

UCLA Center for Prehospital Care  
Paramedic Education Program

**Course Policy Manual**  
2019 Edition

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## **Introduction**

Welcome to the UCLA 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 52) indicating that you have read and understand these policies governing participation in the Program.

## **Goals, Philosophy, Mission, & Vision**

The goal of the UCLA Paramedic Education Program is to prepare competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder levels. The Program is devoted to developing highly skilled and educated prehospital care providers. The UCLA Center for Prehospital Care and the former 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.

Program faculty subscribe to a philosophy of cooperative learning. In this mutual venture, both the student and the faculty share responsibilities that are intended to result in learning. Both parties are in partnership and each have a duty in the educational process.

The faculty will provide leadership, model professional behaviors, help students to identify effective methods of learning, assist in developing these methods, facilitate learning, and provide learning feedback through various forms of evaluation. These evaluations will be aimed at developing all domains (cognitive thinking, hands-on psychomotor skills, and affective behaviors) and levels of learning of an out-of-hospital healthcare provider. These levels of learning include foundational knowledge, problem-solving, critical thinking, and other higher-order thinking skills.

Learners are responsible for their own learning and are expected to be active and engaged in learning. Learners must identify their needs, methods, and strategies for their individual construction of knowledge. Each student must construct his or her own knowledge in a meaningful manner that enables the student to become a competent and professional healthcare provider and a lifelong learner. Healthcare is an ever-evolving profession and change is inevitable. Lifelong learning will be required as a result of these inherent changes.

Additionally, learners and faculty are partners to monitor student progress through the course. Students must learn to self-assess progress in all domains which includes being alert for feedback from multiple sources.

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 Paramedic Education Program is located within the Walter S. Graf Center at the former 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 Paramedics in the County of Los Angeles and is affiliated with numerous hospitals and prehospital provider agencies for clinical and field internship experiences.

### *Significant Dates in 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.

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.

September 2005

The Program celebrates 35 years of paramedic education.

September 2006

UCLA Center for Prehospital Care becomes part of the David Geffen School of Medicine at UCLA.

August 2009

The Center's Director, Dr. Baxter Larmon, is honored with the Lifetime Achievement Award by the National Association of EMS Educators for his service to the EMS Community.

December 2010

The Program Director, Heather Davis, is awarded Educator of the Year by the State of California EMS Authority.

July 2014

The Program begins its first Hybrid Paramedic class. Class 62 is the fourth Hybrid Paramedic class.

January 2019

The 61st Paramedic Programs begin their paramedic education at our new modern education facility at Pacific Concourse near LAX.

## 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 on the day of your first on-campus meeting, with the exception of a second TB test which is due by the first hospital orientation shift.

**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.

**EMT-1 Certification:** Provide a copy of your current California EMT certification, and current Basic Life Support for Healthcare Providers CPR card. EMT and CPR certification must be maintained throughout Paramedic education.

**DOJ/FBI Live Scan Background Check:** Students must submit to a 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.

**High school diploma, certifications of completion, GED, or transcripts, and college transcripts:** provide copies of all applicable documents.

**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.

**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, including eligibility to be mask fit tested. A recent physical for employment as a firefighter or ambulance attendant, signed by a physician and indicating no limitations, will suffice.

**Payment of Materials Fee for electronic record keeping, testing, and Bruin Badge.**

**Computer and Technical Requirements:** Because there are online components to this class, you must have regular access to a dependable computer with online access. In addition, online class sessions maybe offered using "Voice-over-internet" technology, similar to Skype®. To participate, you will need a headset with a functioning microphone. Critical course communications including office hours, grade reports, and other course records will also be delivered via the internet to facilitate student access.

These requirements are subject to updates and can be verified at <http://ucla.jbcourse.com/>.

**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).

Measles, Mumps and Rubella (MMR): A positive MMR titer or the first shot is required by the beginning of the course. The second vaccination, received 28 days after the first, must be provided before hospital orientations.

Tuberculosis: A first negative TB test or chest x-ray prior to the start of class and again within three months prior to the beginning of clinicals depending on hospital clinical site.

Varicella vaccine or immunity following disease with titer. If vaccine is received, first dose must be provided before class begins and second dose 4-8 weeks later.

Tetanus, diphtheria and pertussis (Tdap) vaccine or titer within last 10 years.

Influenza vaccine given between November 1 and March 31 (should not be received until seasonal vaccine is available)

**Advanced Placement Policy**

Experiential learning in a variety of professional settings is encouraged prior to applying for the Paramedic Program. However, no course credit or advanced placement will be given for prior life or work experience. All accepted applicants to the Paramedic Program must demonstrate required competencies in the cognitive, psychomotor and affective domains.

