allied Health Office and reviewing each student’s Clinical Rotation Manual on a regular basis. All students will be required to attend regularly scheduled meetings with the Clinical Coordinator, as a class, during Clinical Rotations. During this time, the students are to present case studies for peer review in order to educate the entire class. Clinical classroom schedules will be handed out at the same time the students receive their hospital Clinical Rotation schedules during the end of didactic.

Field Internship Evaluation

Field Internships will be graded on a pass/fail participation basis. Students must complete a minimum of 480 hours and 40 ALS contacts. A Field Internship major evaluation will be written by the field preceptor every 100 hours as well as a daily performance sheet after every call. Evaluation by the student’s immediate preceptor shall include both areas that need to be improved and reinforcement of the student’s positive accomplishments. Each student will be given a Field Internship Manual which will include checklists for the ALS contacts and daily logs to be filled out during the internship. Written evaluations are to be signed the preceptor and student, and both parties shall have access to a copy of the evaluation. The Primary Instructor for the course is responsible for submitting the evaluation for the student’s file in the Allied Health office and reviewing each student’s Field Internship Manual on a regular basis. All Students will be required to attend regularly scheduled meetings with the clinical coordinator, as a class, during Field Internship training. During this time, the students are to present case studies for peer review in order to educate the entire class. Field internship classroom schedules will be handed out at the same time the students receive their hospital Clinical Rotation schedules during the end of didactic.

Instructors’ Course Policies

Instructors’ additional course policies on grading, testing, and attendance will be followed.

Student Academic Assistance

Recognizing that students have different learning styles and may need assistance for learning disabilities, students are encouraged to use College services and other resources available to them. These include:

- Assessment of learning disabilities
- Tutoring
- Practice in skills lab
- Test-taking strategies
• ESL courses
• Consultation with instructors
• Additional time to take the National Registry Paramedic License Test based on certified learning disability
• Computer programs in the Allied Health Computer Laboratory

Students with disabilities who believe they may need accommodations in class are encouraged to contact the Paramedic Program Administration, as soon as possible to ensure such accommodations can be made. Reasonable accommodations can be made for those students who are officially diagnosed with disabilities.

MISCELLANEOUS PROGRAM POLICIES

Skills Lab
The Skills Lab portion of the course will be taught in the Allied Health Laboratory or at the Weill Institute. This Allied Health Lab is shared by other Allied Health programs and must be kept in a clean and orderly manner at all times. Equipment in the lab will be treated with respect. Any lab equipment, which is damaged, must be brought to the attention of the Lab Technician or the Paramedic Program Administration. Students who damage lab equipment as a result of inappropriate use may be liable for the cost of replacing that equipment. The students are responsible for assisting the skills instructors in setting up and cleaning up the skills lab stations.

Clinical Rotation

Schedule
Students will participate in a Clinical Rotation consisting of a minimum of 160 hours beginning after the successful completion of the Didactic portion of the course. The hours of the Clinical Rotation will be dependent on the schedule of the Clinical Preceptor and/or facility – this may include night shifts. The students will complete an average of 40 hours per week during the Clinical Rotation. Clinical Rotations will be scheduled and coordinated by the Paramedic Program. Students will be given a clinical schedule. In the event the schedule is deemed unsatisfactory to the student, then it is the student’s responsibility to find a fellow student to trade schedules. The trade may be for the entire schedule or portions. If portions of the schedule are traded, the trade must be made setting for setting (for example, OR. clinical time must be traded for OR. clinical time). All trades must be made in writing with both students signing off on the trade agreement.

Instructors
Clinical Rotation Preceptors will be certified physician, registered nurse, or licensed physician assistant who will supervise the paramedic student in the Clinical setting. Clinical Preceptors will sign off on patient contacts and other required performance skills in the Clinical setting. All students will be oriented to the Clinical Rotation Site. It is the responsibility of the Clinical Rotation Preceptor to provide this orientation either personally or by arrangement with facility
staff members. The Paramedic Program will provide a guideline to the orientation to each Clinical Rotation Preceptor.

The Primary Instructor and the Clinical Coordinator will make multiple visits to the students in the Clinical setting to evaluate the student’s performance and the Clinical Rotation Preceptor’s performance.

