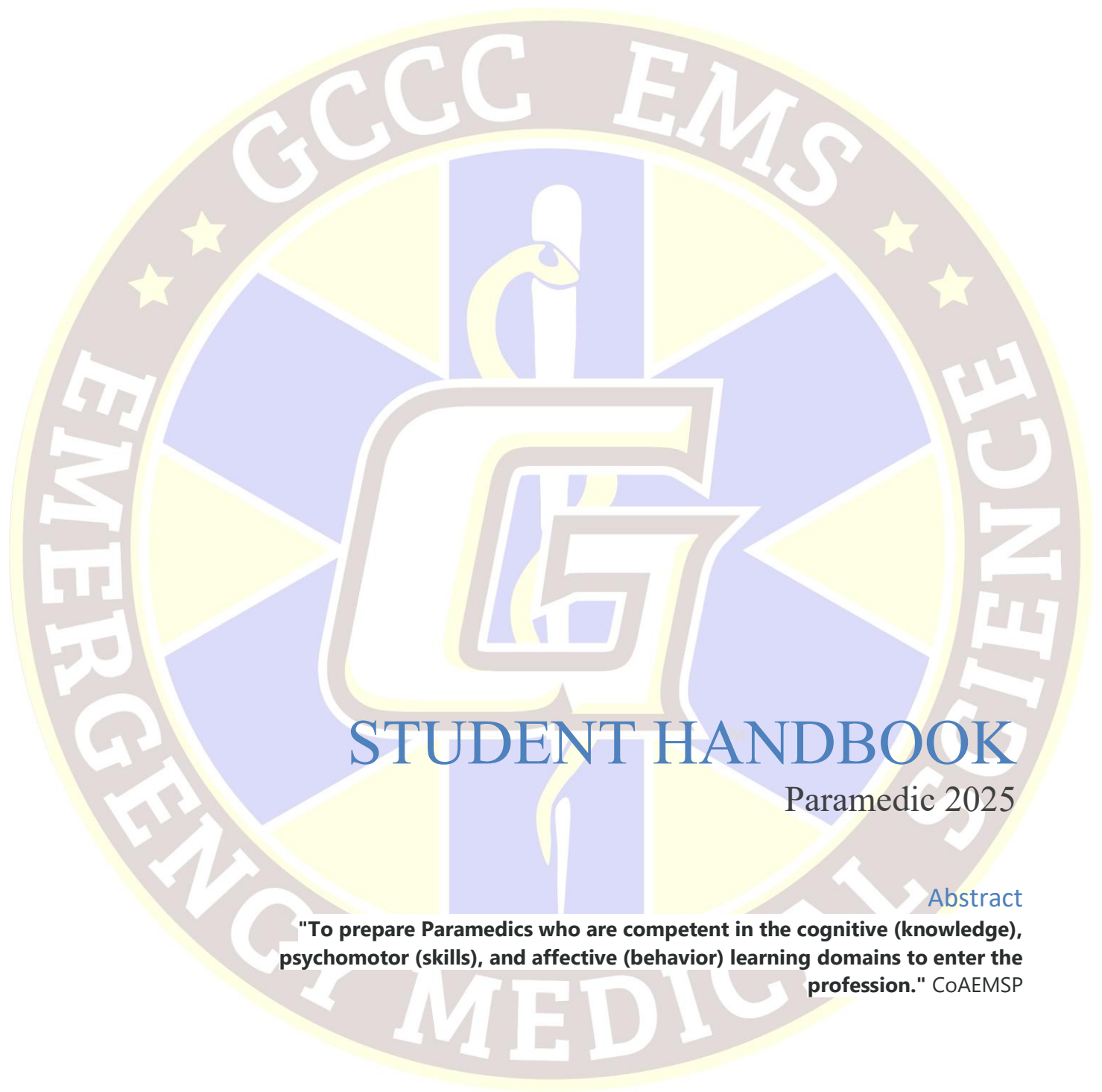




STUDENT HANDBOOK

Paramedic 2025

Abstract

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

Table of Contents

PREAMBLE.....	3
To contact CAAHEP:	4
HEALTH REQUIREMENTS.....	5
LEAVE OF ABSENCE	6
CLASS LOCATIONS / TIMES.....	7
PROGRAM COSTS.....	8
DRESS CODE.....	9
PROFESSIONAL RESPONSIBILITY.....	10
INCIDENT REPORTING	11
PROCEDURE	12
CELL PHONES / ELECTRONIC DEVICES.....	13
SOCIAL NETWORKING.....	14
INFECTION CONTROL.....	15
CLINICAL ROTATIONS & FIELD INTERNSHIP.....	16
CLINICAL ROTATION AREA DESCRIPTIONS.....	17
PSYCHOMOTOR SKILLS	18
MEDICAL DIRECTOR REVIEWS.....	20
EVALUATION/ ASSESSMENT	21
ACADEMIC & NON-ACADEMIC MISCONDUCT	22
STUDENT EMPLOYMENT.....	23
Successfully complete all field internship hours, competencies and receive approval from their assigned preceptor.....	24

PREAMBLE

The policies of the GCCC Paramedic Program are intended to provide a safe and professional educational experience for all students. It is important for all students to understand and follow both the letter and the spirit of each policy. There will be instances in which a situation presents itself that is not covered by specific language in this handbook. In such cases students and staff will use their best judgement, best practices, professional ethics, and the intent of the current handbook to determine the best path forward.

This handbook is designed to be in addition to, not a replacement for the Garden City Community College Student Handbook. All policies of the GCCC Student Handbook are to be followed as well as the policies outlined in this document unless addressed by Kansas State Statute or Regulation, at which time they will take precedence. The GCCC Student Handbook can be found at www.gcccks.edu.

PROGRAM DESCRIPTION

The Paramedic Program at Garden City Community College is designed to provide students with opportunities to gain the information, skills, and attitudes necessary for certification as a Paramedic in the State of Kansas.