# Program Information

## General Course Description

The Program is divided into three phases: didactic including classroom lecture and practical skill labs. For Hybrid, synchronous online sessions and asynchronous interactive modules;), 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:

Paramedic Didactic: 560

Clinical: 164 hours

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

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

### **Didactic Phase**

The didactic phase consists of 560 hours of lecture presentations and on-campus psychomotor skill labs. The Hybrid course also includes online asynchronous interactive modules and online synchronous presentations. **The traditional course meets on-campus from 8:00am to 5:00pm Monday through Friday with occasional days off during the week. The hybrid course meets in online synchronous sessions on Mondays and Wednesdays from 7:00 pm to 10:00 pm PST and on-campus classes on Fridays from 8:00am to 5:00pm PST.** Successful completion of all written work and skills evaluations are required to proceed to the clinical phase. Goals of the didactic 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.

Multiple methods of instruction are used to achieve the goals of the program including online interactive modules, reading, lecture, group activity, role play, discussion, homework assignments, quizzes, exams, skill labs, scenarios, clinical and field internships. Video cameras are located in course classrooms. Students may be filmed, with audio, while in those classrooms and during synchronous online sessions. Notices will be posted in classrooms where filming will occur. Filming should be assumed to be occurring anytime students are participating in an online learning session. The recordings are used by the University to evaluate student performance and compliance with course standards and to provide feedback on student performance.

### **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 four 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 and an image of the form uploaded within 72 hours of each shift. Failure to do so will result in suspension from further clinical rotations until the documentation is completed correctly.** 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. Students who do not meet the documentation requirements to participate in hospital or field rotations listed above are not able to meet the course requirements and will not be able to complete the Program.

### ***Field Internship***

During the field internship phase (minimum of 480 hours), the student is assigned to an active paramedic squad or rescue ambulance at the discretion of the program and as available. Most UCLA Paramedic Education internships occur at fire departments in the County of Los Angeles. A limited number of field internships may be available in other counties which may charge the intern a fee for interning with them. Those special circumstances will be available rather than assigned when the intern wishes to intern outside of LA County and is willing to pay the additional fees for doing so. 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 Paramedic Education Program. All field internship experiences will take place with approved affiliate providers. Students will not be issued a field internship assignment until he or she has successfully passed the LA County Accreditation Exam and if choosing to intern out of county, the accreditation exam for that county. Assignments are typically made within one month of completion of clinical, but may take as long as 90 days depending on the availability of preceptors at approved affiliate providers. **Electronic documentation of internship experience data must be entered and an image of the form uploaded within 72 hours of each shift. Failure to do so will result in suspension from further shifts.** Missing entries will prevent the student from moving onto his/her 8th, 15th or final shifts. Students who do not meet the documentation requirements to participate in hospital or field rotations listed above are not able to meet the course requirements and will not be able to complete the Program.

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

After a student successfully completes the didactic, 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. All students are required to participate in the test preparation process that has been adopted by the Program (Online Summative Paramedic Exam-OSPE and National Registry Skills Practice) and sponsored students 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 a Paramedic 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 Paramedic Education Program is recognized in some counties in the State of California and in some other states without further testing or fees.

## **Accreditation and Program Approval**

The UCLA Paramedic Education Program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Issues or concerns about the Program can be directed to:  
Commission on Accreditation of Allied Health Education Programs  
25400 US  
Hwy 19 N. Suite 158  
Clearwater, FL 33763  
727.210.2350  
[www.caahep.org](http://www.caahep.org)

To contact the CoAEMSP:  
8301 Lakeview Parkway  
Suite 111-312  
Rowlett, TX 75088  
214.703.8445  
Fax 214.703.8992  
[www.coaemsp.org](http://www.coaemsp.org)

## **Student Services**

### ***Libraries***

Students enrolled in the Paramedic Education Program have access to the UCLA Biomedical Library (subject to their policies and procedures). This library has numerous resources regarding all aspects of the EMT and paramedic occupation in the form of books, tapes, and case studies.

### ***Placement Assistance***

Known employment vacancies in the field (both local and out-of-county) are posted on the bulletin board in the student lounge. Although the Program may facilitate information about known vacancies, the Program does not offer placement assistance nor is a guarantee for employment made.

### ***Housing***

The school has no facilities to house students. The responsibility for making housing arrangements rests with the student.

### ***Students with Disabilities***

Students needing academic accommodations based on a disability should submit their request and current supporting documentation to Ms. Darlene Karim, Records and Registration Manager, by mail at 10990 Wilshire Boulevard, Suite 1450, Los Angeles, CA 90024. Review and approval will be provided by the UCLA Center for Accessible Education. When possible, students should submit their request at least three weeks prior to the start of the course as reasonable notice is needed to coordinate accommodations. For more information contact Ms. Darlene Karim by email at [dkarim@mednet.ucla.edu](mailto:dkarim@mednet.ucla.edu) or by telephone at 310-312-9304.