**Materials**

Students will be required to wear the appropriate clothing as dictated by the Clinical Rotation Site. Students will also be expected to have all necessary equipment with them at all times as dictated by the Clinical Rotation Preceptor. **Bandage scissors, pen, penlight, wristwatch with seconds timer, eye protection, and a stethoscope** are required materials must always accompany the student while in the Clinical Rotation. Students will be responsible for providing their own materials and using the appropriate personal protective equipment when treating patients in the clinical and Field Internships.

**Clinical Rotation Sites**

The Clinical Rotation will take place at a local hospital(s) that is licensed as a general acute care hospital and holds a permit to operate a basic or comprehensive emergency medical service. The clinical setting may include areas commensurate with the skills experience needed. Such settings may include surgery centers, clinics, jails or any other areas deemed appropriate by the Paramedic Program and the Kern County EMS Department. The maximum number of hours in the expanded clinical setting shall not exceed 40 hours of the total 160 hours.

**Field Internship**

The Field Internship will provide emergency medical care experience supervised at all times by an authorized Field Internship Preceptor to result in the paramedic student being competent to provide the medical procedures, techniques, and medications specified in the Paramedic scope of practice, in the pre-hospital emergency setting with an organized EMS system.

**Schedule**

The schedule of the Field Internship portion of the course will vary per student depending on the location of his/her Field Internship Site. Each student will be paired with one Field Internship Preceptor for the duration of the internship. Students may be assigned to work short hour shifts (8 hr, 10 hr, 12 hr) and/or long hour shifts (24 hr, 48 hr, or 72 hr). **Arrangements for Field Internship will be made between the Field Internship Site and the student prior to admission into the program.** Once a student has completed his/her Didactic and Clinical Rotation, the Paramedic Program and the Field Internship Training Site will work in a coordinated effort to place the student with an assigned Preceptor.

**Instructors**

The Field Internship Preceptors will vary depending on the field training site; however, all will be qualified to the level of Paramedic and be approved by the Bakersfield College Paramedic Program and the Kern County EMS Department.
During the course of the Field Internship, the Paramedics Program Primary Instructor and the Clinical Coordinator will conduct individual site visits to the student in the field for purposes of continued quality improvement of the program.

**Materials**

Students will be required to wear the appropriate clothing as dictated by the Field Internship Site. Students will also be expected to have all necessary equipment with them at all times as dictated by the Field Internship Preceptor. **Bandage scissors, pen, penlight, wrist watch with seconds timer, eye protection, Bakersfield College Paramedic Program Photo I.D. and a stethoscope** are required materials, must always accompany the student while in the Field Internship. Students will be responsible for providing their own materials.

**Field Internship Site Sponsorship**

It is the policy of this program that each student finds their own and be “sponsored” by a pre-approved Kern County Field Internship Site. If, in the event the student loses his/her internship site, for any reason, at any time before or during field training, he/she is responsible for finding an alternate site. The term “sponsored” shall be defined as a guarantee between the student and the Field Internship Site that upon completion of the Clinical Rotation portion of the Paramedic Program, the student will have a paramedic internship with an approved Field Internship Preceptor. The Field Internship will begin no later than 90 days after the final day of the Clinical portion of this program and consist of no less than 480 hours.

**Field Internship Site Approval**

The Paramedic Program Administration and local EMS authority prior to student placement will approve all Field Internship Sites.

**Field Internship Site Reimbursement**

Any reimbursement to Field Internship Preceptors or Field Internship Sites for providing a Field Internship will be discussed in any sponsorship contract between the student and the Field Internship Site. **The Bakersfield College Paramedic Program will not be responsible for the maintenance of any Field Internship Sponsorship contract nor will it provide any reimbursement to Field Internship Preceptors or Field Internship Sites for providing Field Internships.** The Paramedic Program will be made aware of any contractual or agreement obligation students enter with agencies offering a Field Internship Sponsorship.

**Certification/Documentation Requests**

**Student Requests for Documentation from Instructor(s)**

All certificates/documents requested by students from the Bakersfield College Paramedic Program must be approved by the Dean, Program Director, Medical Director, or Lead Instructor prior to issue.