This course has been submitted to and approved by the Kansas Board of EMS and addresses the information and techniques considered to be the responsibilities of a Paramedic according to the U.S. Department of Transportation, National Standard Curriculum, Kansas Statutes Authorized Activities, GCCC Medical Director and the GCCC EMS Advisory Council.

The course will consist of various methods of training, including lectures, skills labs, online training, and clinical training in both the hospital setting and on an ambulance. This course has been designed to allow a generous portion of the training to take place outside of the classroom in an online environment. There will be a brief review of the online content each week, however the primary focus of the in-class sessions will be application of the online material into scenario and skills.

PROGRAM VISION

Enhancing EMS education through learning and collaboration.

PROGRAM MISSION

This program provides the knowledge and skills that allow the graduate an opportunity to contribute to society as an emergency care provider.

PROGRAM GOALS

To prepare competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning.

An entry-level Paramedic is defined as an individual able to deliver safe and competent basic and advanced emergency care demonstrating the following:

- The ability to comprehend, apply, and evaluate clinical information to fulfill the role of the entry-level EMS professional.
- Technical proficiency in all skills necessary to fulfill the role of the entry-level EMS professional.
- Personal behaviors consistent with professional and employer expectations of an entry-level EMS professional.

ACCREDITATION

The Kansas Paramedic Educational Guidelines, as well as the NHTSA National Standard Curriculum for EMT-Paramedic, has been adopted in its entirety as the curriculum for this program. The Garden City Community College Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

To contact CAAHEP:

Commission on Accreditation of Allied Health Education Programs 1361 Park Street
Clearwater, FL 33756
727-210-2350
www.caahep.org

To contact CoAEMSP:

CoAEMSP
8301 Lakeview Parkway, STE 111 - 312
Rowlett, TX 75088
Phone: 214-703-8445 Fax: 214-703-8992
www.coaemsp.org

The CoAEMSP Student Minimum Competency Matrix will be used to ensure that students have met all requirements necessary to successfully complete the Paramedic Program.

TRANSFER STUDENTS

A transfer student is a person who attended another paramedic program and transferred course credit for advanced placement in Garden City Community College's EMS program. Garden City Community College EMS Education does not allow transferred course credit for the Paramedic Program.

ADVANCED PLACEMENT

Advanced placement option is not available to students in the Garden City Community College Paramedic Program.

PRE-REQUISITES

Current certification as an Emergency Medical Technician (EMT) or an Advanced Emergency Medical Technician (AEMT) is required for admittance into the program.

Completion of the following courses is required prior to admission to the paramedic program unless an associate degree or higher is held. In these cases, only successful completion of Human A&P is required and a Cert-C will be issued:

- Human Anatomy and Physiology I (4-5 credit hours).
- Math and Statistics Requirement
- English Requirement.
- Social Responsibility and Diversity Requirement
- Student Success Requirement
- Communications Requirement
- Social and Behavioral Sciences Requirement

In addition, all paramedic students are required to be eligible for a receipt of an Associate of Applied Science (AAS) or an Associate Degree from an accredited post-secondary institution prior to challenging the national registry examination.

HEALTH REQUIREMENTS

A comprehensive health evaluation is required for all incoming paramedic students and must be completed before the didactic portion of the program begins.

The requirements include:

- Physical exam within the last 12 months that indicates the student is able to perform all duties and activities necessary to complete the program.

- Positive rubella titer or proof of 2 MMR immunizations

- 2-Step PPD resulting with negative reading

- If current positive skin test the student must furnish a baseline chest x-ray and proof of prophylactic treatment prior to any patient contact or clinical rotation.

- Current immunization for polio is recommended.

- Proof of Hepatitis B vaccination or have a signed waiver.

- Chicken Pox vaccination or titer

- Current Tetanus shot (within 10 years)

- Flu vaccination

- If the student does not obtain a flu vaccination, he/she might be unable to complete their clinical time at our designated clinical sites.

- Proof of a COVID vaccination or declination

After notification of acceptance to the GCCC paramedic program is received, students should arrange with their private physician for the above examination and immunizations. The student will bear cost for these items. Skin tests, immunizations, and serology are also available at the Finney County Health Department.

The physical assessment must be submitted prior to the program's first didactic session.

LEAVE OF ABSENCE

Any student who is pregnant or has a history of back injury, surgeries, illness, or any other injury that would prohibit the student from participating in lab, clinical, or field operations will present a written release from the student's attending physician prior to the first practical lab. It is the student's responsibility to inform the instructor in the event of any illness or pre-existing condition that would affect the student's ability to participate in class or clinical/field rotations. A withdrawal from class or incomplete grade would be discussed with student and Dean of Technical Education to evaluate the circumstances.

Any student who tries to return to class following a delivery or surgery must submit to the instructor and Program Director a written statement from their physician stating that the student is physically able to continue both the didactic and clinical/field experiences.

In order to be allowed to return to the program, it must be documented that the student will be able to meet the 90% attendance requirement for the course. If the student is unable to meet the attendance requirement they will be dismissed from the course.

The student is required to notify the Program Director in writing of any change in their health status which may affect their performance in the program. Any falsification or lack of disclosure regarding the physical examination on the part of the student will be grounds for dismissal from the program.

Occupational Risks:

Provision of emergency medical services poses inherent occupational risks for EMS responders. Risks include the following:

- Violence/Assault
- Verbal Threats/Aggression
- Motor Vehicle Crashes
- Infectious Disease
- Lifting Injuries
- Sprains and Strains
- Psychological Trauma
- Hazardous Chemical Exposure
- Hyper/Hypothermia

CLASS LOCATIONS / TIMES

This course consists of online synchronous and asynchronous, in-person didactic and labs, clinical rotations and field internships. All in-person didactic and labs will be held either on the campus of Garden City Community College in the John Collins Technical Building. Zoom classes will be held on Tuesdays at 10am. Attendance to Zooms are mandatory. **(In lieu of Zoom, Limmer App will be implemented)**

The official course schedule should be referred to for all class times. Clinical and Field Internship schedules will be assigned to each individual student by the clinical coordinator/ instructor.