### ***Veterans Assistance Benefits***

If you are eligible to receive Veterans Benefits and would like information on processing your benefits please call the Department of Veterans Affairs (DVA) nationwide toll free number at (800) 827-1000.

For assistance with using your Veterans Assistance Benefits for the Paramedic Program or related benefits questions, please contact Darlene Karim, UCLA CPC VA Rep, at (310) 312-9304.

### ***Physical Location & Parking Information***

Our new campus, located at 5220 Pacific Concourse Drive, Los Angeles, CA, is centrally located near the LAX Airport with public transportation accessible nearby. Students are encouraged to use public transportation or form carpools with other students. Information and guidelines about parking are listed below:

- Traditional paramedic students may purchase a monthly parking validation in advance at the rate of \$50 per month for the four months of classroom instruction and the 13 required call-back days during clinical and field at \$3/day, for a total of \$239. Any paramedic student who purchases a monthly parking validation will also be able to use the on-site gym and be given a gym access card. Hybrid/PT paramedic students may purchase a package of parking vouchers for all on-campus days at the \$3/day rate.
- Payment in full may be made by the student or their employer (if sponsored). Students are not able to purchase a monthly validation one month at a time. The total amount will be due on the tuition balance due date.
- Students who elect not to purchase parking by this date will forfeit the option for a monthly parking validation and be required to pay the daily rate (\$10/day) at the parking attendant booth.
- Monthly parking validation or a \$10 daily parking pass will grant the holder same day in/out privileges during the lunch hour.
- The Parking Agreement form must be filled out by all students who will be using the monthly parking validation.
- If any student loses their validated ticket or call-back parking voucher, he/she will have to purchase a daily pass for \$10 at the parking attendant booth.
- Loss of the gym access card will incur a \$25 replacement fee. Program completion certificates may be withheld until the access card is returned, or all fees due are paid.
- Parking fees are non-refundable once paid, regardless of program completion.
- All fees are subject to change without notice.

### ***Carpool Information***

Carpooling is encouraged, but must be pre-established and listed with the parking attendant, and **only those students will have same day in/out privileges** on the monthly validation. Each member of a carpool who desires gym access must complete the necessary forms and purchase an access key card for \$25.

## Ethics and Standards of Conduct

The following section sets forth the attitudes and behaviors necessary to function in the role of an entry-level paramedic. Students must demonstrate satisfactory progress toward achievement of the identified Professional Behavioral competencies. A student who demonstrates inappropriate ethical or professional behavior will be promptly advised and will be subject to disciplinary action. Penalties range from probation to expulsion from the program. Each student must consistently demonstrate the following characteristics in order to pass the course:

### 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 didactic, clinical, and field internship phases of the program. Failure to adhere to these standards may result in immediate termination from the program. Violation of these standards includes, but is not limited to, physical violence, stealing, lying, 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. In accordance with the National Education Standards, these professional behaviors are evaluated through the Affective Evaluation. Students must earn and maintain a passing grade on the Affective Evaluation in order to complete the Program. Specifically, the following applies to the Affective Evaluation:

- a. The overall evaluation is pass or fail.
- b. Students are evaluated on these behavioral competencies through the entire course.
- c. A student who has an unacceptable score in any area will be counseled and advised in writing of behavior changes required to meet the standard.
- d. Students must attain and maintain competency in all areas by end of each phase of the Program or will not be eligible to matriculate to the next phase.

Professional Behaviors/Attributes include:

- 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, personal accountability including acknowledgment of personal errors, omissions and limitations.
- 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.

- **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.
- **Appearance & Personal Hygiene.** Appropriate, neat, clean and well-maintained clothing and uniform; good personal hygiene and grooming.
- **Professional Maturity/Self-confidence.** Demonstrating the ability to trust personal judgment; demonstrating an awareness of strengths and limitations; exercising good personal judgment.
- **Communication Skills & Critical Thinking.** Speaking clearly; writing legibly; listening actively; adjusting communication strategies to various situations, demonstrating logical thinking skills.
- **Time Management Skills.** Consistent attendance and punctuality; completing required hours, completing tasks and assignments on time.
- **Diplomacy & 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, following faculty or preceptor instructions, listening in class, being punctual to class and lab sessions.
- **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, confidential handling of privileged information.
- **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.

**Failure to demonstrate professional behavior may result in termination.**

## Misconduct

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

- **Academic Dishonesty.** Because paramedic students go on to become health care professionals, with the responsibility for patient treatment and care in their hands, it is necessary that all students practice scholastic and professional integrity at all times, in all circumstances. This extends not only to circumstances involving patient contact, but also to situations involving testing, examinations, and all student papers and assignments.

The purpose of this section is to clarify the rules related to scholastic integrity. Violations of scholastic and professional standards will subject a student to discipline. The penalty for such violations can be dismissal from the Program, with the resulting loss of the student's plans for a career in health care or public service.