Students requesting replacement of a lost/damaged Certificate of Completion will be charged a $25 fee, and the student will need to allow four weeks for delivery. For all other certificates
(CEs, Skills Proficiency, Certificate of Didactic Completion), a $10 fee will be charged, and the student will need to allow four weeks for delivery.

**Recertification Certificates/Documentation**

Students planning to recertify their EMT license with the National Registry of Emergency Medical Technicians (NREMT) and who require signatures from the program’s administration on their NREMT recertification application must have the form filled out correctly and entirely prior to requesting the signatures.

Documentation of continuing education units (CEU) and/or skills proficiency will only be granted for the hours and topics in which the student proved adept while attending the paramedic program.

Students who do not successfully complete the paramedic program and who require recertification documentation must make their request to the lead instructor within 30 days of exiting the program.

The student must allow up to 4 weeks for requested documentation and must let the instructor know whether they are recertifying with the National Registry or if they are only recertifying their State license as the certificates are different.

**Certificates of Completion**

A student will not be issued a “Certificate of Completion” until he/she successfully completes the Bakersfield College Paramedic Program in its entirety. Upon successful completion of field training, the student must make an appointment to meet with the Clinical Coordinator and/or Program Director in order to be officially signed off. The student must also email the Lead Instructor with the following information:

1. The student’s name exactly as it is to appear on the certificate.
2. The address the certificate is to be mailed.
3. The date the student was officially finished with their paramedic training.

After the successful completion of the didactic portion of the paramedic program, the student may request a “Certificate of Didactic Completion” to present to the NREMT in lieu of proof of a traditional refresher course for the student’s EMT recertification with the NREMT.

**RISK MANAGEMENT**

**Insurance**

**Malpractice Insurance:**

Students are covered by malpractice insurance provided by the Kern Community College District.
**Accident Insurance**

Bakersfield College students are covered by accident insurance. Students are covered by this policy for accidents that happen on campus or at college related activities including laboratory experience for students in Health Career programs. Students who are injured in laboratory or in any school related activity may be treated in the hospital emergency by their personal physician. Treatment of students in the hospital emergency department is not free regardless of whether or not hospital personnel suggest you go there.

**Accidents/Exposures**

**Accidents/Injuries**

Facility accident reports must be completed according to the procedures of the individual facility as well as the District Safety Coordinator as follows:

- Students are required to immediately report a work (class) related incident, injury or illness to their Instructor. Your Instructor or designee will contact the **District Safety Coordinator, Sheila Shearer, at (661) 336-5135 or cell number (661) 747-1007.**

- The District Safety Coordinator will obtain the details of the incident from the student and/or Instructor and make the initial referral to the medical facility, physician or BC Student Health Center.

- Students are required to provide to their Instructors a Physician’s Work Status report after attending the medical appointment. The Physician’s Work Status report indicates your ability to return to full work (class) activities, diagnosis, and date of your re-examination or follow-up appointment.

- In addition, all accidents must be reported to the Allied Health Office.

While students are covered by school insurance for injuries sustained in laboratory, there is no guarantee that the entire claim will be covered. If there is a deductible or a balance after insurance pays, the balance is the responsibility of the student. Since the Bakersfield College insurance policy is an accident only policy, students are encouraged to carry their own medical insurance. Students who have private insurance should file a claim with their carrier in addition to the student insurance claim. Most insurance companies will coordinate benefits for better coverage.

**Exposures**

If an intern is injured or exposed to a communicable disease or other harmful agent during the internship, they must:

1. Follow the process in reporting any accidents/injuries
2. Refrain from initiating any patient care other than life and death care
3. Contact the Clinical Coordinator at (661) 428-0014

Failure to follow this procedure can make the intern responsible for any incurred costs.
Occurrence Reports

Occurrence reports will be completed and placed in the student’s file when a safety violation occurs in the laboratory area. This will be done even if the facility does not require that a report be sent to the administration. The student and Faculty Member must sign the report.

Health Requirements

**Functional Abilities:**

Para-medicine is a practice discipline, with cognitive, sensory, affective, and psychomotor performance requirements. Students entering the Bakersfield College Paramedic Program need to demonstrate the following Core Performance Standards identifying eligibility requirements for participation in the program.