Clinical rotations will/may be completed at the following locations: St Catherine Hospital
Garden City, KS/Dodge City, KS
Salina Regional Hospital - Salina, KS
Southwest Medical Center - Liberal, KS

Field Internships may take place at the following locations:

Finney County EMS - Garden City, KS
Salina Fire & EMS - Salina, KS
Ellis County EMS - Hays, KS
Ford County Fire & EMS - Dodge City, KS

Other sites may be considered on a case-by-case basis.

CLASS CANCELLATION / INCLEMENT WEATHER

College policies will be followed during inclement weather.

REQUIRED INSTRUCTIONAL MATERIALS

Required texts include:

Paramedic Care - Principles & Practice, Volume 1-2
Bledsoe/ Porter/ Cherry
Brady / Pearson Publishing
Volume 1: ISBN-10: 0-13-689502-6
Volume 2: ISBN-10: 0-13-691459-4

ACLS (Advanced Cardiac Life Support) Provider Manual, 2020 Edition, AHA ISBN: Will use 2025 volume

The following items/ materials are required of all students entering the Paramedic Program:

A watch with second hand
Stethoscope
Computer with internet access
Access to video and audio recording devices
A computer or tablet with a web camera for ZOOM meetings

PROGRAM COSTS

Tuition for the paramedic program is based on the credit hour rate established by Garden City Community College. Students should speak with their assigned Advisor regarding the cost of the program.

All fees are approximate:

Garden City Community College (approx.. tuition, fees, etc.).....	8064.00
Books/Online Programs.....	1900.00
My Clinical Exchange for St. Catherine's.....	40.00
Validity Background Check.....	50.00
NREMT Written Exam Fee.....	175.00

In addition, students will be expected to purchase all reading materials, supplementary materials. All textbooks are available at the College bookstore.

Fees to be paid to the Kansas Board of Emergency Medical Services and the National Registry of Emergency Medical Technicians for testing, certifying and registry processes are shown in this document.

The Financial Aid Office at Garden City Community College can help arrange financing for those who qualify. It is important for the student to understand that financial aid is the responsibility of the student and all issues regarding financial aid should be addressed to the above office. Neither Garden City Community College nor the instructors are responsible for failure by the student to pass either the paramedic program or the national registry examination. A representative can be reached at:

Financial Aid Office
Garden City Community College 801 Campus Drive
Garden City, Kansas 67846 (620) 276-9519

The official course ending date will not be affected by students who do not meet course competencies. Extended course length, due to student failure, could possibly cause a student to be required to start repayment of student loans prior to course completion. This note has no bearing on the official end date of the Kansas Board of EMS approved paramedic course.

Prior to being released for the certification examination, all charges on the student's account must be paid in full.

Certification Fees

Upon successful completion of the GCCC paramedic course the student will be eligible to challenge the national registry examination. The Kansas Board of EMS has established application fees for certification as attendant within the state that is due prior to taking the NREMT certification exam.

The National Registry of EMTs has also established fees for each challenge of the national registry examination in addition to the application fee assessed by the Kansas Board of EMS. In addition, any site offering the national registry examination may charge additional site fees for each attempt. **The examination fee for the computer adaptive test for the NREMT is \$175.00 (subject to change at the discretion of the NREMT).**

If a student chooses to challenge the national registry examination outside of the State of Kansas and wishes to be certified to practice in the State of Kansas, he/she is responsible for the fee as specified within K.A.R. 109-7-1

DRESS CODE

Due to the nature of EMS work, it is necessary that a uniform dress code be established and that all students abide by such code. Personal neatness is important in making first impressions and retaining continued confidence of patients, family members and the general public. Any mode of dress or personal grooming that would detract from the performance of professional duties or the public image of the GCCC Paramedic Program is unacceptable.

Students will be required to abide by this dress code at all times while attending a scheduled class, lab, clinical or field internship. Students are required to be in their appropriate uniform at all times during class, labs, clinicals and field internships. The GCCC EMS uniform consists of:

- GCCC EMS uniform shirt
- Black/Blue tactical EMS pants
- Closed toe footwear that is solid black in color
- Plain black belt
- Socks are required and must be black in color if visible
- GCCC Student ID name badge
- A watch indicating seconds
- GCCC EMS Jacket/pullover

Non-uniform jackets may be worn to and from class, clinicals and field internships.

Specialized clinical settings may have alternate policies for attire. These policies are to be adhered to by students while completing clinical rotations in that specific department. GCCC EMS uniforms must be worn to and from the specialized units. Additional dress code requirements include:

- Undershirt must be black or white in color.
- Shirts are to be tucked in, no exceptions.
- Fingernails will be short and well-groomed. Artificial nails may be prohibited by clinical/site.
- Beards, mustaches and/or goatees must be neatly groomed.

Students with hair that extends past the collar must be pulled back during labs, clinicals and field internships.

Proper hygiene is required. Due to the close proximity to others that is required, regular bathing and good oral hygiene is necessary. Students should wear deodorant and use of perfumes or colognes should be in moderation. If there are hygiene concerns, a student may be asked to leave class, clinicals or field internships until the issue is resolved. If a student is asked to leave, it will be counted as an absence.

Jewelry must be limited to plain rings, wedding sets, medical identification necklaces/ bracelets, and one small stud in each ear. Prohibited items per clinical/site may include 'dangly' earrings, gauges, facial piercings (tongue, lip, nose, etc.).

All tattoos must be covered if profane, sexually explicit, racist or any other offensive content at the discretion of the program director.

Offensive attire of any type is prohibited. Items include clothing or jewelry that contain content containing profanity, advertisement of alcohol/ drugs, explicit or sexual content, etc.