The faculty at UCLA is committed to developing a strong sense of integrity in all students and expects behavior that is unquestionably honest in all academic and clinical situations. Failure to consistently demonstrate honesty and integrity could result in a failing Affective Evaluation and failure of the course.



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 or appearance of use of unauthorized materials, information, another student's work, 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 including texting, use of electronic devices, visiting alternate websites during an online quiz, etc.).

**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.** URape 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, written 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.

### **Complaints of Discrimination or Harassment**

All UCLA Center for Prehospital Care students, staff, and instructors who have concerns, questions or complaints about any form of discrimination or harassment (including, but not limited to, sexual harassment, or harassment based on other categories such as race, gender, sexual identity, or age) are encouraged to contact the Client Services and Human Resources Manager, UCLA Center for Prehospital Care, at 10990 Wilshire Blvd, Suite 1450, Los Angeles, CA 90024, 310-312-9315.

# Decorum

## On-Campus

Cellular phones and wireless device volume must be turned to silent and stowed away during class and skills labs. Phones are not to be visible (unless specifically being used for a class activity), 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.

Student audio, but not video, recording devices are permitted during lectures but not during skills labs or conversations with faculty. No recording devices (cell phones, tablets, personal recording devices, etc.) are allowed out or on your person during quiz or exam reviews or testing, including skills testing. Any phone call to be made during an exam will be done from the front office phone.

Students may not record via handwriting, text, image, audio or other means any quiz or exam question or skill scenario. Attempts to collect, remember, record or distribute quiz or exam questions or skill scenarios is considered cheating and will be handled as such.

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 or e-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 eye protection, and have their skills manuals with them.

Regularly scheduled breaks will be given throughout the class period. These breaks should be used for returning phone calls, using the restrooms, obtaining snacks or beverages, or leaving the immediate campus area to smoke. 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, including electronic and vaporized, is not permitted on UCLA owned or leased properties. Smokers must move beyond the adjacent lot to Pacific Concourse Drive to smoke or chew tobacco. Tobacco users should not congregate or litter on adjacent properties. Proper disposal of cigarette butts is required.

Reasonable food and **covered drinks** 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. Food should not be eaten in the skills labs.

Students are not permitted to use facility equipment, including phones, fax machines, staff or faculty computers, the computer in the lecture halls, or copiers without express permission. 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.

While on breaks, students must respect other students, faculty, and staff and building tenants with their activities. The facility is used for many other classes and activities. Please be quiet, courteous, and respectful, especially when using the restroom in the adjacent suites or when moving to the outdoor classroom.

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 weekend of on-campus 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 briefly (not sit) in the back of the classroom if needed to remain attentive.

Personal computers and tablets may be used during lecture for academic purposes. Students found to be playing games or using social media may not earn a passing grade on the Affective Evaluation.

The Program is committed to reduce, reuse, and recycle. Recycle bins for paper, 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.

Students may not contact Clinical Instructors (skills instructors) with questions, comments or concerns without express permission from a full-time or primary faculty member. It is a violation of the Standards of Conduct of the Program to engage in a social or physical relationship with any faculty or staff member, skills or clinical instructor or preceptor.

## **On-Line**

Students should use proper language and grammar (not text language) and expect to participate verbally (not just answer via text) and have their camera on (not paused) during online sessions.

Students should be in a quiet environment for class sessions and ensure the best internet connection possible as the speed of internet for each will affect the quality of the session for all students. If a student's speed of transmission is negatively affecting the session, the student may be asked to turn off his or her video output.

Students should be dressed appropriately for online class sessions accordingly to the dress code. While one's lower body may not be visible, students should be wearing a collared shirt, no hat or sunglasses, etc.

## **Maintenance of Classroom Facility**

The UCLA Pacific Concourse 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.
- Recycling glass, cans, and plastic bottles.
- 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.

Building tenant use rules exist at Pacific Concourse. Students must first gain permission before using any common area, such as for food preparation, sport or recreational activities. Vendors all must be pre-approved with a Certificate of Insurance on file.

## **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
- Drug Guide or designated alternate reference
- 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

Attendance at all didactic, clinical, and field sessions is required. Attendance is verified by signing the attendance roster before the start of each on campus class session (0800 for morning sessions and 1330 for afternoon 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. Attendance at online sessions is automatically recorded by the software.

Any absence requires *prior* notification of the Admissions Coordinator, Program Director, or Hybrid Lead Instructor, either personally, by phone or by e-mail. **A student's failure to make appropriate notification will result in termination upon the second occurrence, cumulatively throughout the entire course to include didactic, clinical and field internship.** 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 and by state regulation.

Tardiness is defined as arrival after the start of class (morning, afternoon, or online sessions) or clinical or field shift. Students arriving late must stop in the business office to receive an Attendance Variance Form before coming up to the classrooms. A student who is more than two hours late for the start of an on-campus class or more than 30 minutes late to the start of an online class will be marked absent **and prior notification must be received.** 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.