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Examples of Necessary Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gross motor skills</td>
<td>Gross motor skills sufficient to provide the full range of safe &amp; effective paramedic care activates.</td>
<td>Move within confined spaces, sit and maintain balance, reach above shoulders (e.g. I.V. hangers) reach below waist (e.g. access first in bag on scene)</td>
</tr>
<tr>
<td>Fine motor skills</td>
<td>Fine motor skills sufficient to perform Manual psychomotor Skills.</td>
<td>Pick up objects with hands, grasp small objects hands (e.g., IV tubing, pen) key/type (e.g., use a computer) pinch/pick or otherwise work with fingers (e.g., manipulate a syringe) twist (e.g. turn objects/knobs using hands)</td>
</tr>
<tr>
<td>Physical Endurance</td>
<td>Physical stamina sufficient to perform client care activities for entire length of work.</td>
<td>Stand (e.g. at patient side performing procedures) sustain repetitive movement (e.g. CPR) maintain physical tolerance (e.g., work entire shift)</td>
</tr>
<tr>
<td>Physical Strength</td>
<td>Physical strength sufficient to perform full range of required patient care activities.</td>
<td>Push and pull 25 pounds (e.g., position patient) support 25 pounds of weight (e.g. ambulate patient) lift 25 pounds (e.g. pick up a child, transfer patient) move light objects weighing up to 10 pounds (e.g., monitor) move heavy objects weighing from 11-50 pounds, defend self against combative patients, carry equipment/supplies, use upper body strength (e.g. perform SPR, physically restrain a client) squeeze with hands (e.g. operate fire extinguisher)</td>
</tr>
<tr>
<td>Mobility</td>
<td>Physical abilities sufficient to move from place to place and maneuver to perform paramedic activities</td>
<td>Twist, bend, stoop/squat, move quickly (e.g. response to an emergency) climb (e.g., ladders/stools/stairs) walk</td>
</tr>
<tr>
<td><strong>Hearing</strong></td>
<td>Auditory ability sufficient for physical monitoring and assessment of patient health care needs.</td>
<td>Hear normal speaking level sounds (e.g., person-to-person report) hear faint body sounds (e.g., blood pressure sounds, assess placement of tubes) hear in situation when not able to see lips (e.g., when masks are used) hear auditory alarms (e.g. monitors fire alarms)</td>
</tr>
<tr>
<td><strong>Visual</strong></td>
<td>Visual ability sufficient for accurate observation and performance of paramedic care.</td>
<td>See objects up to 20 inches away (e.g., skin conditions) see objects up to 20 feet away (e.g., number of patients at scene) see objects more than 20 feet away (e.g., address a house) use peripheral vision, distinguish color, distinguish color intensity (e.g. flushed/pale skin)</td>
</tr>
<tr>
<td><strong>Tactile</strong></td>
<td>Tactile ability sufficient for physical monitoring and assessment of health care needs</td>
<td>Feel vibrations (e.g., palpate pulses) detect temperature (e.g., skin solutions) feel differences in surface characteristics (e.g. skin turgor, rashes) detect environmental temperatures.</td>
</tr>
<tr>
<td><strong>Smell</strong></td>
<td>Olfactory ability sufficient to detect environmental and patient odors</td>
<td>Detect odors from patient (e.g., fouls smelling drainage, ETOH breath, etc.)</td>
</tr>
<tr>
<td><strong>Reading</strong></td>
<td>Reading ability sufficient to comprehend the written word at a minimum of eleventh grade level.</td>
<td>Read and understand written documents (e.g., policies, protocols)</td>
</tr>
<tr>
<td><strong>Arithmetic</strong></td>
<td>Arithmetic ability sufficient to do computations at a minimum of eighth grade level. Counting: the act of enumerating or determining the number of items in a group. Process of ascertaining the extent, dimensions, or quantity of something. Computing: the act or process of performing mathematical calculations such as addition, subtraction, multiplication, and division.</td>
<td>Read and understand columns of writing (flow sheet, charts) read digital displays read graphic printouts (E.g. ECG) calibrate equipment, convert numbers to and/or from metric system, read graphs (e.g. vital sign sheets) tell time, measure time (e.g. count duration of contractions, etc.) Count rates (e.g. drips/minute, pulse) Use measuring tools (e.g. measuring tapes) Read measurement marks (e.g. measurement tapes, scales, etc.) add, subtract, multiply and/or divide whole numbers, compute fractions (e.g., medication dosages) use a calculator, write numbers in records.</td>
</tr>
<tr>
<td><strong>Emotional Stability</strong></td>
<td>Emotional stability sufficient to assume responsibility/accountability for actions.</td>
<td>Establish therapeutic boundaries, provide patient with emotional support, adapt to changing environment/stress, deal with the unexpected (e.g. patient dying, crisis) focus attention on task, monitor own emotions, perform multiple responsibilities concurrently, handle strong emotions (e.g. grief)</td>
</tr>
<tr>
<td><strong>Analytical Thinking</strong></td>
<td>Reasoning skills sufficient to perform deductive/inductive thinking for paramedic decisions.</td>
<td>Transfer knowledge from one situation to another, process information, evaluate outcomes, problem solve, prioritize tasks, use long-term memory, use short term memory.</td>
</tr>
<tr>
<td>------------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Critical Thinking</strong></td>
<td>Critical thinking ability sufficient to exercise sound paramedic judgment.</td>
<td>Identify cause-effect relationships, plan/control activities for others, synthesize knowledge and skills, and sequence information.</td>
</tr>
<tr>
<td><strong>Interpersonal Skills</strong></td>
<td>Interpersonal abilities sufficient to interact with individuals, families, and groups respecting social, cultural, and religious diversity.</td>
<td>Negotiate interpersonal conflict, respect differences in clients, establish rapport with clients, establish rapport with co-workers.</td>
</tr>
<tr>
<td><strong>Communication Skills</strong></td>
<td>Communication abilities sufficient for interaction with others in oral and written form.</td>
<td>Teach (e.g., patient/family about health care) explain procedures, give oral reports (e.g., report on patient condition to others) interact with others (e.g., emergency workers) speak on the telephone, influence people, direct activities of others, convey information through writing (e.g. patient care report).</td>
</tr>
</tbody>
</table>

