

UCLA Center for Prehospital Care –  
Daniel Freeman Hospital  
Paramedic Education Program

Course Policy Manual  
May 2009

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## **Introduction**

Welcome to the UCLA - Daniel Freeman Paramedic Education Program. This Course Policy Manual governs your participation in the program and outlines various course policies for your reference. The Manual includes sections to inform you about the program instructors, contact information, course completion requirements, and program expectations. It outlines the classroom, clinical, and field internship phases of the program, which will be further reviewed at the beginning of each of these phases. In order to commence your education, you will be asked to sign a certification at the end of this policy manual (page 46) indicating that you have read and understand these policies governing participation in the Program.

## **General Philosophy, Mission, & Vision**

The UCLA – Daniel Freeman Paramedic Education Program is devoted to developing highly skilled and educated prehospital care providers. The UCLA Center for Prehospital Care and the Daniel Freeman Hospital have combined to create a program that is recognized nationally and internationally for excellence in Paramedic Education. The basic premises are high academic standards, a commitment to the field of prehospital emergency care, and a dedication to present and future students and paramedics. The program strives to be attentive to student needs by creating a stimulating academic environment where learning fosters future academic growth and challenges preconceived notions of paramedicine.

With every program we expect our students to commit themselves to success by studying, participating in class discussions, approaching faculty or staff members concerning extra help or problems encountered in the program, and being prepared for class on a daily basis. In return, the student can expect that the program faculty will commit to listen to the students' needs as a learner, develop quality educational programs, study tips, and classroom presentations, and assist each student in becoming successful.

### ***UCLA Center for Prehospital Care: Mission***

To make a local, national, and international contribution to emergency medical services and the patients served.

### ***Daniel Freeman Hospital: Mission***

While the hospital closed its doors in 2007, the mission of Daniel Freeman Hospitals and the Sisters of the Corondelet was to provide quality health care with compassion, inspired by ethical, moral, and human concern for the dignity of each person. The program continues to teach to those ideals and emphasizes humanity in Prehospital care.

## **Program History**

The UCLA - Daniel Freeman Paramedic Education Program is located within the Walter S. Graf Center at Daniel Freeman Hospital. The Program currently holds national accreditation from the Committee on Allied Health Education and Accreditation. The Program has been designated as an approved educational program for Emergency Medical Technician - Paramedics in the County of Los Angeles. The Program is affiliated with multiple hospitals and prehospital provider agencies for clinical and field internship experiences.

### ***Significant Dates/History***

July 1970

Paramedic training in California becomes possible on July 15, 1970, with the enactment of the Wedworth-Townsend Act.

August 1970

Paramedic Training in California is initiated at Daniel Freeman Memorial Hospital. The first class graduates are certified as Mobile Intensive Care Paramedics.

May 1971

The first class of Mobile Intensive Care Nurses is certified to function as such in the Mobile Intensive Care Unit at Daniel Freeman Memorial Hospital.

March 1972

A select group from the Veteran's Administration is trained.

May 1973

The State of Utah elects to have Daniel Freeman Hospital Paramedic School train the first paramedics to function in that state.

January 1975

Daniel Freeman Hospital Paramedic School initiates training on an ongoing basis, offering five classes yearly.

October 1980

Daniel Freeman Hospital Paramedic School, with graduates serving on emergency medicine teams around the world, becomes the first paramedic school in the country to be accredited by the American Medical Association. Now called the Commission on Accreditation of Healthcare Education Programs, or CAAHEP, this program remains the oldest accredited program in the country.

July 1990

Daniel Freeman Hospital Paramedic School celebrates the twentieth anniversary of paramedic training and honors Walter S. Graf, M.D., for his contributions to the emergency medical services system.

May 1995

Daniel Freeman Hospital Paramedic School celebrates a quarter century of paramedic training.

January 1999

Daniel Freeman Hospital and the UCLA Center for Prehospital Care join forces to offer a joint Paramedic Education Program.

September 2000

The Los Angeles County Fire Department sends its first group of sponsored students to the UCLA – DFH Program.

January 2002

The National Faculty of the National Association of EMTs visits the Program and conducts Prehospital Trauma Life Support (PHTLS) Education and creates a regional training center at the UCLA Center for Prehospital Care.

October 2002

The UCLA Center for Prehospital Care coordinates and administers its first Paramedic Refresher Program to support continuing education and re-certification/re-licensure.

January 2009

The UCLA – Daniel Freeman Paramedic Education Program begins its thirtieth (30th) program.

May 2009

The UCLA – Daniel Freeman Paramedic Education Program begins its thirty first (31st) program.

## **Program Staff & Faculty**

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## **Documentation of Program Eligibility To Be Provided At Start of Course**

If you have not previously furnished these materials, you must do so *by May 15, 2009*.

1. **Health Insurance:** Students must maintain private health insurance or worker's compensation insurance throughout the Program, and furnish proof thereof. Students are responsible for all payment for medical care related to exposure/ injuries/illnesses.
2. **EMT-1 Certification:** Provide a copy of your current EMT-1 certification, and current Basic Life Support for Healthcare Providers CPR card. EMT and CPR certification must be maintained throughout Paramedic education.
3. **DOJ/FBI Live Scan Background Check:** Students must submit to a DOJ/FBI Live Scan (Fingerprinting) and criminal background check along with full disclosure of all criminal violations. Any omission of offense as well as certain criminal convictions will be grounds for termination of admission.
4. **High school diploma, certifications of completion, GED, or transcripts, and college transcripts:** provide copies of all applicable documents
5. **Valid Driver's License or State Issued Identification Card:** Provide copy. If you do not have either of these, other government issued photo IDs will be accepted.
6. **Proof of successful passage of a basic physical examination conducted within 12 months prior to the beginning of the course.** The report must be signed by a physician and specify that you have no physical limitations that would impede your participation in the Program. A recent physical for employment as a firefighter or ambulance attendant, signed by a physician and indicating no limitations, will suffice.
7. **Proof of the following immunizations:**
  - Hepatitis B vaccine/immunity. Proof that you have at least started the series must be provided when your application is approved. The series must be completed before the start of the clinical phase. Students electing not to receive the vaccination must sign a waiver or provide documentation of immunity (titer).
  - Rubella: A positive rubella titer required by the beginning of the course.
  - Tuberculosis: A negative TB test or chest x-ray within six months prior to the beginning of the course.
  - Tetanus vaccine within ten years or titer.
  - Varicella vaccine or immunity following disease with titer.
  - Diphtheria vaccine or titer.

## **Program Information**

### ***GENERAL COURSE DESCRIPTION***

The Program is divided into three phases: classroom (lecture/practical), clinical (in-hospital) and field internship (assigned to an active paramedic provider). The course is comprised of a total of 1,212 hours, broken down as follows:

Classroom: 560 hours

Clinical: 172 hours

Field internship: 480 hours minimum (twenty 24-hour shifts)

Plus: mandatory call-back days during the clinical and field segments

#### ***Classroom Phase***

The classroom phase consists of 560 hours of lecture presentations and psychomotor skills labs. Classes typically meet as scheduled from **8:00 a.m. to 5:00 p.m on lecture days, and 9:00 am to 6:00 pm on skills days.** Successful completion of all written work and skills evaluations are required to proceed to the clinical phase. Goals of the classroom phase include development of core foundations in cognitive and psychomotor knowledge in anatomy, physiology, pathophysiology, assessment, pharmacology, trauma, and medical complaints, and treatment modalities in order to prepare students to interface with real patients in the remainder of the program.

#### ***Clinical and Field Internship Phases***

The clinical and field internship portions of the paramedic curriculum provide students with the tools to master the complex skills of paramedicine. Additionally, students gain experience with the varied nature of ill and injured patients in a supervised setting. Paramedic students assimilate into the emergency medical healthcare team, gaining an appreciation for the role played by each member of the team. While in the clinical or field internship setting, students must comply with the policies and procedures of the affiliated hospital or host facility. Students must also display professional attitudes toward patients, family members, preceptors, and other employees of the host facilities at all times; participate actively and seek out learning opportunities.

#### **Clinical**

In the clinical phase, students are rotated through hospital clinical areas and function on a one-to-one basis under direct supervision of a registered nurse, physician assistant, nurse practitioner, physician or social worker. The clinical phase is approximately six weeks in length. The assigned shifts include day, evening, night, and weekend shifts so that the student will receive education and experience that closely simulate actual prehospital care functions. To successfully complete the clinical phase, the student must have submitted for review the required number of patient assessments and signed daily clinical

evaluation sheets. Electronic documentation of clinical experience data must be entered within 72 hours of each shift. Failure to do so will result in a 10% per day penalty for the shift. Missing entries will prevent the student from moving onto the field internship portion of the program. All clinical experiences will take place in approved affiliate locations. Successful completion of the clinical segment is required to proceed to the field internship phase.