Departure prior to the end of class or shift is also prohibited. **Students leaving early must notify the instructor/preceptor prior to leaving and stop in the business office to receive an Attendance Variance Form.** Students leaving more than 2 hours before the end of an on-campus class or shift or more than 30 minutes before the end of an online class will be charged with an absence. Early departure between 30 minutes and two hours in the clinical or field setting 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.

Two tardies or early departures will be equivalent to one absence. Students will be placed on probation after the equivalent of three absences (five for Hybrid students) and terminated upon the tardy, early departure or absence that would exceed five absences (eight for Hybrid students) for any reason, including withholding of services for nonpayment of installments on the tuition payment plan or suspension for failing to meet the medical and immunization documentation requirements. Students will be allowed two additional occurrences in each of the clinical and field phases of the program, although the shifts will be required to be rescheduled and completed.

When arriving late, students are to report **FIRST to the front office in Suite 135 to sign in and collect a tardy slip** which they will present to the faculty member teaching class that day. When leaving early for the day, students must notify the faculty member in charge for the day and also report to the office to receive an early departure slip. On the day a student returns from being absent, he or she is to report to the office to collect the slip for the previous day's absence. Failure to follow these rules around documentation of attendance will be addressed in the affective behavior evaluation or as a breach of professional and ethical behavior according to this policy manual.

## Didactic Phase

During the didactic phase, attendance at both online and on-campus sessions 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, early departure, or absence for any reason** including withholding of services for nonpayment of installments on the tuition payment plan, **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. Students who miss the quiz completely shall not participate in any quiz review.

In an emergency, a class may be cancelled by the Hybrid Lead Instructor or 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 160 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, absence, or early departure to the preceptor or station captain, Clinical Coordinator, and EMS Coordinator if sponsored. 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 & Grooming Standards**

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 for All Students in All Locations**

- A nametag must be worn and visible at the paramedic school. Paramedic School Photo ID must be worn and clearly visible at all times during all clinical shifts. The photo ID must be available upon request at field internship sites.
- 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 and may not impair the fit of the N95 mask during any phase of the program. 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 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.

### **Didactic Phase (Classroom and Skills Lab Sessions)**

While Hybrid Paramedic Program students may not be visible from the waist down, they are expected to be presentable as defined below during online sessions and follow the same dress code and grooming standards as other Paramedic Students while on campus and at clinical and field sites.

- Clean, well-fitting, dark or light blue collared uniform shirt and dark blue uniform pants which are relatively wrinkle-free, worn according to industry standards including shirt tucked in, belt worn, and boots or clean tennis shoes which are laced or zipped up. Protective footwear should be worn on days

that include extrication skills. The only T-shirts allowed are Class T-shirts on pre-arranged days with the uniform pant.

- UCLA-embroidered scrubs are required at anatomy lab on the UCLA campus.
- Hats and sunglasses may not be worn inside the building or during online sessions.

## **Clinical Phase**

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

- Dark Blue Scrubs with Paramedic School embroidered logo.
- 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.
- Approved safety-vest (Class 2 or 3 compliant with the SAFETEA-LU law) for use during traffic collisions and other calls occurring on roadways.

## **Grading**

### **Didactic Phase**

20%	Quizzes
40%	Block Exams
15%	Assignments
10%	Final Exam
10%	Documentation of Lab, Clinical and Field
10%	Participation in Class, Lab, Clinical and Field
P/F	Nationally Accredited Program Exams
P/F	Skills Exams
P/F	Affective Evaluation

### *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%.

If taking a quiz online, students are not authorized to use any textbook or additional online resources. All course quizzes and exams are considered closed-book exams. Online quizzes and exams are timed and your browser will be restricted by the testing software to help secure this testing method.

Online quizzes are due by before midnight on the due date. Quizzes missed due to absence, tardiness, or early departure 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.

Multiple quizzes missed due to tardiness may be addressed by academic probation for breaches of professional conduct including self-motivation, self-confidence, integrity, and time management skills.

Students may fail a maximum of 20% of the quizzes throughout the Program, including quizzes administered during clinical callback days. **Students will be on academic probation upon failure of 15% of quizzes and will be terminated upon failure of the quiz which exceeds 20%.** For example, if 45 quizzes are to be administered, students will be on probation upon failure of their 6th quiz and terminated upon failure of their 10th 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 program a student will be allowed only one block examination re-take. The maximum score to be recorded on the re-take will be 80%. For exams not taken on the scheduled day for approved, pre-arranged reasons such as an interview, funeral, or travel, 80% is the highest grade that will be recorded.

**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 one week following the examination review. All re-takes will be scheduled at the convenience of the instructor. Grades will be posted using a unique identifier during the on-campus sessions.

