



Sierra College Health Sciences (HSCI)
Paramedic (EMT-P) Handbook

Congratulations and Welcome to the Sierra College Emergency Medical Services (EMS) Programs

Student success is the focus of our Emergency Medical Technician-Paramedic (EMT-P) Program.

Each student's success is contingent upon their commitment to education and capacity to demonstrate initiative and assume responsibility for their actions and behaviors. Faculty facilitate learning by establishing an environment of respect and creating educational opportunities. It is each student's responsibility to seize these opportunities.

The goal of the Sierra College EMT-P program is, "to prepare Paramedics who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession."

We strongly encourage students to frequently refer to this handbook.

Again, we extend our welcome and best wishes as you embark on this dynamic journey.

Most Sincerely,
Sierra College Health Sciences Faculty

Table of Contents

Topic	Page
Program Overview	6
What is a Paramedic	6
Paramedic Occupational Risks	6
Student Requirements for Admission to Program	7
Tuition and Fees	8
Academic Calendar	9
Withdrawal and Refunds	9
Technical Standards	9
Policy Revision	10
Statement of Philosophy	10
Curriculum Framework	10
Accreditation Status	11
Student Services	12
Health Science Student Standards of Conduct & Expected Student Behaviors	13
Critical Thinking	15
Interpersonal Communication	15
Professionalism	16
Disciplinary Action or Dismissal from EMS Program	17
Absence and Tardy Procedures and Management	17
Mandatory Attendance	18
Policy: Students Impaired by Alcoholism, Drug Abuse, and/or Emotional Illness	18
Background Check and Drug Screen Procedure	18
Cell Phone Usage	19
Immunization and Tuberculosis Records	19
Uniform and Dress Code	20
Student Identification Requirements	21
General Safety Requirements and Accident/Illness Management	21
Clinical Skills Lab Rules	22
Sharps Safety	22

Electrical Safety	22
Emergency Preparedness	22
Standard Precautions	23
Injury / Illness	23
Procedure for Accident Management	23
Needlestick or Body Fluid Exposure Management	23
Clinical Requirements	24
Policy and Process for Assignment of Clinical Experience	24
Exceptions to the EMT-P Course Requirements	25
Policies for Student Clinical Work While Enrolled in the Paramedic Program	26
Acceptable Use of the Computer and Skills Labs	27
Network	28
Internet	28
Inappropriate Language or Materials	28
Policy: Student Evaluation and Grading	29
EMT-P Course Academic Requirements	29
Course Completion Criteria	29
Final Exit Exam Criteria	30
Academic Requirements	30
Grading system	31
Drop or Withdrawal from an HSCI Class	31
Academic Dishonesty and Removal of Classroom Material	31
Photography, Audio, and Video Recording	32
Counseling Form	32
Student Progress Tracking Notes	32
Disciplinary Action or Dismissal from the HSCI Program	32
Certificate EMT-P Course Completion	32
NREMT National and State Certification	32
California Code of Regulations	34
Policy: Performance Improvement Plan	35
Performance Improvement Plan	36
Plan of Action Form	38

Student Change of Status Form	40
Affective Behavior Evaluation	41
Student Academic Progress	43
Frequency of High Stakes Exams	46
Student Counseling Form	47
Graduation Checklist	48
Background Check and Drug Screen Information	50
EMT-P Program Student Handbook Acknowledgement	51
Health Sciences Drug Test and Background Check Acknowledgement	52

Program Overview

Accountability is a keyword in the discipline and profession of EMS. The Sierra College Student Handbook materials contain the philosophy, policies, procedures, and general information to facilitate your success in the program. Students are expected to be accountable and responsible for the content of this handbook. Please refer to this handbook regularly. Health Sciences department faculty are available to answer questions and clarify information.

Students are accountable for their education and successful completion of this program, which results in preparation for the functions and responsibilities of an EMS Professional.

What is a Paramedic

The Paramedic is an allied health professional whose primary focus is to provide advanced emergency medical care for critical and emergent patients who access the emergency medical system. This individual possesses the complex knowledge and skills necessary for patient care and transportation. Paramedics function as part of a comprehensive EMS response, under medical oversight. Paramedics perform interventions with the basic and advanced equipment typically found in an ambulance. The Paramedic is a link from the scene into the health care system.