### Field Internship

During the field internship phase (minimum of 480 hours), the student is assigned to an active paramedic squad or rescue ambulance. While in this rotation, the student performs the full scope of practice of an EMT-Paramedic, under the direct supervision of at least one certified EMT- Paramedic with at least two years field experience. Field internships are under the auspices of, and are monitored by, the UCLA Center for Prehospital Care - Daniel Freeman Paramedic Education Program. All field internship experiences will take place with approved affiliate providers. Electronic documentation of internship experience data must be entered within 72 hours of each shift. Failure to do so will result in a 10% per day penalty. Missing entries will prevent the student from moving onto his/her 8<sup>th</sup>, 15<sup>th</sup> or final shifts.

### ***National Paramedic Examination and Licensing***

After a student successfully completes the classroom, clinical and field internship phases, he or she is eligible to sit for the National Registry of Emergency Medical Technicians – Paramedic Examination. Successful completion of this examination is required for licensure as an EMT-Paramedic in the State of California. The certification and licensure examination is extremely challenging and requires adequate preparation. Students are required to participate in the test preparation process that has been adopted by the Program (Online Summative Paramedic Exam-OSPE) and will not be issued a voucher and permission to take the National Registry exam until they have successfully completed the test preparation process.

Students who successfully earn National Registry certification and State of California licensure will also be eligible for accreditation to work as a paramedic in the County of Los Angeles. Counties in California other than Los Angeles have individual criteria for accreditation as an EMT-P for those paramedics who have trained outside that county. This procedure varies from county to county, according to requirements established by the certifying officer of the Local Emergency Medical Services Agency (LEMSA). As a nationally accredited school, the UCLA Center for Prehospital Care - Daniel Freeman Paramedic Education Program is recognized in some counties in the State of California and in some other states without further testing or fees.

## **Ethics and Standards of Conduct**

Due to the high standards of the Program and the paramedic profession, student conduct must reflect professionalism, integrity and responsibility at all times. The following section sets forth ethical standards, standards of conduct, and examples of misconduct subject to disciplinary action (including probation or termination from the Program).

### ***Ethical Standards***

Students are expected to meet the following ethical standards while in the Program:

- Paramedics are health care professionals regardless of whether or not they receive monetary compensation for their work. Thus, a paramedic is bound by the highest standards of professional conduct and ethics. The program will not tolerate a breach of these standards by its students. Certain acts may be so serious that they subject the student to immediate dismissal without progressive discipline.
- Students must conduct themselves in an ethical manner throughout the classroom, clinical, and field internship phases of the program. Failure to adhere to these standards may result in termination from the program. Violation of these standards includes, but is not limited to, stealing, cheating, or breach of patient confidentiality.

### ***Professional Behavior***

The conduct of the paramedic student reflects upon the individual, his or her agency, the program, and the EMS profession. Therefore, the student must conduct him/herself in a professional and responsible manner at all times as described below.

Professional Behavior/Attributes include:

- **Leadership.** Self-confidence, established credibility, ability to remain in control, ability to communicate, willingness to make a decision, willingness to accept responsibility for the consequences of the team's action.
- **Integrity.** Consistent honesty; being able to be trusted with the property of others or with confidential information; complete and accurate documentation of patient care and learning activities.
- **Empathy.** Showing compassion for others; responding appropriately to the emotional response of patients and family members; demonstrating respect for others; demonstrating a calm, compassionate, and helpful demeanor toward those in need; being supportive and reassuring to others.
- **Self-motivation.** Taking initiative to complete assignments; taking initiative to improve and/or correct behavior; taking on and following through on tasks without constant supervision; showing enthusiasm for learning and improvement;

consistently striving for excellence in all aspects of patient care and professional activities; accepting constructive feedback in a positive manner; taking advantage of learning opportunities; participating in tutoring sessions; and completing prescribed remediation.

- **Appearance & Personal Hygiene.** Appropriate, neat, clean and well-maintained clothing and uniform; good personal hygiene and grooming.
- **Self-confidence.** Demonstrating the ability to trust personal judgment; demonstrating an awareness of strengths and limitations; exercising good personal judgment.
- **Communication Skills.** Speaking clearly; writing legibly; listening actively; adjusting communication strategies to various situations
- **Time Management Skills.** Consistent punctuality; completing tasks and assignments on time.
- **Diplomacy in Teamwork.** Placing the success of the team above self interest; not undermining the team; helping and supporting other team members; showing respect for all team members; remaining flexible and open to change; communicating with others to resolve problems.
- **Respect.** Being polite to others; not using derogatory or demeaning terms; behaving in a manner that brings credit to the profession.
- **Patient Advocacy.** Not allowing personal bias or feelings to interfere with patient care; placing the needs of patients above self interest; protecting and respecting patient confidentiality and dignity.
- **Careful Delivery of Service.** Mastering and refreshing skills; performing complete equipment checks; demonstrating careful and safe ambulance operations; following policies, procedures, and protocols; following orders.

### ***Misconduct***

Students are subject to disciplinary action up to and including termination from the Program for misconduct, including but not limited to:

- **Academic Dishonesty.** All forms of academic misconduct, including but not limited to cheating, fabrication, plagiarism, multiple submissions, or facilitating academic dishonesty. For the purposes of this policy, the following definitions apply:

Cheating. Cheating includes, but is not limited to, the use of unauthorized materials, information, or study aids in any academic exercise; or helping another student commit an act of academic fraud; or the failure to observe the expressed procedures or instructions of an academic exercise (e.g., examination instructions regarding alternate seating or conversation during an examination).

Fabrication. Fabrication includes, but is not limited to, falsification or invention of any information or citation in an academic exercise.

Plagiarism. Plagiarism includes, but is not limited to, the use of another's words or ideas as if they were one's own; including but not limited to

representing, either with the intent to deceive or by the omission of the true source, part of or an entire work produced by someone other than the student, obtained by purchase or otherwise, as the student's original work; or representing the identifiable but altered ideas, data, or writing of another person as if those ideas, data, or writing were the student's original work.

Multiple Submissions. Multiple submissions includes, but is not limited to, the resubmission by a student of any work which has been previously submitted for credit in identical or similar form in one course to fulfill the requirements of a second course, without the informed permission/consent of the instructor of the second course; or the submission by a student of any work submitted for credit in identical or similar form in one course to fulfill the requirements of a concurrent course, without the permission/consent of the instructors of both courses.

Other Forms of Dishonesty. Other forms of dishonesty, including but not limited to fabricating information or knowingly furnishing false information or reporting a false emergency to the program or to program officials acting in the performance of their duties.

- **Forgery.** Forgery, alteration, or misuse of any program document, record, key, electronic device, or identification. This policy applies to any individual for whom the program maintains records, regardless of current student status. Signing an attendance roster for another student or signing a clinical evaluation for a nurse are examples of forgery.
- **Theft.** Theft of, conversion of, misappropriation of, or damage to or destruction of any property of the program or University or property of others while on program or University premises or at official program functions; or possession of any property of the program or others stolen while on program premises or at official program functions.
- **Computers.** Theft or other abuse of computing facilities or computer time, including but not limited to unauthorized entry into a file to use, read, or change the contents or for any other purpose; unauthorized transfer of a file; unauthorized use of another individual's identification or password; use of computing facilities to interfere with the work of another student, faculty member, or program official; use of computing facilities to interfere with a program computing system.
- **Unauthorized Conduct.** Unauthorized possession of, receipt of, duplication of, or use of the program's name, insignia, or seal. Unauthorized entry to, possession of, receipt of, or use of any program properties, equipment, resources, or services. Selling or distributing course lecture notes, handouts, readers, or other information provided by an instructor, or using them for any commercial purpose, without the express permission of the instructor.

- **Physical Abuse.** Physical abuse, including but not limited to rape, sexual assault, sex offenses, and other physical assault; threats of violence; or conduct that threatens the health or safety of any person.
- **Rape.** Rape refers to "rape" as defined by the California Penal Code (as it may be amended from time to time). Among other acts, the Penal Code prohibits the following acts:
  - Sexual intercourse against a person's will accomplished by force or threats of bodily injury.
  - Sexual intercourse against a person's will where the person has reasonable fear that she (or he) or another will be injured if she (or he) does not submit to the intercourse.
  - Sexual intercourse where the person is incapable of giving consent, or is prevented from resisting, due to alcohol or drugs, and this condition was known, or reasonably should have been known by the accused.
  - Sexual intercourse where the person is incapable of resisting because she (or he), at the time, is unconscious or asleep, and this is known to the accused.
- **Sexual Assault.** The act of sexual assault includes forced sodomy (anal intercourse); forced oral copulation (oral-genital contact); rape by foreign object (forced penetration by a foreign object, including a finger); and sexual battery (the unwanted touching of an intimate part of another person for the purpose of sexual arousal). These also include situations when the accused sexually assaults a complainant incapable of giving consent, including where the complainant is prevented from resisting due to alcohol or drugs and this condition was known, or reasonably should have been known by the accused. Note: For the purpose of this regulation, students should understand that:
  - Forced intercourse or other unwanted sexual contact is defined as rape or sexual assault whether the assailant is a stranger or an acquaintance of the complainant.
  - Intoxication of the assailant shall not diminish the assailant's responsibility for sexual assault.
- **Sexual Harassment.** Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
  - Submission to such conduct is made either explicitly or implicitly a term or condition of instruction, employment, or participation in other Program activity;
  - Submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting an individual; or
  - Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive Program environment.