### *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. 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 Online 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 for traditional**

paramedic students and by the posted deadline for Hybrid Paramedic Program students. **Late assignments will be docked 10% for each day it is late. All assignments, including online assignments, must be completed prior to midnight the night before the block exam in order to receive credit for those assignments.** Poor performance or failing to earn 80% on any assignment will require that the student repeat the assignment for a lesser grade.

### ***Practical Skill Evaluations (Midterm and Clinical Proficiency)***

Each student must participate in skills lab sessions including acting as directed as a patient and assessing fellow classmates and outside persons serving as patients or victims. Each student must show proficiency in all required practical skills prior to completion of the didactic phase of the Program. The designated minimum number of practice attempts are required to be performed and must be completed before the scheduled respective block exam date. **Documentation of every practice evolution is to be recorded in hard copy on the appropriate UCLA or NREMT form AND electronically in FISDAP by the posted deadline.** Late, inaccurate or incomplete documentation will lose 10% for each day late. After three days late, incomplete, or inaccurate, **the student will be placed on probation and could be terminated for failure to complete the documentation correctly.** Data entry will be verified by faculty. **Falsification of these documents, electronic or otherwise, is considered cheating and will result in termination.**

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.** Students should be prepared for retakes by the scheduled retest date. Third and final attempts will be scheduled according to faculty availability. A first attempt failure of up to half of the individual skills scheduled for testing may result in academic probation. **Initial failures of more than half of the individual skills stations scheduled for testing will result in termination.**

Any discrepancy or concern about skills testing process or procedure will not be entertained unless raised before testing has concluded for the day. Concerns should be brought to the attention of the Clinical Skills Coordinator or his designee immediately, and before retesting has occurred. Concerns raised after this time will be considered for possible program improvements, but will not change the outcome of the exam.

### ***Participation***

A participation grade will be given to each student based on his/her preparedness in class, involvement in class discussions, participation in and documentation of laboratory skills. Students can expect to be assessed and exposed appropriately by other students and may not refuse to play the role of the patient without consultation with the Program Director or designee. 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 didactic 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.**

### ***Affective Evaluation of Attitude and Behavior***

The Affective Evaluation is a collection of demonstrated student attitudes and behaviors which are expected to be consistent with the Professional Behavior Standards of the Program and profession of paramedicine. Full-time faculty and clinical instructors will perform the evaluation of each student mid-way through the course. Students with attitudes or behaviors that are not yet acceptable will be counseled and re-evaluated before the end of the didactic phase of the Program. Students who do not meet the performance standard in didactic will not matriculate to the clinical phase of the program. Clinical and field preceptors will perform the affective

evaluation during those phases of the Program. Students who fail to meet the performance standard in clinical will not matriculate to field internship. Those who fail to meet the performance standard during field internship will not graduate from the Program. No student will graduate who does not have a passing Affective Evaluation in each phase of the Program.

### ***Return of Issued Textbooks or Materials***

Students must return any books or educational materials issued to them (such as ACLS or PALS books) from the Program or an affiliated site (hospital or field internship department) before they will be issued a Course Completion Certificate. Students who fail to return or pay for issued materials in a timely fashion (30 days) will fail the Affective Evaluation and will be terminated from the Program.

## **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:**

#### ***Grading Criteria for Clinical***

25%	Quizzes on LA County Policies
30%	Block 8 Exam
20%	Assignments
10%	Literature Review Paper
15%	Documentation & Participation
P/F	LA County Accreditation Exam
P/F	Skills Exams (Scenario-Based Practical)
P/F	Affective Evaluation

### ***Clinical Shift Evaluations/Paperwork/Faculty Evaluations***

A “competent” rating must be earned for each category of evaluation during clinical. Failure to achieve this minimal level of competency will result in extended clinical shifts. If a student’s clinical internship 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.

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.

All clinical documentation 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 and individual clinical skill performance 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. **Electronic documentation of the clinical experience must be entered and an image of the form uploaded within 72hrs of each shift. Failure to do so will result in administrative probation and the student being suspended from further clinical rotations until the documentation is completed.**

### ***Policy Drills and Block Eight***

During assigned clinical pullback days, students will continue to learn how to apply LA County Policies to their knowledge base of medical and traumatic emergencies, patient treatment and destinations. Assessment of that knowledge will be measured on a Policy Block Exam (Block 8). **The Block 8 Exam carries the same performance requirements and penalties for failure as all other Block Exams in the program.** Students may also be required to complete four online or fill-in Los Angeles County Policy Drills on several key field policy references (References 506, 510, 814, Provider Impressions, etc.). **These drills are considered quizzes and count toward the maximum number of allowed quiz failures.**

### ***Literature Review Paper***

A literature review paper will be assigned to each student near the end of the didactic 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. 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 will not be issued a field internship assignment until the assignment is completed successfully.