**Physical Examination**

Students entering the Bakersfield Paramedic Program are required to have a physical examination performed by a medical doctor verifying physical and mental ability to perform the duties of a Paramedic. All physical forms must be filled out completely and correctly and must be turn in no later than the last day of the sixth week of didactic in order to continue participation in the program. Based on individual cases, the student may receive an extension on the deadline if granted by program administration.

**Freedom from Active Tuberculosis Examination**

As a condition of admission and continuing enrollment in the Bakersfield Paramedic Program with a laboratory component, all students are required to submit an annual (every 12 months) tuberculosis screening examination, which indicates freedom from active tuberculosis. This screening consists of either an intradermal skin test and/or chest x-ray of the lungs.

The intradermal skin test is not an option for students who have converted to a positive TB exam result in the past. Therefore, a chest x-ray is required in lieu of the skin test. The chest x-ray is completed at the student’s expense. Thereafter completing a health history questionnaire can clear these students.

Paramedic Program students must *maintain* a valid annual TB clearance, starting within one month of the start of the Program.

**Hepatitis B Immunization or Titer**

Students entering the Bakersfield Paramedic Program are at high risk for exposure to Hepatitis B. For this reason, the Hepatitis B Vaccine Series is a requirement. The series consists of three
(3) injections given over a period of six (6) months. The Hepatitis B Surface Antibody will be
drawn one (1) month after the last injection to determine effectiveness of the vaccine. The
vaccination series will be done at the student’s expense. The Hepatitis B Vaccine Series should
be started and/or student must show a positive immunity titer if the series has already been
completed. The series and/or titer must be current (within two years) to be accepted. The
vaccination series is presently available through the Bakersfield College Student Health Center.
If the student refuses or has reason to believe that the vaccine is contraindicated for her/him, the
student must sign a declination form acknowledging the risk of Hepatitis B infection in a
healthcare setting.

**Rubella (MMR) Immunization or Titer**
Students must provide proof of two rubella (MMR) immunizations or one immunization within
the last two years or a positive immunity titer.

**Varicella Immunization or Titer**
Students must provide proof of varicella (chicken pox) immunization or a positive immunity
titer. This will be the *only* acceptable clearance for varicella. A note from your doctor or parent
stating that you have had the chicken pox will **NOT** be accepted.