In determining whether the alleged conduct constitutes sexual harassment, consideration shall be given to the record of the incident as a whole and to the totality of the circumstances, including the context in which the alleged incidents occurred.

- **Stalking.** Stalking is behavior in which an individual willfully, maliciously, and repeatedly engages in a knowing course of conduct directed at a specific person which reasonably and seriously alarms, torments, or terrorizes the person, and which serves no legitimate purpose.
- **"Fighting Words."** The use of "fighting words" by students to harass any person(s) on Program property, on other property to which these policies apply, or in connection with official Program functions or program-sponsored programs. "Fighting words" are those personally abusive epithets which, when directly addressed to any ordinary person are, in the context used and as a matter of common knowledge, inherently likely to provoke a violent reaction whether or not they actually do so. Such words include, but are not limited to, those terms widely recognized to be derogatory references to race, ethnicity, religion, sex, sexual orientation, disability, and other personal characteristics. "Fighting words" constitute "harassment" when the circumstances of their utterance create a hostile and intimidating environment which the student uttering them should reasonably know will interfere with the victim's ability to pursue effectively his or her education or otherwise to participate fully in Program programs and activities.
- **Hazing.** Hazing or any method of initiation or pre-initiation activity which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any student or other person.
- **Obstruction or Disruption.** Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other program activities.
- **Disorderly Conduct.** Disorderly or lewd conduct.
- **Disturbing the Peace.** Participation in a disturbance of the peace or unlawful assembly.
- **Failure to Comply.** Failure to identify oneself to, or comply with directions of, a program official or other public official acting in the performance of their duties while on program property or at official program functions, or resisting or obstructing such program or other public officials in the performance of or the attempt to perform their duties.
- **Controlled Substances.** Unlawful manufacture, distribution, dispensing, possession, use, or sale of, or the attempted manufacture, distribution, dispensing,

or sale of controlled substances, identified in Federal and State laws or regulations.

- **Alcohol.** Manufacture, distribution, dispensing, possession, use, or sale of, or the attempted manufacture, distribution, dispensing, or sale of alcohol which is unlawful or otherwise prohibited by, or not in compliance with, Program policy or campus regulations.
- **Destructive Devices.** Possession, use, storage, or manufacture of explosives, firebombs, or other destructive devices.
- **Weapons.** Except as expressly permitted by law, possession, use, storage, or manufacture of a firearm or other weapon capable of causing bodily injury.
- **Program Properties.** Using Program properties for the purpose of organizing or carrying out unlawful activity.
- **Violations of Law.** Violation of Federal, State, or local laws.

## **DECORUM**

### *Classroom*

- Pagers must be turned to silent alert mode or turned off during class.
- Cellular phones and wireless devices must be turned off and stowed away during class and skills labs. Calls and text messages are not to be answered and students are not to leave the classroom during lecture or skills to receive or return calls.
- Audio, but not video, recording devices are permitted during lectures. No recording devices (cell phones, PDA, personal recording devices, etc.) are allowed out or on your person during quiz reviews or testing. Any phone call to be made during an exam will be done from the front office phone.
- Emergency phone calls may be received by the front office during class and this must be told to anyone wishing to contact you.
- Students must be prepared for class each day. Students should have appropriate learning tools and implements such as: texts, pen, pencil, paper, notebooks, policy manuals, skills manuals, etc. On skills days, students should always wear a watch with second hand, have a stethoscope, and have their skills manuals with them.
- Regularly scheduled breaks will be given throughout the class period. These breaks should be used for returning pages or phone calls, using the restrooms, obtaining

snacks or beverages, or smoking. Disrupting the class for any reason other than an emergency will not be tolerated. Special circumstances must be prearranged with the instructor.

- Smoking and use of tobacco products of any kind is not permitted in the building or near its entrances. Smoking is only permitted in assigned areas; proper disposal of cigarette butts is required.
- Reasonable food and drink are allowed in the classroom so long as their consumption does not interfere with the instructor's lesson or other students' ability to concentrate. Food that is noisy or smelly may not be consumed in the classroom. Sunflower seeds will be banned if shells are found on the floor.
- Students are not permitted to use facility equipment, including phones, fax machines, staff or faculty computers, or copiers. Students must not enter any faculty office or area without faculty permission. Designated areas of the facility as defined by the faculty are off limits.
- The designated computer lab must only be used for academic work.
- While on breaks, students must respect other students, faculty, and staff with their activities. The facility is used for many other classes and activities. Please be respectful.
- Students must respect the physical property of the facility and its cleanliness. All student areas should be neat and clean prior to leaving the facility at the end of class. Students must wipe down their work surface and put their chair up at the end of class each day.
- Faculty or staff should be notified of any facility issues so that timely maintenance or repair can occur. Housecleaning responsibilities will be shared by the students and explained further during the first day of class.
- After all breaks, students must return to the classroom or skills group on time or be subject to the tardiness policy.
- Students must not sleep in class. Students may stand (not sit) in the back of the classroom if needed to remain attentive.
- Personal computers will not be allowed in the classroom except when specifically requested or allowed by the Instructor for an academic purpose on a given day.
- The Program is committed to reduce, reuse, and recycle. Recycle bins for glass, plastic and aluminum cans exist throughout the building and should be used by students and faculty. Students must not throw recyclables into regular trash bins.

### Maintenance of Classroom Facility

The UCLA – Daniel Freeman Facility should be cared for with respect and dignity. If you are responsible for or you see a mess, clean it up. Expectations include but are not limited to:

- Keeping the classroom free of trash and debris.
- Wiping work surfaces at the end of each day.
- Pushing chairs in and returning all classrooms to an equal or better condition than it was found.
- Putting chairs up at the end of each day.
- Keeping kitchen and break areas clean and in order.
- Keeping patio area clean and free of debris.

The class will be assigned a regimen of house chores in which all students are required to participate. Clean-up and set-up of skills equipment is the students' responsibility under the direction of the faculty. These housecleaning responsibilities will be explained in detail the first week of class.

### ***Clinical Site & Field Internship Station***

- During the clinical and field internship phases, students are expected to arrive and report early to their shift, and to leave late. This habit will lead to a positive and professional perception of the student's work ethic and effort.
- In the clinical setting, students should be helpful with staff and patient assistant functions. While it is not the primary focus of the clinical internship, students should offer, where appropriate, to assist with patient transportation, patient hygiene activities and equipment restocking. This will help the staff and intern develop better rapport and teamwork.
- In the field setting and while not responding to calls, conducting assigned drills, or restocking, inventorying, cleaning and maintaining all EMS equipment and apparatus including the ambulance, students should engage in station and preparation activities to include:
  - assisting with station duties to develop teamwork and esprit de corps
  - preparing for upcoming drills and review policies and procedures
  - participating in simulated calls with preceptors
  - preparing and studying for upcoming licensure examination.
- Students should also familiarize themselves with clinical site and station specific rules and expectations and adhere to these at all times.
- Under no circumstances should a student be watching television while on duty or sleeping during daylight hours in either the clinical or field setting. Students who do so are subject to termination from the Program.

### **Proper Implements/Materials**

Students in the clinical and field internship phases should have with them at all times:

- pen in working order
- stethoscope
- watch
- eye protection
- Clinical/field evaluations & journals
- Brady Drug Guide for Paramedics
- Course Policy Manual

Patient contact and clinical site evaluation forms should be brought to every clinical and field internship shift. It is the student's responsibility to have charge nurses and preceptors sign the necessary forms prior to leaving the clinical or field site for that shift.

Students should bring texts, skills manuals, and references to the station to facilitate drill preparation and post-call remediation.

## Attendance

Attendance during all phases of the program is extremely important because of the nature of the material to be presented and the required commitment of outside professionals (clinical faculty and field preceptors) in the program. Following are the attendance requirements for each portion of the program.

### *General Attendance Rules*

1. Attendance at all classroom, clinical, and field sessions is required. Attendance is verified by signing the attendance roster before the start of each class session (0800 for am sessions and 1330 for pm sessions unless otherwise indicated by the instructor). Students who are not signed in by 0800 or 1330 respectively will be determined to be late or absent.