### ***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 class day. Students failing to complete the assignment satisfactorily will have their field internship suspended until the assignment is completed properly.**

### ***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 and may lose their station assignment until they have retaken and passed the accreditation exam.

### ***Scenario-Based Final Practical Exam***

Students must demonstrate their ability to coordinate the assessment and management of emergency patients utilizing a team of rescuers in a controlled setting before progressing to field internship. A final scenario-based skill exam will be administered during the clinical portion of the program. Students must pass all stations included in the Scenario-Based Final Practical Exam. Students will be allowed to re-take each station twice for a total of three attempts at each station. All retakes will be scheduled at the convenience of the faculty. Final attempts will be scheduled no sooner than 24 hours from the failed attempt to allow time for remediation. Students requiring a third attempt will have their field internship suspended until a remediation opportunity and retesting can occur at the convenience of the Program faculty and administration. **Failure of more than half of**

**the stations on the first attempt (2 stations), or failure to pass any station by the third attempt, will result in termination from the Program.**

### ***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 Assignment  
P/F Affective Evaluation

### ***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 "competent" rating 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 Internship 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 field internship forms.

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 Internship Coordinator to review this documentation. Completed evaluations become part of the permanent student record and are 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 Internship Coordinator with an explanation.

### ***Mini-Lecture Presentations/Drills***

Students entering the field internship phase must be able to accurately present selected material in mini-lecture and demonstration 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 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 506, 510, 814, Provider Impressions, spinal motion restriction 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 the journal assignments and turn it into the clinical coordinator. The journal assignment is designed to assess affective behaviors of the paramedic intern. The assignment is 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 “competent” rating 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 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 Internship 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.

### ***Return of Borrowed Equipment***

Students must return any equipment issued to them from the Program or an affiliated site (hospital or field internship department) before they will be issued a Course Completion Certificate. Students who fail to return or pay for issued equipment in a timely fashion (30 days) will fail the Affective Evaluation and will be terminated from the Program.

## **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 currently \$45 per course, or \$360.00 for the total program, which is in addition to the course fees you have already paid and subject to change with notice. 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). **Students who are enrolled in WLAC but are terminated from the Program must ensure they have been withdrawn from all courses not completed to avoid those courses being recorded as a Fail on the transcript.**

## **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 Policy for West LA**

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

- 30% Quizzes
- 40% Block Exams
- 20% Homework Assignments (including literature review paper)
- 10% Documentation & Participation
- P/F Nationally Accredited Exams (BCLS, ACLS, PALS, PHTLS)
- P/F Skills Exams
- P/F Affective Evaluations

### ***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 and a Certificate of Completion, but must register for the units and request the certificate upon completion of the program.

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

Course 46-Cardiology, Pharmacology and Medical Emergencies

Course 47-Trauma and Patient Assessment

Course 48-Special Patient Populations and Final Exam

Course 49-Clinical Internship

Course 50 Field Internship is offered as credit/no credit utilizing the following grading criteria:

- 90% Field Shift Evaluations/Paperwork
- 10% Field Journal Assignments
- P/F Affective Evaluation

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@wla.edu

## **Program Completion Requirements**

Ongoing evaluation of the student's academic, psychomotor and affective 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.

### **Didactic 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.
- Verified accurate electronic and hard copy documentation of all practical skills attempts.
- Passing grade on the Affective Evaluation of Professional Behaviors and Attitudes and participation grade.

Students must pass the final written examination and final practical skills exam 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 complete the Clinical Orientation PowerPoint and Quiz prior to their first shift.
- Students must attend any scheduled hospital orientation at the hospital location.
- Students must complete the required number of patient care reports completely and appropriately. All assessments must have complete written narratives.
- Students must complete and document the minimum number of patient contacts per Emergency Department Shift. Documentation will occur on the Clinical Evaluation Form.
- Students must earn a “competent” rating 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 pass Block 8 with the same performance requirements as described in the “Grading” section (80% and no other Block Exam failures).
- Students must successfully complete all clinical assignments and attend mandatory classroom days during clinical to include journal assignments, Grand Rounds presentations, and policy quizzes.
- Students must complete data entry (on-line into FISDAP) of their clinical evaluation 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.
- Students must earn a continued passing grade on the Affective Evaluation.
- Students must successfully complete all Scenario-Based Practical Exam stations by the third attempt.

## Field Internship Phase

- Students must complete all field rotations (a minimum of twenty 24-hour shifts).
- Students must earn a “competent” rating 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 within 72hrs of the shift.
- 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
- Continued passing Affective Evaluation.
- Students must return any borrowed equipment from the field internship site in the same condition it was issued.

## 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 sixty (60) 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 60 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 status will be evaluated at the end of each phase of the program for possible reinstatement to good standing.