**Seasonal Influenza Vaccine**
Students must provide proof of a seasonal influenza vaccine. A Seasonal Influenza Vaccine
Declination form may be obtained from the Allied Health Office.

**Tdap Vaccine**
Students must provide proof of a current Tdap vaccine. A Tdap Vaccine Declination form may
be obtained from the Allied Health Office.

**Criminal Background Screening**
The Bakersfield Paramedic Program maintains contractual agreements with clinical agencies
used in the education of Paramedic students. These agencies require criminal background checks
for all employees, students and volunteers. Current and prospective students must at all times
meet applicable hospital security standards for placement in mandatory Clinical Rotations at
selected hospitals.

- Every student offered space in the program will be required to submit to a background
  screening (at the student’s expense) as part of his or her clinical requirements for
  admission.
- A history of felony conviction(s) or any bar, exclusion or other ineligibility for federal
  program participation could render a student ineligible for clinical placement, as
determined by the clinical agencies.
- If a student cannot obtain background clearance from the clinical agencies, it will not be
  possible to place the student in the clinical areas, which is a required component of the
  program.
• In the event that a student cannot obtain a background clearance, the space will be forfeited.

• Students who are found to be ineligible for clinical placement by the clinical agency after admission to the Bakersfield Paramedic Program shall be subject to dismissal from the program, as they will be unable to complete mandatory Clinical Rotations.

• The student is given an opportunity to receive a copy of the screening report and has the right to dispute the accuracy of the report.

**Drug/Alcohol Screening**

The Bakersfield College Paramedic Program maintains contractual agreements with clinical agencies used in the education of Paramedic students. These agencies require drug and alcohol testing of employees and students. For incoming students, drug and alcohol screening is required as part of the pre-admission process. For currently enrolled students, drug and alcohol screening is mandatory when there is probable cause and/or reasonable suspicion to believe that the student is under the influence of drugs and/or alcohol while in the classroom and/or clinical settings.

All students accepted into the Bakersfield Paramedic Program will be tested for drug and alcohol use as part of the pre-admission process. If the applicant fails to appear for the pre-admission screening test, his/her application to the Bakersfield Paramedic Program will be immediately rescinded.

All students must further sign a statement agreeing to immediate monitored drug and alcohol screening upon request of the Bakersfield Paramedic Program Director and/or an instructor when there is probable cause and/or reasonable suspicion to believe that the student is under the influence of drugs and/or alcohol.

**Basic Life Support – Formerly CPR**

Prior to the beginning of the Bakersfield College Paramedic Program, and then throughout the program, students are required to show proof of a valid *American Heart Association Healthcare Provider* card. This BLS card **must be valid until the end** of the Bakersfield College Paramedic Program. It is your responsibility to provide a copy of the current BLS card to the Allied Health Office and to carry a copy of this card while attending clinical in the healthcare facilities and/or Field Internship.

**Healthcare Facility Safety Requirements**

The Bakersfield College Bakersfield Paramedic Program maintains contractual agreements with clinical agencies used in the education of students. These agencies require that students annually complete workplace safety training (which must meet OSHA guidelines).

• Read and Understand the Safety Orientation Manual (obtained through the BC Bookstore or on-line on Student Page)

• Successfully complete the Safety Examination and submit to the Allied Health Office prior to the first day of clinic
• Sign and submit the *Blood borne Pathogens Certificate of Instructions and Certification of Student Instruction in Safety Education* to the Allied Health Office prior to the first day of clinic.

• Complete safety/confidentiality/sexual harassment/abuse reporting forms and submit to Allied Health prior to the first day of clinic

**Pregnancy or Extended Illness**

• Any disability/illness of three (3) or more days or any communicable illness will require a doctor’s release to return to the laboratory area be submitted to course instructor and to the Allied Health office.

• Any restriction of activity will be considered in terms of meeting program objectives.

• A physician’s written approval (without restrictions) is required for a pregnant student to remain in the program AND again before the student can return to school following delivery.

• **Any change in health status or medication use must be reported to the Director of the Bakersfield Paramedic Program.**

**PROGRAM COSTS**

• Students are assumed financial responsibility for program related cost including, but not limited to registration, uniforms, texts, and supplies, Scantrons for testing and evaluation, and computer printing cards.