Any absence requires *prior* notification of the Program Director, either personally or by phone. **A student's failure to make appropriate notification ("un-approved absence") will result in administrative probation after the first occurrence, cumulatively throughout the entire course to include classroom, clinical and field internship. Absences with proper notification ("approved absence") will result in administrative probation after three occurrences and termination after the fifth occurrence in the classroom phase, with two additional occurrences in clinical phase and two additional occurrences in the field internship phase allowed, though shifts will be required to be rescheduled and completed.** Absences will be excused only in the event of severe illness requiring hospitalization, family emergency, jury duty or comparable occurrence. **Documentation of the emergency will be required.** These strict attendance rules are necessary due to the limited duration of the program and the large number of hours that must be completed for accreditation by the State.

2. Tardiness is defined as arrival after the start of class (morning or afternoon session) or clinical or field shift. A student who is more than two hours late for the start of class will be marked absent. In the clinical and field internship phases, any tardiness or absence must be reported both to the clinical or field site and to the Paramedic School. Tardiness beyond 30 minutes will result in the shift needing to be rescheduled and repeated at a later date. After three tardies (cumulatively throughout the Program), a student will be placed on administrative probation. **The student may be terminated after the fifth occurrence.**
3. Departure prior to the end of class or shift is also prohibited. Students leaving early must notify the instructor/preceptor prior to leaving. Students leaving more than 2 hours before the end of class or shift will be charged with an absence. Early departure between 30 minutes and two hours will result in the shift needing

to be rescheduled and necessitate repeating the entire shift. Students leaving up to 30 minutes before the end of the shift will be charged with early departure. After three early departures, a student will be placed on administrative probation. **The student may be terminated after the fifth tardiness/early departure.**

### ***Classroom Phase***

During the classroom phase, attendance is critical. All lectures and skills sessions build on material from prior lectures and skills sessions. Without a strong foundation in this prior material, it is extremely difficult to attain and master the new material or skill. It is the student's responsibility to obtain the information from any lecture or practical session missed. The Program may require the student to perform additional assignments to make up information missed.

**If a quiz is missed due to tardiness or absence, the quiz grade will be a zero.** The zero grade will be recorded and figured into the grade average, but not count against the total number of failed quizzes allowed.

In an emergency, a class may be cancelled by the Program Director. Confirmation of classes can be made by calling (310) 680-1100, or checking the website.

### ***Clinical Phase***

Students are expected to arrive at the clinical site 15 minutes prior to the start of their assigned shift. They must have the charge nurse sign their attendance log upon arrival, and no later than the scheduled start time. Students must notify the charge nurse and their preceptor any time they leave the clinical site for any reason (including for meals). The charge nurse must also document the departure time and initial his or her notation at the end of the shift. **Student must never fill in their own arrival or departure times or sign on behalf of the nurse or charge person.**

Students are expected to attend every clinical shift and orientation, laboratory session, and callback days as assigned. Absence for any reason requires prompt rescheduling and completion of the missed shift or session so that the student accumulates no less than 172 hours in the clinical environment (a minimum of 160 hours is required by California law). **No more than two rescheduled shifts will be allowed per student without extenuating circumstances.**

### ***Field Internship Phase***

Students are expected to attend every shift as assigned. All absences must be pre-approved by both the school and official preceptors. Absence for any reason requires prompt rescheduling and completion of the missed shift so that the student accumulates a

total of no less than 20 shifts of 24 hours each in the field internship. **No more than two shifts will be rescheduled due to student request.**

Students must arrive at the site by 0700 unless otherwise noted. Upon arrival, students should report to their assigned preceptor (or station captain if the preceptor is not present). Tardiness could result in missing emergency calls.

Students must report any tardiness or absence both to the preceptor and to the Clinical Coordinator. Tardiness beyond 30 minutes will result in cancellation of the shift and necessitate rescheduling. It is expected that students will be absent only for unexpected illnesses, family emergency or comparable occurrence. All rescheduled shifts must be completed prior to graduation. More than two absences or tardies could result in termination from the Program.

### **DRESS CODE**

Appropriate attire is necessary to instill a professional attitude among students and create a professional appearance for visiting instructors, potential employers, prospective students and other health care professionals. Students must comply with the general policy listed below as well as any specific guidelines of the clinical and field internship agencies.

#### ***General Policy***

- Paramedic School Photo ID must be worn, and be clearly visible at all times while at the Paramedic School and during all clinical/field shifts.
- Students must be neatly groomed with clean hair, nails and clothing. Use of cosmetics must be appropriate and not excessive. Students must avoid excessive use of perfume, cologne and after-shave lotion. Fingernails must be clean, neatly trimmed and not too long to interfere with job duties. Nail polish, if worn, must be kept in good condition.
- Beards/goatees are prohibited by ambulance service and fire department policies. All students must have hair secured off their face and base of their neck while in class.
- Students should be freshly bathed with hair and mustaches neat and clean. Body odor is to be controlled and deodorant used. Teeth should be clean.
- Conservative jewelry is permitted. Hoop earrings, visible necklaces and body piercing rings are not permitted (for safety reasons).

- Students must wear shoes and socks. Shoes must be polished and shoelaces, stockings or socks must be clean. Athletic shoes without loud colors are acceptable. Thong sandals, clogs, high heels, slippers and open-toed shoes are not acceptable for students at any time. Special dress requirements may be outlined for specific activities such as the anatomy lab or operating room clinical activities.

### ***Classroom Phase***

- Clean, well-fitting, conservative clothing is required to include a collared shirt and slacks/skirt. Shorts, tight fitting garments, skirts and dresses shorter than three inches above the knee, sweatpants and tops that cannot be tucked in are not acceptable. The only T-shirts allowed are class T-shirts on skills days.
- Jeans are permitted on skills days only; they must be clean and not torn or patched.
- Shirts with sensitive or offensive figures and/or phrases are unacceptable.
- Hats and sunglasses may not be worn inside the building.
- Sponsored students may wear their department uniform, which must include a collared shirt and may not include a hat inside the building. Uniform must be worn according to departmental regulations.

### ***Clinical Phase***

Students must be neat, clean and well groomed. Proper attire includes:

- Dark Blue Scrubs with Paramedic School Logo.  
-OR-
- Clean, pressed, short lab coat to be worn at all times.
  - (Alternative ) White, blue or black collared shirt, freshly laundered and pressed.
  - (Alternative) Dark blue or black uniform pants, without holes, tears, rips, patches, etc. Denim and shorts are NOT allowed.
- Closed toe and heel sturdy work shoes. Clean tennis shoes are acceptable, but clogs and sandals are NOT.

Note: Some areas of the hospital require hospital-provided scrub clothing. If this is the case, the hospital will provide you with such clothing to wear, NOT to keep. Do not assume scrubs are to be worn. *Always* arrive dressed appropriately.

### ***Field Internship Phase***

Students must be neat, clean and well groomed. Students should arrive to the field internship site in proper uniform, not street or physical training clothing. Proper attire includes:

- White or blue collared shirt (with school patch sewn on left shoulder for all non-sponsored students) freshly laundered and pressed, or uniform as designated by sponsoring agency.
- Dark blue or black uniform pants, without holes, tears, rips, patches, etc. Denim and shorts are NOT allowed.
- Closed toe and heel sturdy work shoes. Tennis shoes, clogs and sandals are NOT acceptable.

## GRADING

### *Classroom Phase*

#### Grading Criteria for Determining Class Rank

25%	Quizzes
40%	Block Exams
10%	Homework
10%	Term Paper
10%	Final Exam
5%	Participation
P/F	Nationally Accredited Program Exams
P/F	Skills Exams

- **Quizzes**

Quizzes are given on a regularly scheduled basis, as well as on a non-scheduled basis during both didactic and clinical internship call back days. They use various techniques (e.g. multiple choice, fill in the blank, essay) to assess the student's knowledge in a particular subject area. The minimum passing grade is 80%.

Online quizzes are due by 0759 on the due date. Quizzes missed due to absence or tardiness may not be made up, and a score of zero will be entered for the quiz, but will not be counted in the total number of quiz failures.

.Students may fail a maximum of eight (8) quizzes throughout the Program.

**Students will be placed on academic probation upon failure of the fifth (5th) quiz and will be terminated upon failure of their ninth (9<sup>th</sup>) quiz.**

- **Block Examinations**

Examinations are given at the end of every major block of the curricula. They use various techniques (multiple choice, fill in the blank, essay) to assess students' knowledge in a particular subject area. The minimum passing grade for block examinations is 80%. During the entire classroom phase a student will be allowed only one block examination re-take. The maximum score to be recorded on the re-take will be 80%. **Failure on the re-take, or failure on a second block examination, will result in termination from the Program.** Re-take examinations must be completed within two class sessions following the examination review. All re-takes must be scheduled at the convenience of the instructor.

- **Nationally Accredited Programs**

Nationally accredited exams are designed to assess knowledge in specific areas of study, including: Basic Life Support for Healthcare Providers (BLS); Advanced Cardiac Life Support (ACLS); Pediatric Advanced Life Support (PALS);

Prehospital Trauma Life Support (PHTLS). Tests have minimum scores that are recognized nationally (84% for BLS, ACLS, & PALS; 76% for PHTLS) . Students must pass these tests according to the requirements set forth by the sponsoring agencies. Any retake will be recorded as the minimum passing score for that program. All students must participate in the courses and successfully pass the courses in order to remain in the Program and continue to the next block of study, regardless of whether they have or have had certification in any of the above courses. **No student will be permitted to progress to the clinical phase of the program without successful completion of each of the above certifications.** The above listed certifications must remain current throughout the duration of the program.