GCCC EMS uniforms may not be worn at any time other than when functioning as a student unless approved by program staff prior to the event.

Failure to follow this dress code will lead to disciplinary action up to, and including, dismissal from the program.

PROFESSIONAL RESPONSIBILITY

Treat everyone with respect. Derogatory statements about other people will distract classmates and make them uncomfortable, so such comments are not acceptable in this class. Such behavior will initially result in a warning, and if continued, will result in dismissal from class. Make an appointment and meet with the instructor when you have questions or concerns or are having difficulty, especially if you encounter difficulties in collaborating with a classmate. If you are disruptive or are unprepared for class, (including not completing assigned readings, drafts, peer review, etc., you may be asked to leave until you are prepared to participate. If you are dismissed for any reason, you will be marked absent. Before you return, you must conference with the instructor and fulfill any requirements she sets forth. If you are dismissed from class, your coach, scholarship sponsor, adviser, etc. may be notified.

Failure to maintain a professional attitude and behave in an ethical manner or use of inappropriate language **WILL** result in dismissal from the program - in some cases **WITHOUT** written warning.

SAFETY

Safety should always be the #1 priority for any pre-hospital healthcare professional. Some of the procedures and skills performed and practiced during the normal course of paramedic training can be dangerous if not performed correctly with due care. The college, nor the instructors, are responsible for injury or illness occurring as a result of carelessness or misconduct on the part of the student. Students should each be able to lift 100-150 pounds; however, all students will exercise prudently in labs, cot lifting, patient lifting, etc.

All student performance in both the classroom and practical setting will be overseen by program staff including the instructor, lab assistants, and/or preceptors. Each student will address any problems or concerns that they may have regarding their safety immediately to the individual directly involved with the training in progress. Directions given by training personnel should be followed accurately and if not understood should be questioned to prevent any problems. Students should **NEVER** perform a skill or task that they feel uncomfortable with due to not fully understanding the process and/or instructions. All students will perform with normal regard for personal safety as well as the safety of patients and others involved. AT NO TIME will the student perform any act which they, or staff, deem unsafe.

Any student who has an infectious disease should not participate in skills stations or direct patient care in the clinical or field internship setting without permission from program staff. These students will be expected to attend class, if their condition permits, and observe others in the practical stations. The student will be held responsible for the instruction and will be expected to practice on their own time to maintain skill levels. Real patients should never be put at risk from students with an infectious disease. Universal Precautions should be always observed.

All manikins, airway adjuncts, etc. will be properly cleaned with disinfectant between uses. A sink and disinfecting soap is available in the area of the classroom or restrooms and will be routinely used by students when working with patients and equipment.

Any time a student suffers an injury while functioning as a student, they will immediately report the occurrence to the program staff member responsible immediately. A written incident report will be filed with the program coordinator within 48 hours. Documentation of emotional, psychological, and physical safety and abilities to conduct the activities of the program may be required for continuation in the program.

INCIDENT REPORTING

Students involved in incidents which result in personal injury, injury to another person, or damage to property should report the incident to the appropriate instructor, lab assistant, or preceptor immediately. If an incident occurs at a clinical or field internship site, the facilities guidelines should be followed, and the instructor should be notified as soon as possible.

Once the danger/ threat has passed, an incident report should be completed and submitted to the instructor or Program Director as soon as possible. Report will be obtained from Asst. Dean of Technology.

CRITICAL INCIDENT DEBRIEFING

The Garden City Community College Paramedic Program routinely places students in clinical settings and directly into EMS field operations. Considering the evidence concerning stress and emergency personnel has led to the development of a system to recognize stress and unhealthy emotional impacts on students involved in critical incidents. A resolution to stress, means of support, and development of coping mechanisms are the end product of a successful stress management system.

A structured debriefing process and an established referral system for long-term support are essential to each student's success. Introducing these resources early in an emergency worker's career promotes improved performance, professional longevity, and overall well-being.

The critical incident debriefing team is not designed to provide ongoing counseling or definitive treatment. Instead, its purpose is to facilitate guided discussions following critical incidents, helping participants process their experiences in a meaningful and educational way. When additional assistance is needed, students will receive guidance and recommendations for long-term care options. No student should meet with the debriefing team more than once regarding the same incident without being referred to appropriate resources for continued support.

Ultimately, this team serves as a foundation for professional growth, offering students a structured opportunity to develop the essential skills required to manage the stress inherent in critical incidents.

PROCEDURE

A routine meeting with designated critical incident team members may be scheduled throughout the year. In addition, Garden City Community College personnel may call a debriefing when conditions exist that warrant the team's abilities. These conditions may be among the following:

- Multiple victim fatalities. Pediatric crisis or death
- Death or critical state accompanied by unusual circumstances.
- Students demonstrate signs of marked unacceptance or hostility.
- Emergency workers being injured or killed.
- Peer pressure/criticism or public attitude reaches unusual or damaging proportions.
- Other events of a serious nature.
- A student demonstrates signs of post-traumatic stress disorder.

A student, clinical instructor, field instructor, community emergency worker, medical or nursing staff may contact the GCCC EMS Program Coordinator when the above conditions are present or when deemed necessary.

The GCCC EMS Coordinator will then arrange a meeting which should consist of the following:

- Any involved student desiring to attend.
- Any involved emergency personnel or health care worker who wishes to attend (representatives from all involved agencies are encouraged to be present); GCCC faculty.
- At least three debriefing team members.
- At least one licensed counselor, at least one licensed minister, and a representative of at least one community emergency service are recommended to form a session's team.

The meeting would be most beneficial if conducted within 48 hours of the incident. Notification of a condition warranting a debriefing should occur as soon as possible after the incident.

CONFIDENTIALITY

Students may not discuss patients, their symptoms, diagnosis, or other information with anyone other than the immediate appropriate medical staff assigned directly to that patient, or with the instructor in the teaching situation. It is a violation of law to do so and the student may be liable for civil or criminal litigation. Students should also refrain from discussing, even in a general way, what they see and hear in the hospital setting regarding problems, staff, doctors, etc. Failure to comply with this may result in immediate dismissal from the class.