• Refund Policy – If a student decides to drop from the program, he/she will not be given a refund unless there are extenuating circumstances and the program administration determines a refund, either full or partial, is warranted.

• If a student decides to drop halfway into the didactic portion of the program and or drop due to poor performance in the program, under no circumstances will that student be granted a refund.

**STUDENT AGREEMENTS/SIGNATURE STATEMENTS**

After reading the entire Student Handbook, please sign the following forms indicating understanding of all material, and agreement to abide by all policies contained herein. All signed documents must be returned to the Bakersfield College Allied Health Office by the first day of class.

**Notice to Student:**
These agreements will become part of your student file in the Allied Health Office.
Bakersfield College
Paramedic Program

Student Handbook Agreement

I have read the Bakersfield College Paramedic Program Student Handbook and I certify that I understand the policies herein and agree to abide by them while a student in the program.

__________________________________________
Student’s Printed Name

__________________________________________
Student's Signature

__________________________________________
Date
Bakersfield College
Paramedic Program

Student Refund Policy

If a student should choose to quit or, for any reason, fails any portion of the Bakersfield College Paramedic Program, no refund will be allowed. Only under extenuating circumstances, after review by the Paramedic Program Administration, may a partial refund be granted.* Students requesting a refund will be required to meet with the Educational Administrator to present their specific case.

*If granted, the amount of any and all refunds will be based on a case-by-case basis and will be calculated on the percentage of time invested.

I, _____________________________________________, have read the Bakersfield College Paramedic Program Student Refund policy. I certify that I understand and agree to abide by this policy.

___________________________________________  ________________________
Student’s Signature       Date

___________________________________________  ________________________
Witness’ Signature       Date
Appendix 1

Professional Points
Starting Points = 100

<table>
<thead>
<tr>
<th>Infraction</th>
<th>GIG Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dirty / Messy desk area</td>
<td>1</td>
</tr>
<tr>
<td>Uniform / Appearance*</td>
<td>1</td>
</tr>
<tr>
<td>Not washing hands after using restroom</td>
<td>2</td>
</tr>
<tr>
<td>Tardy to class</td>
<td>1</td>
</tr>
<tr>
<td>Not having mandatory equipment / books</td>
<td>2</td>
</tr>
<tr>
<td>Sleeping in class</td>
<td>1</td>
</tr>
<tr>
<td>Talking while instructor is speaking</td>
<td>1</td>
</tr>
<tr>
<td>Not following directions</td>
<td>1</td>
</tr>
<tr>
<td>No name on Scantron or other paperwork to be turned in</td>
<td>2</td>
</tr>
<tr>
<td>Immature / Inappropriate behavior (spit-wads, burping, flatulence, practical jokes, etc.)</td>
<td>1</td>
</tr>
<tr>
<td>Not turning in required paperwork on time**</td>
<td>2 X each day it’s late</td>
</tr>
</tbody>
</table>

Automatic Program Failure Criteria

- Throwing objects or hitting out of anger
- Yelling at anyone while angry
- Viewing pornography or any other inappropriate material on school property
- Cheating
- Harassment (sexual or otherwise)
- Placing program related audio, video, or photographs on the internet without prior administrative approval
- Not following appropriate chain of command
- Breaking equipment and not informing someone
- Stealing
- Arguing with the instructor or any school staff member
- If any of the aforementioned infractions are made off school property, but the student is identified by his uniform and a complaint is made, the student could also face expulsion.

Each student starts with 100 points and loses them any time an infraction is incurred. Students must maintain a minimum of 80 professionalism points (80%). Since it isn’t possible to document every possible infraction, based on the situation, the instructor will have some leeway when determining what an infraction is and how many points will be deducted.

GIG – punishment for an official report of a minor infraction of rules / regulations, as in school or the army; a demerit.

When GIGged, the student will provide the instructor with a 3 x 5 or 4 x 6 card with the following documented:
1.) the student’s name 2.) the date of the GIG 3.) the type of infraction

*One uniform GIG is worth one infraction. Therefore, if you receive two uniform GIGs during the same uniform inspection, you lose twice the points.

**This includes the GIG card itself. If the card isn’t turned in at the end of the day, the student will automatically receive additional point removal. It is not the instructor’s responsibility to remind the student to turn in required documents.