- **Homework and Assignments**

Students can expect to have homework or other assignments for class during each block of instruction. These assignments may be articles to read and respond to, writing assignments, workbook activities, group projects, or other educational activities. **Each assignment is due by 0759 on the assigned due date. Late assignments will be docked 10% for each day it is late. All assignments must be completed with a score of at least 80% prior to the morning of the block exam in order for students to sit for the block exam.** Poor performance or failing to earn 80% on any assignment will require that the student repeat the assignment for a lesser grade.

- **Practical Skill Evaluation / Practical Skills Stations**

Each student must show proficiency in all required practical skills prior to completion of the classroom phase of the Program. Each student will be given three attempts to show his/her proficiency in a controlled exam setting. **Failure to show competency in any one skill area after the third attempt, or prior to the last block examination, will result in termination from the program.** All retakes must be scheduled within two weeks of the initial skills test at the convenience of the instructor. A first attempt failure of four (4) individual skills will result in academic probation. **Failure of a seventh (7<sup>th</sup>) individual skill prior to the final examination will result in termination.**

- **Participation**

A participation grade will be given to each student based on his/her preparedness in class, involvement in class discussions, participation and proficiency in laboratory skills. Students can earn additional participation points for active participation in question and answer periods, overall attentiveness in class, completion of course and instructor evaluations, submission of material for class discussion, performance of curricula or Program projects, etc. Students will lose participation points for citations received for violations of program policies.

- **Final Written Examination**

The Final Written Examination is given at the end of the classroom phase and includes *all subject areas* covered in that phase. The minimum passing score is 80%. **No re-take is allowed on the Final Written Examination. Failure of this examination will result in termination from the Program.**

- **Final Practical Skills Stations**

Students must pass all skills included in the Clinical Proficiency Exam. Students will be allowed to re-take each station twice for a total of three attempts at each skill. All retakes must be scheduled at the convenience of the instructor, no sooner than 24 hours from the failed attempt to allow time for remediation.

**Failure of more than five final practical skills stations on the first attempt, or failure to pass any skill by the third attempt, will result in termination from the Program.** Students requiring a third attempt will have their clinical internship suspended until proper remediation and retesting can occur at the convenience of the Program faculty and administration.

### *Clinical Phase*

Following is the breakdown for grading in the clinical portion of the program. Although certain elements count more than others, students must complete every assignment and maintain an 80% average throughout the program.

Clinical:

40% *Clinical Shift Evaluations and Faculty Evaluations*

50% *Assignments to include journal assignments, grand rounds, drug drills, policy quizzes, and Fast Mag training*

10% *Timeliness and Completeness of Paperwork and Data Entry*

P/F *LA County Accreditation Exam.*

- **Clinical Shift Evaluations/Paperwork/Faculty Evaluations**

A grade point average will be determined using an average of scores from preceptor and faculty Clinical Evaluation Forms. An average of “4” or “supervised”<sup>1</sup> must be earned for each category of evaluation. This same average must be met for each individual shift. Failure to achieve this minimal level of competency will result in extended clinical shifts: one for each day, entry or presentation that does not meet the minimum standard. If a student’s shift is extended, he/she may be placed on academic probation and a plan for improvement will be developed. If the student fails to meet the terms of the plan for improvement, he/she may be terminated from the program. Unsatisfactory grades or remarks should be brought to the attention of the clinical coordinator immediately to minimize potential or existing problems.

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<sup>1</sup>Based on UCLA’s five-point clinical grading scale.

Proper documentation of each clinical shift is required at school, county, state and even national levels. Additionally, documentation is a fundamental and important aspect of prehospital care, often used as a measurement of competence and professionalism. It is imperative that students have all documentation completed prior to leaving the clinical site at the end of each shift. Improper or incomplete documentation may result in repeated clinical shifts or failure of the clinical phase, resulting in termination from the Program.

Clinical Evaluations, Clinical Experience Tracking and Clinical Experience Log forms must be brought to the Paramedic School on scheduled class days. The Clinical Policy Manual should not only be brought to every clinical shift, but also to all clinical call back days. The Manual with completed evaluations becomes part of the permanent student record and is maintained at the Paramedic School upon completion of the clinical phase. All clinical documentation including computer data entry of clinical tracking forms into the Field Internship Student Data Acquisition Project (FISDAP) system must be completed and submitted to the Clinical Coordinator before a field internship assignment will be issued.

Documentation required during the clinical phase of the Program shall include:

- ◆ Clinical Evaluations
  - ◆ Clinical Experience Logs (a minimum of 15 patient contacts per shift)
  - ◆ Twenty-two (22) patient care reports
- **Drug Drills**  
During an assigned clinical callback day, students must successfully complete oral drug drills on the Los Angeles County Scope of Practice medications. The drills are designed to prepare students for the drug drills that will occur during the field internship phase. The grading is pass/fail.
  - **Policy Drills**  
During assigned clinical pullback days, students must complete four fill-in Los Angeles County Policy Drills on several key field policy references (References 506, 510, 806, & 808). The minimum passing score is 90%. **These drills are considered quizzes and count toward the maximum number of allowed quiz failures.**
  - **Clinical Journal Assignments**  
During the clinical phase, students must complete two journal assignments and turn them into the Clinical Coordinator. These journal assignments are designed to assess affective behaviors of the paramedic intern. Students must complete Clinical Journal entries by the assigned due date. Failure to do so will result in cancellation of further clinical shifts until the assignment is completed to acceptable standards (grade of 80% or better).
  - **Grand Rounds Presentation**

During a clinical callback day, students will make a patient case presentation to their peers and the Program faculty. This activity is designed to facilitate the sharing of knowledge from peer to peer concerning live examples of patients with complaints similar to those that the students will see in the field. The presentation is graded on a twenty point scale; students must score 80% in order to pass. **Failure to earn a score of 80% will require the student to present a new case on a different call back day. Students failing to complete the assignment satisfactorily will have their field internship suspended until the assignment is completed properly.**

- **Term Paper**

A term paper will be assigned to each student near the end of the classroom phase of the Program, for completion during the clinical phase. The paper will be on an academic subject and require the student to utilize outside sources for research. A detailed description of the assignment will be given out during the course. **The paper and presentation of the paper topic will count toward the didactic grade.** Both the presentation and paper itself must be completed with a score of 80% or better. **Students failing to earn 80% on the paper will be required to rewrite the paper. Students failing to earn at least 80% on the presentation will be required to repeat the presentation on another call back day. Students will not be issued a field internship assignment until both components of the assignment are completed successfully.**

- **LA County Accreditation Exam**

Students must successfully take and pass the LA County Accreditation Exam in order to be eligible for field internship. The exam is administered by the County of Los Angeles. One retake is allowed on the exam. Failure to pass on the second attempt will result in the student having to take the LA County Accreditation Workshop which is offered at the convenience of the Department of Health Services. Students who must take the workshop will have their field internship suspended until they have retaken and passed the accreditation exam.

### Clinical Remediation

Students with knowledge base or performance weakness as identified by clinical preceptors or Program officials may enter a remediation program to run concurrently with their clinical experience. In some circumstances, the student may be suspended from his/her clinical studies to successfully complete a remediation program.

In the case of remediation, the program will evaluate the student's knowledge base or performance level, and create a plan for improvement; the student may be placed on academic probation during the remediation process. The remediation plan may include independent study, tutoring, participation in skills labs, peer counseling, scenario practice, drills, homework, or additional clinical shifts. It shall be the a condition of the plan for improvement and/or academic probation that the student meet terms and attend

all activities described in the plan. Any additional requests for assistance from staff or faculty should be requested by appointment.

Students who fail to successfully meet all conditions of the plan for improvement and/or academic probation will be terminated from the program.

#### Removal from Clinical Site

Students may be removed immediately from their clinical site for violations of the Course Policy Manual or at the discretion of the preceptor. Such removals will be reviewed by the program and may result in disciplinary action up to and including termination from the program. Should a student be removed from the clinical site for any reason, he or she must contact the Clinical Coordinator via cell phone immediately. Students who are dismissed from a clinical site will have all subsequent clinical shifts cancelled pending investigation of the cause for the dismissal, as set forth above. The student will not be permitted to return until the investigation has been completed and a decision rendered.

#### ***Field Internship Phase***

Following is the breakdown for grading in the field internship phase of the program. Although certain elements count more than others, students must pass every element in order to remain in the program and advance to the next phase.