EQUIPMENT

The equipment used for training is both limited and expensive. It is extremely important that the equipment is cared for appropriately at all times. The following procedures should be followed:

- All equipment is to be carried and moved appropriately.
- Do not abuse equipment in any way.
- No equipment is to leave the building without the permission of GCCC staff.
- 20- and 22-gauge IV catheters will be used on IV arms
- Used needles will be placed in appropriate sharps containers.
- Equipment is to be cleaned after each use.
- Equipment is to be put away at the end of each session.

CELL PHONES / ELECTRONIC DEVICES

The objective of EMS education is to educate and train an individual to think and act appropriately in a time of crisis that will have a positive impact on patient outcomes. Electronic devices are powerful learning aids and are allowed for appropriate uses during class.

Appropriate uses of electronic devices include:

- Taking notes with approved apps or programs
- Research
- Accessing instructional materials

A student may have their privilege of using electronic devices suspended if it is determined that they have utilized their device inappropriately. Inappropriate uses of electronic devices include, but are not limited to:

- Texting
- Unessential phone calls
- Gaming
- Inappropriate online activities

Students failing to follow these guidelines will be asked to leave the facility and required to schedule an appointment with the Program Coordinator prior to returning to class. A second offense will result in immediate dismissal from the program.

This does not include true 'emergency' phone calls. What is considered 'emergency' is up to the discretion of the instructor. Examples of an emergency call would include the sudden illness, injury, or death of a family member.

SOCIAL NETWORKING

To promote learning and collaboration, GCCC believes in the importance of open exchange between GCCC and our students or prospective students. The rapidly growing phenomenon of user generated web content such as blogging, social web-applications and social networking are emerging important arenas for learning and collaboration.

1. GCCC does not monitor staff or student social networking content published independently of their work at GCCC. The views and information on such postings do not constitute official college information.
2. Personnel will identify themselves by name and, when relevant, their role at GCCC when discussing GCCC related matters.
3. When possible (without limiting effectiveness) and as information technology at GCCC progresses, GCCC related content will be published on GCCC owned systems (blogs, wikis, etc.) and outside sites referred to those URLs.
4. Content published to blogs (and other narrative based discussions) outside of GCCC that has something to do with the college require a disclaimer such as "The postings on this site are my own and do not necessarily represent Garden City Community College's positions, strategies or opinions."
5. When participating in any social networking online community, content should be treated in such a manner that once posted online it is available to anyone in the world. Any text or photo placed online typically becomes the property of the social networking site(s) and cannot be controlled the moment it is placed online.
6. All laws and regulations relating to copyright and fair use shall be followed without exception.
7. Web content is by definition public information and as such no Garden City Community College GCCC proprietary information, student information, confidential information or personally identifying information will be published at any time.
8. Clients, partners, or suppliers will not be cited without their approval. When possible, references will be linked back to the source.
9. It is recommended that GCCC students, faculty, and staff adhere to the terms and conditions of social networking sites.
10. For those social networking sites that require identification of GCCC official representatives, those representatives shall be determined by the GCCC President's Council. GCCC faculty, staff, or students shall not electronically agree to manage social networking sites on behalf of GCCC without President's Council approval.
11. Any GCCC faculty, staff or student should follow all state and federal laws regarding comments that discriminate against any person on the basis of race, color, gender, national origin, disability, religion, sexual orientation, veteran status, or age.
12. Be aware of your association with GCCC in online social networks. IF you identify yourself as an GCCC faculty, staff, or student, ensure your profile and related content is consistent with how you wish to present yourself with colleagues, students and the public.
13. Social networking activities should not interfere with work commitments.
14. Company logos and trademarks may not be used on social networking sites without the written consent of the GCCC Marketing Department.
15. Use of social networking sites are subject to all aspects of the Information Technology Acceptable Use Policy, the Disciplinary Policy, and other GCCC Policies.

INFECTION CONTROL

The Center for Disease Control has established guidelines known as UNIVERSAL PRECAUTIONS which are to be implemented in the hospital and other health care settings. Universal Precautions are established to prevent the spread of infectious diseases to health care workers or patients. Blood and body fluids require implementation of Universal Precautions.

It is important to remember when emergency medical personnel encounter body fluids under uncontrolled, emergency situations in which differentiation between fluid types is difficult, if not impossible, **THEY SHOULD TREAT ALL BODY FLUIDS AS POTENTIALLY HAZARDOUS.**

Personal protective equipment commonly used by health care workers include but are not limited to gloves, masks, goggles, masks with shields, resuscitation masks with one-way valves, and gowns. These are provided in each area you will be working.

Frequent handwashing is an effective measure in reducing the spread of infectious diseases. Students should wash their hands before patient contact, between patients, and after removing gloves.

Other procedures that should be followed include:

- Wear leather or canvas gloves during extrication procedures.
- Dispose of needles in appropriate puncture resistant sharps container.
- Use a pocket mask or bag valve mask during ventilation procedures.
- Wear a facemask during patient contact if a respiratory infection is suspected. Wear eye protection to prevent contaminants from entering your eyes.
- Place all towels and linens in appropriate containers for proper laundering.
- Place all disposable items that have been contaminated into biohazard bag for proper disposal.
- Uniforms that have become contaminated should be changed and laundered.
- All equipment and hard surfaces inside the ambulance should be cleaned with an approved disinfectant/ cleaning solution after each call.
- Gown and use of an N95 and eye protection with COVID/TB protection.

These guidelines are intended to provide the best possible infection control for EMS personnel without interfering with the quick and efficient provision of emergency medical services.

CLINICAL ROTATIONS & FIELD INTERNSHIP

Clinical Rotations and Field Internships give students the opportunity to put into practice what they have learned in the classroom. Students may be required to complete additional rotations if the ones scheduled are unsatisfactory.