### 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 six or more quizzes
- Failure of a block examination

- Failure to complete all assignments with a score of 80% or excessive late assignments
- Failure of up to half of the practical skills stations on the Midterm Skills Exam, Clinical Proficiency Exam, or Scenario-Based Practical Exam
- 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 including those behaviors evaluated on the Affective Evaluation
- Failure to comply with a request or order from a faculty member
- Failure to comply with the attendance policy including ineligibility to attend due to nonpayment of installments for students enrolled in the payment plan program
- Failure to comply with the dress codes
- Failure to complete or tardiness in submitting documents required for matriculation (i.e. medical screening information, application information)
- Failure to comply with the rules of classroom, clinical site or field station decorum
- Failure to complete hard copy or electronic documentation thoroughly, accurately or by the designated due date
- Tardiness in turning in skill, clinical or field internship documentation or assignments or submitting electronic documentation within 72hrs
- Failure to attend all required classroom days during clinical.
- Failure to complete the Online Summative Paramedic Exam (OSPE)
- 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**

**Note: There is no appeal or grievance process for academic terminations.**

- Failure to meet academic standards as outlined in the grading policy
- Continued sub-standard academic, psychomotor or affective performance after being placed on academic probation
- Failure to meet the conditions of a plan for improvement
- 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 including continued or repeated ineligibility to attend class due to nonpayment of installments for students enrolled in the payment plan program
- Repeated or substantial failure to comply with the rules of classroom, clinical site or field station decorum, professional behaviors or affective evaluations
- 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, professional behaviors or affective evaluations.
- Repeated tardiness in turning in skills, 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 or 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 only, he or she may file a written appeal with the Executive 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 Executive 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 Executive Director will issue make a decision on the appeal within 60 days of the date it is filed, and communicate that decision to the student within 30 days of the decision. 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 blood borne 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 Program Director at the following voice-mailbox: 310.425.4144.
- 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 the cost of 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 Program Director at the following voice-mailbox 310.425.4144.

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

Tuition refunds will be made to students withdrawing from the Program as follows:

- Notice of a cancellation or withdrawal being made before the start of the Program must be made in writing to the Registration Coordinator, Michael Gudger.
- The \$950 deposit required upon acceptance into the Program is non-refundable.
- 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.
- Any tuition monies paid, not including the non-refundable deposit of \$950 will be refunded if a student cancels or is terminated no later than 30 days before the start of the course.
- If a student cancels or is terminated from the course 29-15 days before the start of the course, the UCLA Paramedic Program will in good faith make every effort to backfill the canceled/terminated enrollment (“spot”). If the spot is filled, the student will be refunded any tuition balance paid minus the non-refundable deposit of \$950. It is to be clearly understood, that the student remains financially responsible for the tuition balance if the spot remains unfilled despite the Program’s efforts to fill it.
- There is no refund if a student is terminated or withdraws from the Program 14 days or less prior to the start of the course
- There is no refund if a student is terminated or withdraws from the Program after the start of the course including the clinical or field internship portions of the program.
- Notice of a cancellation or withdrawal during the Program must be made in writing to the Program Director, Dr. Heather Davis.
- Textbooks, laboratory materials, testing and certification fees are non-refundable for any student.

**There is also no refund if the student is terminated or exits on a Leave of Absence for academic or administrative reasons at any juncture of the program.**

## 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: \_\_\_\_\_

# PHOTO RELEASE FORM

**Course Name:**

**Start Date:**

The undersigned acknowledges and understands that during my participation in the Course above, the UCLA Center for Prehospital Care, as part of the Regents of the University of California, and its appointed agents (referred to as "UCLA"), may photograph, videotape, film, audio record, or duplicate, and/or transfer to any present or future technology, my participation in the UCLA course/project referenced above (all of the above referred to as the "Material").

Unless otherwise noted below, I hereby grant permission to UCLA and its authorized agents, employees and assignees to reproduce and use my image, likeness and voice from the Material for educational, marketing, promotional or related uses, including webpages, associated with UCLA. No compensation will be paid to me for this express use.

I do not want my image reproduced and used by UCLA for educational, marketing, or promotional purposes. (This will not affect the uses that are described in the Course Policy Manual.)

By signing this form, I release UCLA from any claim or liability for use of my likeness, identity, voice and image herein.

Participants must be age 18 or older.

**Print First and Last Name:**

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**Address** (including city, state, and zip code):

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**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **CERTIFICATION FOR ALL STUDENTS**

I \_\_\_\_\_ have read and understand the terms and requirements for participation in the UCLA 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: \_\_\_\_\_

I \_\_\_\_\_ give permission for my quiz and examination grades to be posted in the building or electronically via a unique identification number that is known only to me and Program faculty. This number will not include my social security number, date of birth, or other personal identification information.

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 and communication relating to my performance in the Program, including but not limited to behavior, 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: \_\_\_\_\_