#### Field:

90% *Field Shift Evaluations/Paperwork*

10% *Field Journal Assignments*

- **Field Shift Evaluations/Paperwork**

A Pass/Fail grade will be given at the end of the internship phase, utilizing the final major evaluation. State law requires a score of “3” or “competent” for each category of evaluation by the completion of the field internship phase. Failure to achieve this minimal level of competency will result in academic probation and the creation of an improvement plan. If the student does not meet the terms of the plan, he/she may be terminated from the program at any time during the internship. This failure to achieve minimum competencies may also lead to an extension. A student may be extended to a maximum of 30 shifts at the discretion of the program. Unsatisfactory grades or remarks should be brought to the attention of the Clinical Coordinator immediately to minimize potential or existing problems.

Proper documentation of the field shift is required at school, county, state and even national levels. Additionally, documentation is a fundamental and important aspect of prehospital care, often used as a measurement of competence and professionalism. It is imperative that students complete all documentation *prior to leaving the internship site*. **Improper or incomplete documentation may result in repeated shifts and disciplinary action, up to and including termination from the**

**Program.** Each shift shall be recorded both electronically into the Field Internship Student Data Acquisition Project (FISDAP) system and in hard copy on the official California Paramedic Program Director forms.

California Paramedic Field Internship Daily Performance Records and Major Evaluation Forms must be returned to the School prior to shifts 10 and 17. Major Evaluations must be completed after shift numbers 7, 14, and 20. If a student's shifts are extended, extended, Major Evaluations will also be required at shifts 25 and 30. Students must allow sufficient time for completion of the Major Evaluation and schedule an appointment with the Clinical and Field Internship Coordinator to review this documentation. The Field Internship Policy Manual with completed evaluations becomes part of the permanent student record and is maintained at the Paramedic School upon completion of the field internship phase.

In the event that the preceptor is unable to complete an evaluation in a timely fashion, the student or preceptor must contact the Clinical Coordinator with an explanation.

#### Mini-Lecture Presentations

Students entering the field internship phase must be able to accurately present selected material in mini-lecture format ("drill") to the station personnel during this phase. Daily drills on pertinent EMS information such as policies and procedures, pharmacology knowledge, and skills performance will be recorded on daily and major shift evaluations.

Drills are an excellent mechanism to evaluate knowledge as well as improve oral presentation skills. Presentation topics are determined by the preceptor and scheduled in advance. The topic and evaluation of the presentation should be documented on the daily performance record. Drills are to be prepared and performed with the same intensity as a classroom lecture or demonstration. The evaluation of drills scheduled in advance will be "pass" or "fail" and will be based on the delivery of accurate information. The inability to successfully complete a drill may result in academic probation and may lead to termination.

The following is a list of suggested topics for presentation. Other topics may include any information covered in the didactic or clinical phases of the Program:

- Unit Inventory
- LA County and Specific Department Policies including 806, 808, 506, 814, 815, and other policies
- LA County Drug Drill
- Patient Assessment
- Questions Related to Chief Complaint or Focused History & Physical Exam Cards (A&R Cards)
- EKG Rhythm Recognition

- Megacode or Management of Cardiac Arrest
  - Defibrillation and Cardioversion
  - Emergency Childbirth
  - Needle Cricothyroidotomy
  - Needle Thoracostomy
  - Helmet Removal
  - Spinal Immobilization
  - Burn Treatment
  - Mass Casualty Incidents and Triage
- **Field Journal Assignments**  
 During the field internship phase, students must complete two journal assignments and turn them into the clinical coordinator. These journal assignments are designed to assess affective behaviors of the paramedic intern. The assignments are graded pass/fail. Failure to perform satisfactorily on this assignment may lead to academic probation, suspension of clinical shifts, and/or termination from the Program.

#### Field Internship Remediation

Students with knowledge base or performance weakness as identified by preceptors or program officials may be placed on academic probation and enter a remediation program to run concurrently with their field internship. In some circumstances, the student may be suspended from internship in order to successfully complete a remediation program.

The Program will evaluate the student's knowledge base or performance level, and create an improvement plan requiring activities designed to improve his/her identified weakness. The plan may include independent study, tutoring, participation in skills labs, peer counseling, scenario practice, drills, homework, or ride-alongs. It is the student's responsibility to avail him/herself of these activities and request assistance by appointment with the staff or faculty.

A formal progress evaluation will be conducted as a condition of the student's return to the internship setting. This may include written, practical, oral examinations, and/or evaluations in the clinical setting by the program faculty. This evaluation must be successfully completed in order for the intern to return. If the final evaluation is unacceptable, the student will be terminated from the Program.

#### Extension

Should a student be unable (or at risk of being unable) to reach a "3" or "competent" rating<sup>2</sup> in each area of evaluation, the Preceptor or Faculty may request an internship extension. Extensions are not automatic or guaranteed. If it is determined that the intern

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<sup>2</sup> Based on three-point grading scale of the California Paramedic Program Directors Field Evaluation Standards.

has failed to make sufficient progress despite assistance from the Faculty or Preceptors, an extension will not be granted and the student will be terminated from the Program.

Reasons for an extension may include:

- Inability to conduct adequate field assessments
- Inability to determine chief complaint
- Inability to formulate an appropriate treatment plan
- Inability to manage or control the scene
- Poor communications skills
- Inadequate number of ALS patient contacts
- Poor skill performance

Extensions are issued in increments of five shifts; no more than two extensions can be given. Students granted an extension may be placed on academic probation and be required to follow an improvement plan. Daily performance records must be completed for each additional shift, and major evaluations after each five additional shifts. A student not meeting minimum standards following the maximum 30 shifts will be terminated from the Program.

#### Removal from Field Site

Students may be removed immediately from their field site for violations of the Course Policy Manual or at the discretion of the preceptor. Such removals will be reviewed by the program and may result in disciplinary action up to and including termination from the program. Should a student be removed from the field site for any reason, he or she must immediately contact the Clinical Coordinator via cell phone. Students who are dismissed from a field site will have all subsequent field shifts cancelled pending investigation of the cause for the dismissal, as set forth above. The student will not be permitted to return until the investigation has been completed and a decision rendered.

## **AFFILIATION WITH WEST LA COLLEGE**

Through a relationship between the UCLA Center for Prehospital Care (CPC) and the West Los Angeles College (WLAC), students enrolled in the Paramedic Program are eligible to receive academic credit.

To be eligible for academic credit, each student must be enrolled into WLAC. For CPC students, enrollment is accomplished by completing a WLAC Enrollment Application and Add Permit. CPC students are enrolled into WLAC while in attendance of their regular CPC course (not at the WLAC campus).

Designated enrollment dates will be announced in each class. Students must not miss the enrollment date, as students have only one opportunity to complete the Enrollment Application and Course Card in class.

### ***Enrollment Issues***

Any student that previously enrolled in any of the Los Angeles Community College District 9 colleges and has a “Fees Due” designation on their record, will not have the application for academic units processed by WLAC until any accounting issues are resolved. In the event of such circumstance, the student will be notified by the WLAC Administrative Assistant via telephone or email. Any discrepancy must be resolved in within 10 business days of notification in order to maintain a student’s eligibility for academic units.

### ***Fees***

The cost for WLAC for this service is \$35 per course, or \$280.00 for the total program, which is in addition to the course fees you have already paid. The fees represent WLAC’s cost to offer this academic service to students. These fees are subject to change.

### ***Withdraw Policy***

Students may withdraw from a course by completing a form at West Los Angeles College Admissions Office by the published date. Students withdrawing from a course prior to this date will receive a full refund for the service fee for the course(s).

### ***Transcript Information***

Upon the successful completion of an eligible program, UCLA will submit a student’s grade information to WLAC. Official transcripts will be available from WLAC approximately 60 days after the completion of the course. Eligible students can request their official WLAC transcripts by submitting an official request to WLAC.

- Via Web Site:     [www.wlac.edu](http://www.wlac.edu) (Under Student Services, Grades/Transcripts)
- Via Telephone:   310.287.4385

- Via Mail: Admissions and Records, Attn: Transcripts  
West Los Angeles College  
9000 Overland Avenue  
Culver City, CA 90230

***Grading Criteria for Each Block of Instruction for WLAC grades:***

- 30% Quizzes
- 40% Block Exams
- 20% Homework Assignments
- 10% Participation (including skills labs)
- P/F Nationally Accredited Exams (BCLS, ACLS, PALS, PHTLS)
- P/F Skills Exams

***The grading policy is as follows:***

- 93-100% A
- 85-92% B
- 80-84% C

A minimum score of 80% is required to remain in the program. A score of 79% or less will be recorded as an “F”.

***Unit Information***

Students successfully completing a program will be eligible for 36 units under WLAC Program Number Allied Health 43CO-50CO.