Prior to beginning each phase of field internships, students must have met the requirements to move onto Capstone. If a student fails to meet the standard, they will be allowed to continue as long as there is time within the cohort to meet the standard, if the staff deem the student does not have enough time within the cohort, the student will fail the program.

Clinical Rotations and Field Internship are graded and pass/fail. If a student receives a failing grade during any portion of their clinical rotations or field internship, they will be immediately dismissed from the program and given an 'Incomplete' in the concurrent didactic course that they are enrolled in.

You are not allowed to complete your internship experiences in the field at the agency in which you work fulltime. This is to allow for the best impartial experience to occur.

The clinical coordinator will make every effort to schedule students' clinical rotations and field internship hours around their personal work schedules. Due to the number of hours required and the availability of shifts, this may not always be possible. A schedule will be provided prior to the beginning of the respective rotation allowing students to adjust their personal schedules to meet the required hours.

It should be clearly understood by students that completion of this program is competency based and NOT hourly based. The hours listed for clinical and field internship are required minimums. Failure to meet objectives/ competencies or having disciplinary issues within the allotted time may result in dismissal from the program.

If the program chooses to extend the amount of time for clinical or field internship, it is done so on a case-by-case basis and is based upon resource availability, agency availability, Medical Director approval, program staff approval, past disciplinary issues, past performances, current academic standing, preceptor recommendations and/ or college holds.

Students in Field Internship should understand that in addition to objectives/ competencies and minimum hours, the student must achieve the approval of their assigned preceptor as demonstrated on the FI Summative Evaluation. Failure to acquire this signature will result in dismissal from the program.

Minimum Clinical and Field Internship Hours

The following is a listing of the minimum number of hours that each student must complete in each department. Successful completion of each clinical rotation and field internship is dependent upon preceptor evaluations, student progression and practical application capabilities. The instructor(s) and/ or medical director may, at any time, assign additional hours to the student in any of their clinical rotations or field internship. The student may have the option to attain additional hours, subject to availability.

The minimum number of hours for each department are (these may be altered depending on the hospital COVID status and staffing issues):

Emergency Department 144 hours
Surgery 48 hours
OB/NICU 48 hours
Pediatrics 36 hours
Dispatch 12 hours
Field Internship 456

CLINICAL ROTATION AREA DESCRIPTIONS

The clinical content as described is designed to serve as a general framework for the implementation of the clinical objectives of the paramedic curriculum. This time provides the student with an opportunity to implement the knowledge and skills attained in the didactic portion of this program. This is accomplished with supervision of physicians, licensed registered nurses (RN) and Paramedics. A complete set of objectives for each clinical area shall be provided to the students and department head. We are guests at these facilities, and it is a professional commodity that we are allowed to have students in the facilities.

Emergency Department

This area of clinical experience is designed to familiarize the student with the Emergency Department aspect of definitive care. The student will complete assessments of emergency patients, perform pharmacological interventions, practice skills, IV therapy, venous puncture, endotracheal intubation, nasopharyngeal and oropharyngeal suctioning and assist physician and nurses in all other aspects of emergency care.

Surgery Department

This area of clinical experience is designed to provide the student with the knowledge of surgery along with techniques of airway and ventilation management. Practical applications include airway maintenance utilizing specific airway devices. All intubations in this rotation must be documented by an MD or CRNA. Minimum of 3 live intubations are required.

OB/NICU

This area of clinical experience is designed to give the student knowledge and experience in labor and delivery as well as the Neonatal Intensive Care Unit. The student will assist, when possible, with all aspects of labor delivery. The student has the opportunity to participate in newborn assessments and interact with family members. Students may also follow a newborn back into the NICU during this time with permission of OB nurse and NICU nurse.

Field Internship

Field Internships are designed to allow the student the opportunity to observe and practice emergency patient care techniques under the direct supervision of a certified paramedic.

The student will practice under the protocols approved by the internship site. They will spend rotations at the pre-approved EMS stations observing daily tasks and other responsibilities of the field technician.

Students will be notified of their assigned preceptor within 14 days of first scheduled Field Internship rotation. Assigned paramedic preceptors are at the discretion of the service based on staffing for the service. Students shall not contact or solicit potential Field Preceptors or Field Internship agencies without the express consent of the Field Internship Facilitator, Lead Paramedic Instructor or Program Coordinator. Failure to follow this rule will result in a performance review and/or program dismissal.

PSYCHOMOTOR SKILLS

Regardless of other examination scores, practical skills demonstrations must be completed as specified in the Student Minimum Competencies of CoAEMSP (including deadlines) for the student to be allowed entry to the next semester.

Each skill will be marked as passed when the student completes it according to the Student Minimum Competencies of CoAEMSP.

All skills are evaluated using the criteria specified in the Student Minimum Competencies of CoAEMSP and in any skills videos posted to the LMS platform. If there is conflict between sources, the Student Minimum Competencies of CoAEMSP is the final source.

Criteria used in the assessment of skills includes these areas

- Performance
- Effectiveness
- Organization
- Timeliness

Skills Practice: Skills are practiced in a peer-to-peer setting. In this setting, students work with each other to master the skill processes. Instructors and lab assistants attend GCCC classes and approved lab sessions to provide guidance and to answer questions. Skills practice is specifically designed to be student driven. Students may log peer-to-peer practice sessions outside of class or in approved skills labs when working with each other or with GCCC EMS approved preceptors. Peer-to-Peer practice sessions may not be logged with people who are not active GCCC EMS Paramedic students or program approved preceptors.

Skills Testing: Skill Exams may be demonstrated during a scheduled laboratory session within the time frames. Skills are documented using online skills tracking skill checklist. The actual 'checking' of the skill is done using an electronic device such as iPad or laptop and the online skills tracking skills sheets. This process will be demonstrated by GCCC EMS faculty prior to the beginning of the lab work in class.