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Paramedic Occupational Risks

- **Physical Risks**
 - **Musculoskeletal Injuries:** Lifting and moving patients can lead to back injuries, sprains, and strains.
 - **Exposure to Hazardous Environments:** Working at accident scenes, natural disasters, or in confined spaces can pose risks of injury from unstable structures, debris, and other hazards.
 - **Repetitive Motion Injuries:** Performing repetitive tasks, such as chest compressions during CPR, can lead to overuse injuries.
- **Exposure to Infectious Diseases**
 - **Bloodborne Pathogens:** Risk of exposure to diseases such as HIV, Hepatitis B, and Hepatitis C from needlestick injuries or contact with blood and bodily fluids.
 - **Airborne Pathogens:** Risk of exposure to respiratory infections such as tuberculosis and COVID-19.
 - **Contact with Contaminated Surfaces:** Potential for infection from handling contaminated equipment and surfaces.
- **Chemical and Biological Exposure**
 - **Hazardous Chemicals:** Exposure to hazardous materials, including chemicals used in drug administration and decontamination processes.
 - **Biological Hazards:** Risk of exposure to toxins or biological agents in emergencies involving biological threats.
- **Psychological Risks**
 - **Stress and Burnout:** High levels of stress from dealing with traumatic events, critically ill patients, and life-threatening situations.
 - **Emotional Trauma:** Exposure to severe injuries, death, and grieving families can lead to emotional trauma and mental health issues such as PTSD.
 - **Shift Work:** Irregular hours and night shifts can disrupt sleep patterns, leading to fatigue and cognitive impairments.
- **Violence and Aggression**
 - **Assaults:** Risk of physical assault from patients or bystanders, especially in volatile or unpredictable situations.

- **Hostile Environments:** Working in high-crime areas or during domestic disputes can expose paramedics to violent situations.
- **Environmental Risks**
 - **Extreme Weather Conditions:** Exposure to extreme heat, cold, rain, and other adverse weather conditions while working outdoors.
 - **Road Traffic Accidents:** Risk of accidents while responding to emergencies, particularly in high-speed driving situations or on busy roads.

Mitigation Strategies

To mitigate these risks, paramedic programs should include comprehensive training on:

- **Proper lifting techniques and use of lifting aids**
- **Infection control procedures and use of PPE**
- **Stress management and mental health support**
- **De-escalation techniques for handling aggressive behavior**
- **Safety protocols for working in hazardous environments**

Student Requirements for Admission to Program

- Eligibility to enroll as a Sierra College student. See [Sierra College's website for admission policies](#).
- Maintain a current Basic Life Support (BLS) certification for Health Care Providers with the American Heart Association (AHA).
- Maintain current California EMT Certification throughout the Paramedic Program.
- Establish and maintain compliance with program and facility health and immunization requirements.
- Perform EMT-P skills, functions learned, and validated in the program as outlined in California Code of Regulations Title 22, Division 9, Chapter 4 (Title 22).
- A negative drug screen is required for clinicals and field internship placement.
- A negative background check is required for clinicals and field internship placement.
- A physical examination is required.
- Students must attest to and sign the ability to perform essential functions and duties.
- There is no advanced placement or transfer of credits for the Sierra College Paramedic Program.
- There are no awarded credits for experiential learning.

Tuition and Fees

Category	Unit	Quantity	Total
Tuition	\$46/unit	31	\$1426.00
Health Fee	\$26/semester	3	\$78.00
	\$22/summer	2	\$22.00
Parking Fee	\$70/semester	3	\$210.00
	\$34/summer	1	\$34.00
ASSC Activity Card	\$10/semester	3	\$30.00
Student Center Fee	\$5/semester	3	\$15.00
Student Representation Fee	\$2/semester	3	\$6.00
Textbooks	Free	Loaned	\$0.00
Instructional Materials based on current costs	ACLS ~\$220	1	\$220.00
	PALS ~\$300	1	\$300.00
	Test Prep ~\$100	1	\$100.00
	Background & Drug Screen ~\$90	1	\$90.00
	Myclinical Exchange \$20	1	\$20.00
Uniform	Class B shirt, pants, belt, boots		\$200-300
Supply Fee	Stethoscope, BP cuff, pen light	1	\$100-200
Field Externship Fee	Waived for Sponsored Students		\$0
	Paid through Sierra College for unsponsored students		\$0
Total			\$2851 - \$3051

Academic Calendar

[Sierra College Academic Calendar](#)

Withdrawal and Refunds

Students may drop or withdraw from classes online through mySierra or in person at a campus Admissions and Records office. Students should refer to the general class schedule or their class schedule for specific drop and withdrawal deadlines.

Classes dropped by the Add/Drop deadline will not appear on the student's academic record. Classes have class-specific deadlines which can be found on the student schedule/bill, by checking mySierra, or by verifying with an Admissions and Records office. Students who are dropped or drop themselves by the add/drop deadline are entitled to a refund.

Classes withdrawn after the add/drop period will appear on the student's record and cannot be removed. It is the student's responsibility to withdraw from classes that they do not wish to attend and to verify that they are no longer enrolled.

A student may withdraw up until the withdrawal deadline for the class. Students enrolled after the last day to withdraw will receive a grade for the class. Students are limited to receiving a "W" and/or a substandard grade ("D," "F," "NC," "NP") no more than three times for the same course. After the third such enrollment attempt, students will be blocked from additional enrollment. (Excused and Military withdrawals are not included in this limitation.) Please see [Administrative Procedure 5075](#) for more information.