Program blocks of instruction correspond to WLAC course codes as follows:

- Course 43-Anatomy and Physiology
- Course 44-Introduction to EMS Systems
- Course 45-Airway and Patient Assessment
- Course 46-Cardiology, Pharmacology and Medical Emergencies
- Course 47-Trauma
- Course 48-Special Patient Populations, Final Exam, and Term Paper

Courses 49 and 50 are offered as credit/no credit utilizing the following grading criteria:

***Course 49-Clinical Internship and LA County Policies***

- 40% Clinical Shift Evaluations and Faculty Evaluations
- 40% Assignments to include journal assignments, grand rounds, drug drills, policy quizzes, and Fast Mag training
- 20% Timeliness and Completeness of paperwork and data entry
- P/F LA County Accreditation Exam.

***Course 50-Field Internship***

- 90% Field Shift Evaluations/Paperwork
- 10% Field Journal Assignments

For questions regarding enrollment, please contact the Administrative Assistant for the West Los Angeles College Allied Health Division by telephone at 310.287.4464 or by e-mail at [alliedhealth@wlaac.edu](mailto:alliedhealth@wlaac.edu)

## **PROGRAM COMPLETION REQUIREMENTS**

Ongoing evaluation of the student's academic performance is an integral part of the program. Each phase has requirements, set forth below, that must be met in order to advance to the next phase and complete the Program.

### ***Classroom Phase***

Students will be allowed to sit for the final written examination and the final practical skills stations only upon the following conditions:

- Successful completion (score of at least 80%) of all assignments.
- Successful completion (score of at least 80%) of each block exam.
- Successful completion of all practical skill stations.
- Obtaining or maintaining current certification in BLS, PALS, and ACLS per the standards of the American Heart Association and PHTLS per the standards of NAEMT.

Students must pass the final written examination and final practical skills stations in order to advance to the clinical phase of the program.

### ***Clinical Phase***

- Students must sign a completed Clinical Contract prior to their first clinical shift
- Students must attend a clinical orientation at the School prior to their first shift.
- Students must attend any scheduled hospital orientation at the hospital location.
- Students must complete 22 patient care reports completely and appropriately. All assessments must have complete written narratives.
- Students must complete and document 15 Patient Contacts (either patient assessment or ALS procedure) per Emergency Department Shift. Documentation will occur on the Clinical Experience Log form.
- Students must earn an “4” or “supervised” in each area of clinical evaluation before entering the field internship phase. Additional clinical shifts or remediation may be required to accomplish this; if so, students will be placed on academic probation until this requirement is met.

- Students must data entry (on-line into FISDAP) clinical tracking forms and minimum skill validation benchmarks within 72 hours of the shift.
- Students must receive a “recommendation for field internship” rating by program faculty before progressing to the field internship phase.

### ***Field Internship Phase***

- Students must complete all field rotations (a minimum of twenty 24-hour shifts).
- Students must earn a “3” or “competent” in each area of field internship evaluation by the end of his or her internship.
- Students must data entry (on-line) field tracking forms and minimum skill validation benchmarks.
- All shifts, including extended shifts, must be completed within six months of the end of the clinical phase. No student may complete more than 30 total shifts in an attempt to meet the minimum requirements of field internship.
- Students must successfully complete all field journal assignments.
- Students must pass all mini-lecture drills.
- Students must successfully complete any remediation program or shift extension

## **DISCIPLINARY ACTION**

Charges of misconduct or breach of the program's ethical or professional behavior standards against a student at any stage of the program will be investigated. The student may be suspended for up to forty-five (45) days during the investigation and review. Departments that are sponsoring students in the program will also be notified if one of their students is being investigated for allegations of misconduct or breach of a Program standard.

The investigation will include an interview with the student. He or she may submit a written summary of the events surrounding the charge of misconduct or breach of ethics or professional behavior within seven days of the interview. The investigation will be completed within 45 days of its start. Within 30 days of the completion of the investigation, the student will be provided with a written summary of the investigation and a decision. The decision may impose disciplinary action, up to and including termination from the program.

## **PROBATION**

Students placed on probation will be notified in writing. Departments that are sponsoring students in the program will also be notified if one of their students is placed on probation. A student who fails to comply with the terms of probation will be terminated from the program.

### ***Academic Probation***

Students may be placed on probation on academic grounds at the discretion of the program. A student on academic probation may be required to attend weekly tutoring sessions as a condition of his/her probation status. Grounds for academic probation include, but are not limited to:

- Failure of five or more quizzes
- Failure of a block examination
- Failure of four or more practical skills stations
- Failure of two or more clinical assignments (e.g., term paper, grand rounds, drills) or failure of one assignment more than one time
- Failure to advance academically in the clinical or field setting, requiring the development of a plan for improvement
- The inability to accurately present selected material in mini-lecture format ("drill") to the station personnel during the internship setting

## *Administrative Probation*

Students may be placed on administrative probation at the discretion of the program. Grounds for administrative probation include, but are not limited to:

- Failure to comply with the standards of ethics, professional behavior and conduct set forth in this Manual
- Failure to comply with a request or order from a faculty member
- Failure to comply with the attendance policy
- Failure to comply with the dress codes
- Failure to complete or tardiness in submitting documents required for matriculation (ie. – medical screening information, application information)
- Failure to comply with the rules of classroom, clinical site or field station decorum
- Tardiness in turning in clinical or field internship documentation or assignments
- Failure to comply with the Exposure Control Policy
- Failure to comply with reporting procedures for Incidents and Unusual Occurrences

## **TERMINATION FROM THE PROGRAM**

A student may be terminated from the program for not satisfying the academic or disciplinary policies and rules outlined in the Course Policy Manual, with or without being placed on probation, as follows:

### ***Academic Grounds***

- Failure to meet academic standards as outlined in the grading policy
- Continued sub-standard academic performance after being placed on academic probation
- Failure to meet the conditions of a plan for improvement during the clinical or internship phase of the program
- Failure to meet all conditions of a remediation program
- Failure to meet course requirements during any phase of the program

### ***Disciplinary Grounds***

- Substantial or repeated violation(s) of the standards of ethics, professional behavior and conduct set forth in this Manual
- Repeated absences, tardiness or early departure as outlined in the attendance policy
- Repeated failure to comply with applicable dress codes
- Failure to complete submission of documents required for matriculation (ie. – medical screening information, application information) after notice by program administration.
- Repeated or substantial failure to comply with the rules of classroom, clinical site or field station decorum
- Repeated tardiness in turning in clinical or field internship documentation or assignments
- Continued administrative violations after being placed on administrative probation
- Repeated or substantial failure to comply with the exposure control policy
- Repeated for substantial failure to comply with the reporting procedures for Incidents and Unusual Occurrences
- Failure or refusal to participate in necessary investigatory proceedings for an incident or unusual occurrence

Upon termination, the student (and his/her sponsoring agency, if applicable) will be notified in writing of the reasons for the termination. This documentation will also be placed in the student's file. The Program Director may require an exit interview at the time of termination. **Students who are terminated for disciplinary reasons are not eligible for re-enrollment.**

## **APPEAL OF DISCIPLINARY TERMINATION**

If a student is terminated on disciplinary grounds, he or she may file a written appeal with the Managing Director of the UCLA Center for Prehospital Care. The appeal must be filed within ten business days of the effective date of the termination. It must include an explanation of the circumstances of the termination, and specific and detailed reasons why the student believes the termination was unjustified. The student may also submit any relevant witness statements. An appeal lacking this information will be summarily denied without further action.

The Managing Director (or his or her designee) will review the appeal and take any action reasonably necessary to reach a decision, including interviewing the student and any relevant witnesses. The Managing Director will issue a decision on the appeal within 45 days of the date it is filed. The decision will be final and binding.

## Exposure Control Policy

Students are at risk of exposure to infectious disease during the Program because they may:

- Have direct physical contact with patients
- Work with blood (i.e. venipuncture) and other body fluids
- Potentially have any contact with blood and body fluids

### *Universal or Standard Precautions*

Universal or standard precautions must be taken when in contact with patients and where there is a potential for contact with body fluids. Appropriate barrier precautions must be used to prevent skin and mucus membrane exposure to blood and other body fluids.

- Gloves must be worn for:
  - a. Touching blood and/or body fluids, mucus membranes or non-intact skin of all patients;
  - b. Performing venipunctures and finger sticks;
  - c. Protection of cuts or open lesions on the hands (of health the care provider);
- Gloves must be changed when soiled, torn, or punctured and after contact with each patient.
- Protective eyewear must be worn during tasks that are likely to generate droplets of blood, saliva, sputum or other body fluids.
- Protective barriers must be used to minimize the need for emergency mouth-to-mouth resuscitation, such as pocket masks or BVM.
- Puncture-resistant sharps containers must be used to dispose of needles and other disposable sharp implements.
- Clean up of blood or other body fluid spill:
  - a. Gloves must be worn.
  - b. Wipe up spill with a clean, dry absorbent material, then discard in biohazard container.
  - c. Vigorously wipe contaminated surface with 70% alcohol, a 1:1000 hypochlorite [bleach] solution, or an equivalent disinfectant, for a minimum of 30 seconds.
  - d. Solutions for cleaning must be mixed fresh on a daily basis, following manufacturer's instructions or by mixing 1/4 cup bleach with a gallon of water.