The patient management category of skill competencies requires synthesis of component skills, knowledge, behavior, and other activities in order to successfully complete each skill. Communication skills, disease process, pathophysiology, patient assessment and specific treatment skills are all necessary in order to manage patients. This integration of skill, knowledge and other competencies is graded according to the following areas:

The time, technique, sequence, and other factors described in the psychomotor grading section applied to all other component skills are applied in a broader sense to all skills required in each patient management situation.

The workplace competencies applicable to a situation are graded according to attendance and performance.

The model state protocol combined with classroom material, handouts, presentations, and program texts form a basis for the student to use in assessing and managing any patient situation. Specific treatment modalities are given by working diagnosis and topic in the above material. This information and treatment outline is used in grading the student's performance in each of the patient management items

Cognitive objectives applicable to the patient management situation are also applied in grading the student's performance. Recognition of conditions, EKG interpretation, etc., is expected as it applies to the patient management skill being assessed.



Skill proficiency (a pass rating) is expected following all skill exam demonstrations. Maintenance of all skills is essential to patient management and will be assessed throughout the program following the demonstration deadline. A review of the skill may occur at any time and progress with all skills is expected during the program. Integration of skills, knowledge, behavior, and attitude is expected to improve as the student progresses. In addition to performing a single component skill, the student should expect to perform the skill on demand and be prepared to troubleshoot, or problem solve the skill as well as integrate the skill with knowledge, behavior and attitude.

The time, technique and sequence of any skill are expected to improve with practice. Skill evaluation completed in later program stages will reflect increased expectations in these areas in order to receive a pass rating.

In order to "check off" on a skill exam, the student must "declare" the performance as one to be evaluated and documented before beginning the skill. Credit for accurate performances will not be given unless the student declares to the instructor his/her intent to be checked off. All other skills evaluations are recorded as practice only. All "declared" performances must be documented on the student's psychomotor skill inventory regardless of rating. The date of each attempt with the instructor's signature is also required in order for the performance to be valid. The student may not use any form of assistance from teammates, notes, or other means during a "declared" performance. Practical skills will require bending, lifting, stooping, and other physical exertion.

MEDICAL DIRECTOR REVIEWS

The Medical Director will review individual student performance through review of materials, assignments, didactic, clinical, field evaluations, faculty recommendations and other documents.

The Medical Director may review student performance at any point in the program and has the ability to stop participants' progression in the program.

STUDENT CONFERENCES

Each student will be advised of their standing in the didactic, practical and clinical areas on a minimum of four (4) separate occasions throughout the program. Additional conferences may be deemed necessary at the discretion of the instructor, Program Director, or Medical Director. Students will be given a Student Counseling Form at the conclusion of each conference.

Student counseling and tutoring requested is available through Student Support Services and/or the instructor. It is important for students having difficulty with the program to meet with the instructor as soon as possible to resolve the issue.

During the course of the program the instructor, Program Director, and/or the Medical Director have the discretion to suggest and conduct academic/clinical dismissal of the student if the student continually demonstrates inadequate academic work, discipline problems, or excessive absences.

There will be a conference with the student prior to any decision to drop the student from the program. The instructor shall provide the students, the Program Director, the Medical Director and the Dean of Technical Education and Workforce Development with a full written explanation of the drop within an acceptable time of the action.

As it is inherent to the Paramedic as a professional that all didactic knowledge and skill levels be learned and retained, all evaluations will be cumulative. Each section must be successfully completed before the student advances to the next learning module.

In addition to the four scheduled conferences the students will meet as follows:

Clinical: Each student will meet with faculty at least one time during the clinical rotation phase of the program.

Field Internship: Each student will meet with the Field Internship Facilitator at least one time during the field internship rotation phase of the program.

EVALUATION/ ASSESSMENT

GCCC is committed to the assessment and documentation of individual, course, and program outcomes. Multiple methods of evaluation will be utilized to track and prove the achievement of expected outcomes.

Formative evaluations are comprised of the following seven (7) modules. Successful completion of each module must be completed prior to any student attempting the Cumulative Final Written Exam (see Summative Evaluations).

MODULE EXAMS: Students must maintain a minimum passing score of 70% on ALL module exams. Students failing to achieve a minimum score of 70% on all module exams will be dismissed from the program.

QUIZZES: Students must maintain a passing average score of 70% minimum on all quizzes \

HOMEWORK ASSIGNMENTS/DISCUSSION QUESTIONS: Homework assignments consist of video lecture notes, note cards, case studies, etc.

CLINICAL ROTATIONS: Clinical Rotations are graded as a PASS/ FAIL based on attendance, completion of objectives and minimum hour requirements. *See Clinical Manual for additional information.*

FIELD INTERNSHIP: Field Internship is graded as a PASS/ FAIL based on attendance, completion of objectives, minimum hour requirements AND preceptor approval. *See Field Internship Manual for additional information.*

ONLINE SKILLS TRACKER: The Online Skills Tracker is graded as a PASS/FAIL as defined by the tracker itself. Completion exceptions may be made by the Program Director on a case-by-case basis.

ATTITUDE/ AFFECTIVE: Program staff are consistently monitoring a student for appropriate attitudes and behaviors consistent with those expected from an EMS professional. Students must maintain a minimum of a 70% to remain in the program. Students demonstrating excessive poor attitudes and behaviors will receive a Performance Review from the instructor and/or Program Director. Students with persistent issues in this area will be dismissed from the program.

ACADEMIC & NON-ACADEMIC MISCONDUCT

This program has been formulated to instruct students to become healthcare providers. The Paramedic profession, by its very nature, is based on truthfulness and integrity.