### *Safe Work Practices*

Students must use safe work practices designed to minimize the chance of exposure to bloodborne diseases.

- Students who have, or recently have had, any type of infectious disease should refrain from participatory skills until they are considered well. Examples of diseases include, but not limited to:
  - a. Open cuts, weeping skin lesions, or sores on face, mouth, or hands.
  - b. Respiratory infection
  - c. Flu-like symptoms, cough, sore throat, fever.
  - d. Active, acute hepatitis.
  - e. Mononucleosis.
  - f. Tuberculosis.
  - g. Active infections, i.e. herpes, shingles, fungi, conjunctivitis.
- Hands and other skin surfaces (as applicable) must be washed:
  - a. Before and after direct patient contact.
  - b. After removal of gloves.
  - c. After any accidental contamination with blood or other body fluids.
- Students must wear appropriate personal protective equipment according to guidelines set forth by UCLA Center for Prehospital Care, the individual hospital clinical site, or the Fire/EMS agency.
- Procedures must be performed in such a manner as to decrease the chance of splashing or spraying of blood or other body fluids.
- Used needles, scalpels and other disposable sharp instruments must be put in available puncture-proof sharps containers. Do not recap, purposefully bend, break, remove needles from disposable syringes, or otherwise manipulate sharp instruments by hand.
- Reusable instruments contaminated by blood or other body fluids (such as laryngoscope blades) must be placed in designated containers containing disinfectant, for a minimum of 10 minutes.

### ***Laboratory Precautions***

#### Handling of specimens

- Gloves must be worn when handling any specimen of blood or bodily fluids, including but not limited to blood specimen tubes, microscopic slides, urine cups, capillary tubes, and throat culture plates.
- Specimens to be transported must be placed in biohazard-marked baggies or other types of containers designed to prevent leakage during transport. Care must be taken to avoid contaminating the outside surface of the container/baggie or the accompanying laboratory form.
- Students must abide by field and clinical site policies that are in place by each agency.

## ***Infection Control Education and Training***

Students must attend an education and training program on Infectious Disease Control. This program provides information on:

- Epidemiology - modes of transmission of HBV and HIV, symptoms;
- Infection control methods including universal precautions, work practices, and personal protective equipment;
- Vaccinations;
- Method of reporting an exposure incident and follow-up

## ***Hepatitis B Vaccination***

- Students must submit proof of having received the HBV vaccine series, which must be completed prior to the start of the clinical phase.
- Students electing not to receive HBV vaccination must sign a waiver or provide documentation of HBV immunity (titer).
- The student will be responsible for the cost of the vaccine.

## ***Evaluation of Exposure Occurrences and Follow-up***

### Policy

- It is the student's responsibility to follow safe work practices and infection control guidelines.
- Should a student be exposed, he or she must report it immediately to the On-Call Administrator at pager number 800-233-7231 ID# 96400. The student must also contact or leave a message for the Clinical and Field Internship Coordinator at the following voice-mailbox: 310-680-1102.
- Appropriate medical evaluation and testing will be done according to current Centers for Disease Control Guidelines, current medical standard of care for infectious disease exposure, or hospital policy.
- Students are responsible for maintaining medical health coverage, and for any and all physical examinations, laboratory testing, and treatment due to exposure, illness, or injury.

### Procedure

- An in-house unusual occurrence report must be written by the exposed student.
  - a. This report should document the route of exposure, the circumstances of exposure, and, if known, the HBV and HIV status of the patient.
  - b. This report must be given to the clinical coordinator or designee within 24 hours or as soon as possible after the occurrence.

### ***Incidents and Unusual Occurrences***

Should a student be involved in an unusual or notable incident (anything inconsistent with routine paramedic operations or the routine operation of the clinic or field site) that may or did cause harm to themselves, a patient or any other person, it must be reported immediately to the On-Call Administrator at pager number 800-233-7231 ID# 96400. Additionally, the student must contact or leave a message for the Clinical and Field Internship Coordinator at the following voice-mailbox 310-680-1102.

Students must comply with all hospital/provider agency reporting policies, and also document the incident on an Unusual Occurrence Report Form. Return the “Unusual Occurrence Report” to the Paramedic School within 24 hours. Further action will be taken as necessary. Further action, including but not limited to, participating in an agency (fire department or hospital) investigation of the incident may be required. Failure or refusal to participate in necessary investigation proceedings may result in suspension of the clinical or field internship until the matter is resolved.

### ***Liability***

Students of the Paramedic School are covered by the University’s general and professional liability policy to the extent that the student is acting in the course and scope of his or her education or training. Additional coverage, and uninsurable events including gross negligence, are the responsibility of the student. The student’s employer may provide an additional insurance policy for the student as well. The student can purchase private supplemental insurance at his/her own cost.

## **Voluntary Withdrawal From The Program**

A student wishing to voluntarily withdraw from the program must discuss his/her decision with the Clinical Coordinator or Program Director in an exit interview.

All requests for withdrawal must be made in writing and signed with an original signature.

All requests for withdrawal must indicate an effective date of the withdrawal.

After completing the withdrawal process, a student wishing to come back to a future program must formally reapply.

## **Refund Policy**

Notice of cancellation or withdrawal must be made in writing to the Program Director. The \$250.00 deposit required upon acceptance into the Program is non-refundable. Tuition refunds will be made to students withdrawing from the Program as follows:

The tuition, less the nonrefundable deposit, will be refunded if a student cancels no later than 60 days for sponsored students (fire departments, military, etc.) and 15 days for private students prior to the first day of the course. Should the Paramedic Education Program cancel a class after a student has been accepted, all monies paid by that student shall be refunded in full.

If a student withdraws from the Program 14 days or less prior to the start of the course, the student will be refunded the full tuition amount less a 15% late cancellation fee.

If a student withdraws from the Program after the start of the course, the student will be refunded a percentage of the tuition balance based on the number of classroom sessions attended, as indicated below.

<b>Number of Classroom Sessions Attended</b>	<b>Percentage of Tuition Balance Refunded</b>
1 – 13	75%
14 – 26	50%
27 – 39	25%
40+	0%

There is no refund available after the 40<sup>th</sup> classroom session or during the clinical or field internship portions of the program. There is also no refund if the student is terminated for academic or administrative reasons at any juncture of the program.

Textbooks, laboratory materials, and certification fees are non-refundable.

## Participation in Prehospital Care and Education Research

The UCLA Center for Prehospital Care is committed to prehospital care and educational research. During your tenure at UCLA we would be interested in using data that has been collected about your experience in our course(s). This data is meant to help measure your learning and provide your instructors with better tools to assist you and future students in improving the didactic, clinical and field experiences. Currently, your data is confidential and can only be viewed by your instructor(s).

The UCLA Center for Prehospital Care would like your permission to anonymously use your data for research purposes. Your name and other identifying information will not be linked in any way to the data so that your privacy is protected. Only the computer programmer(s) and your instructor(s) will have any student identified information, and by both accreditation rules and Institutional Review Board requirements, neither are permitted to share any information about you without your expressed, informed consent.

Your participation in prehospital research is entirely voluntary; it will not cost you anything and does not pose any risk to your physical or psychological safety, but will be critical in the improvement of EMS education programs. There is a pressing need for more research in EMS education. Instructors are making decisions about yours and future EMS education programs without having evidence to substantiate those choices.

Your consent to allow us to use your anonymous data in this research is voluntary. Your refusal to allow us to use your data will involve no penalty or loss of any privileges/benefits to which you are currently entitled. You are free to withdraw your consent at any time.

I DO consent to having my anonymous data used for research purposes.

I do NOT consent to having my anonymous data used for research purposes.

Additionally, UCLA Center for Prehospital Care would like to obtain your permission to release your anonymous data to other person(s) or college(s) who may want to do prehospital educational research. The release of this anonymous data would involve no cost or risk to you.

I DO consent to having my anonymous data released to other person(s) or college(s) for research purposes only.

I do NOT consent to having my anonymous data released to other person(s) or college(s) for research purposes only.

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

**CERTIFICATION FOR ALL STUDENTS**

I \_\_\_\_\_ have read and understand the terms and requirements for participation in the UCLA Center for Prehospital Care – Daniel Freeman Hospital Paramedic Education Program, as set forth in the Course Policy Manual. I understand that failure to meet the terms and requirements described in the Course Policy Manual may result in my termination from the program. I also agree to conduct myself as a professional and in a manner consistent with the Course Policy Manual.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CERTIFICATION FOR SPONSORED STUDENTS**  
**(to be completed by sponsored students only)**

I \_\_\_\_\_ have been sponsored by \_\_\_\_\_ (“Department”). I understand as a condition of my participation that all records relating to my performance in the Program, including but not limited to disciplinary action, grades, and evaluations will be released to the Department. Specifically, this information will be made available to the Paramedic Coordinator, Fire Chief or his or her designee.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_