Academic Misconduct includes, but is not limited to:

- Giving, receiving, or utilizing unauthorized aid on examinations
- Misrepresenting the course of academic work
- Unauthorized collaboration on assignments, projects and/or other tasks
- Placing a patient in needless jeopardy by inappropriate actions
- Any breach of patient confidentiality

Non-Academic Misconduct includes, but is not limited to:

- Conviction of a felony
- Conviction of a misdemeanor involving moral turpitudes
- Material misrepresentation concerning past achievements or present endeavors.
- Abuse of alcohol, drugs, or other illicit substances
- Any other acts or omissions which could result in discipline by the Kansas Board of EMS

GCCC has a fiduciary duty to protect the program, the communities of interest, the EMS profession and potential patients. Regardless of academic success and/or reason, GCCC program staff reserve the right to remove any student from any portion of the program if misconduct has occurred.

The GCCC Academic Dishonesty Policy will be adhered to regarding academic dismissal and grading procedures.

Any student that has been dismissed from the program for reasons of misconduct will be banned from re-entry into the program for a minimum of three (3) years following dismissal.

INSURANCE

Medical Liability Insurance

Garden City Community College possesses a medical liability policy which only addresses the program as a whole. This policy does not cover individual students and therefore each student is encouraged to obtain an individual policy from an insurance provider at their discretion.

Clinical and Field Internship Insurance

Garden City Community College is required to provide a malpractice policy which covers the institution. The individual student is not covered under this policy for malpractice. The individual student is also responsible for any costs incurred for health care. Any costs resulting from injury or illness during clinical or field activities are the responsibility of the student.

STUDENT EMPLOYMENT

Students are counseled to maintain employment at a level that does not interfere with their academic progress. Clinical and field internships are difficult to schedule regardless of employment. **There is no assurance that any consideration for outside work schedules will be given, and it is ultimately the student's responsibility to be at the assigned site when scheduled.**

Students will not be allowed at clinical and/or ride for Field Experience or Capstone 12 hours prior to scheduled class. Should the student need more clarification regarding this policy, the student may contact the Clinical Coordinator, Field Internship Facilitator or Lead Paramedic Instructor with any questions or concerns.

Students in the clinical and field internship rotations of the Program are always in a student role and are never substituted for agency staffing. The student may be paid as an employee while in the intern role but must at all times be considered a 'third rider' and not a required member of the crew.

GRIEVANCE/ APPEALS POLICY

Any student has the right to appeal what is perceived to be an unfair practice without fear of reprisal, abuse, or other form of discouragement by the staff, faculty or administration. Students should refer to the GCCC Student Handbook for the official policy of grievances and appeals.

AMERICANS WITH DISABILITIES ACT - ALLOWABLE ACCOMMODATIONS

Garden City Community College is complying with the Americans with Disabilities Act and is committed to equal and reasonable access to facilities and programs for all employees, students, and visitors. Those with ADA concerns, or who need special accommodations, should contact Accommodations Coordinator, Garden City Community College, 801 Campus Drive, Garden City, KS 67846, 620-276-9638.

The Functional Paramedic Job Description describes the required skills and job requirements essential to performing as a Paramedic. This description, along with certain unallowable accommodations will guide all accommodations permitted to the students.

Due to the critical nature of tasks needed in emergency situations, accommodation requests are considered carefully on a case-by-case basis. The safety and welfare of the community must be insured while providing full protection of the applicants' rights.

PROGRAM COMPLETION

Students must pass comprehensive didactic and practical final exams prior to being eligible to challenge the NREMT certification exam to become a Paramedic. In order for a student to be eligible to take the comprehensive final exams, they must meet the following requirements:

- Successfully pass Paramedic classes with a minimum final grade of 70%
- Successfully complete all clinical hours and competencies required.
- Successfully complete all field internship hours, competencies and receive approval from their assigned preceptor.
- Verification by documentation that 90% attendance requirement has been met
- Eligibility to be conferred, or possess, a degree at, or above, the associate degree level

Once a student has met these requirements, they will be eligible to challenge the program final exams. Students will be allowed a maximum of two (2) attempts to pass each exam. Failure to pass in two (2) attempts will result in the student not being eligible to challenge the NREMT certification exam.

Successful completion of the comprehensive final exams requires:

- Minimum score of 72% of the written exam
- Receiving a 'Pass' on the practical exam using a Pass/ Fail scoring system

Once a student successfully passes both comprehensive final exams, they will be approved to challenge the NREMT by the Program Director.

IF a student does not successfully complete one, or both, of the comprehensive final exams, they **WILL NOT** be eligible to challenge the NREMT certification exam.

Note: *It is possible that a student may successfully complete all coursework, clinical and field internship hours but not be eligible to challenge the NREMT due to failure to pass the comprehensive exams after completion of all other requirements.*

COINING CEREMONY

To participate in the Paramedic Program Graduation and Coining Ceremony, the student must be considered eligible to challenge the NREMT exam.

OATH OF GENEVA

The Oath of Geneva (drafted by the World Medical Association in 1948) is the oath taken by many medical students upon completion of their studies, at the time of being admitted to the medical profession
I solemnly pledge myself to consecrate my life to the service of humanity; I will give to my teachers the respect and gratitude which is their due;
I will practice my profession with conscience and dignity; The health of my patient will be my first consideration;
I will respect the secrets which are confided in me;
I will maintain by all the means in my power the honor and noble traditions of the medical profession; My colleagues will be my brothers;
I will not permit consideration of religion, nationality, race, party, politics, or social standing to intervene between my duty and my patient;
I will maintain the utmost respect for human life from the time of conception;
even under threat, I will not make use of my medical knowledge contrary to the laws of humanity.
I make these promises solemnly, freely, and upon my honor.

Garden City Community College
Acknowledgement of Receipt

I _____ acknowledge and understand the EMS program policies as we
(print)
discussed on _____. I have been provided a hard copy of these policies and understand as a
(date)
student in the _____ program, that these policies are not only specific to the
Emergency Medical Services Program but are also the policies of Garden City Community College.

Signature

Witness

Medical Director Approval

Updated: 10/07/2025

Dr. Benjamin Hake