Technical Standards

- **Cognitive and Intellectual Abilities**
 - **Critical Thinking and Problem-Solving:** Ability to assess, analyze, and interpret medical data and situations quickly and accurately to make informed decisions.
 - **Mathematical Competence:** Perform mathematical calculations for medication dosages, IV fluid rates, and other paramedic responsibilities.
 - **Learning and Application:** Ability to learn through various teaching modalities, apply theoretical knowledge in practical settings, and adapt to new and emerging medical technologies.
- **Motor and Physical Abilities**
 - **Strength and Mobility:** Sufficient physical strength and coordination to perform life-saving procedures, including CPR, lifting, and moving patients, and operating emergency equipment.
 - **Manual Dexterity:** Fine motor skills to perform medical procedures, such as intubation, venipuncture, and administering medications.
 - **Endurance:** Stamina to work for prolonged periods, often under stressful and physically demanding conditions.
- **Sensory Abilities**
 - **Visual Acuity:** Ability to observe and interpret patient signs, read medical instruments, and work in various lighting conditions.
 - **Hearing Ability:** Sufficient auditory perception to hear and differentiate sounds, including heart and lung sounds, and to communicate effectively with patients and healthcare team members.
 - **Tactile Sensation:** Ability to palpate pulses, detect changes in skin texture and temperature, and perform other tactile examinations.
- **Communication Skills**
 - **Verbal Communication:** Clear and effective communication with patients, families, and healthcare team members, including providing patient instructions and obtaining medical histories.

- **Written Communication:** Proficiency in documenting patient care accurately and concisely, including writing reports and charting.
- **Interpersonal Skills:** Ability to interact compassionately and professionally with diverse populations, demonstrating empathy and cultural competence.
- **Behavioral and Social Attributes**
 - **Emotional Stability:** Maintain composure and emotional stability under stressful conditions, including emergencies and patient interactions.
 - **Professionalism:** Exhibit ethical behavior, integrity, and responsibility, adhering to professional standards and regulations.
 - **Teamwork:** Ability to work collaboratively with other healthcare professionals, demonstrating respect, flexibility, and effective communication.
- **Technical Skills**
 - **Equipment Operation:** Competence in operating medical equipment, such as defibrillators, ventilators, and diagnostic tools.
 - **Technology Use:** Proficiency in using electronic health records (EHR), patient monitoring systems, and other relevant technologies.
- **Health and Safety Compliance**
 - **Infection Control:** Adherence to infection control policies, including the use of personal protective equipment (PPE) and hand hygiene practices.
 - **Immunizations and Health Screenings:** Compliance with immunization requirements and health screenings to protect oneself and patients from communicable diseases.
 - **Physical Health:** Maintaining good physical health and fitness to meet the demands of the profession and reduce the risk of injury.

Policy Revision

Faculty, administration, and program staff collaboratively reserve the privilege to revise the policies and procedures found in this handbook at any time deemed advisable. Any revisions will be made in writing and effective on the date of the revision. Students will be notified of revisions using standard communication for the District of the Sierra College e-mail account. Policies are reviewed and updated annually.

Statement of Philosophy

The philosophy of the EMS programs is consistent with the goals and mission of Sierra College,” To provide a supportive learning environment enriched by diversity, which promotes personal and professional success, leadership, innovation, responsibility, and a sense of community.”

Curriculum Framework

The curriculum is designed for eligibility to sit for the National Registry of EMT-P (NREMT) cognitive exam and then licensure in California. This program meets the [Commission on Accreditation of Allied Health Education Programs \(CAAHEP\)](#) Accreditation requirements. The Program demonstrates competency with the latest curriculum edition of the National EMS Education Standards.

The Sierra College Associate of Science Degree in Paramedicine is pending an articulation agreement for the transfer of credits for a bachelor's degree.

Institutional Accreditation Status

Sierra College is accredited by the Accrediting Commission for Community and Junior Colleges, an institutional accrediting body recognized by the commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education.

Programmatic Accreditation Status

The Sierra College Paramedic program has been issued a Letter of Review by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). This letter is NOT a CAAHEP accreditation status, it is a status signifying that a program seeking initial accreditation has demonstrated sufficient compliance with the accreditation standards through the Letter of Review Self-Study Report (LSSR) and other documentation. Letter of Review is recognized by the National Registry of Emergency Medical Technicians (NREMT) for eligibility to take the National Registry's Paramedic credentialing examination(s). However, it is NOT a guarantee of eventual accreditation.

To contact CoAEMSP:
214-703-8445
www.coaemsp.org

Student Services

Students enrolled in an EMS Program enjoy the same support services provided to all Sierra College students. These services are listed on the Sierra College website and the Sierra College Catalog. Some of the services are listed below.

Assessment Center (916) 660-7430	Sierra College Bookstore (916) 660-8200	Cal WORKS (916) 660-7367
Career Connections (916) 660-7481	Counseling Services (916) 660-7400	Student Accessibility Services & Services (916) 600-7460
Health Services (916) 660-7490	Health Science (916) 781-6271	Library/Learning Resource Center (916) 660-7200
Tutorial Services (916) 660-7220	Veterans Services (916) 660-7470	Writing Center (916) 660-7230

Policy: Health Science Student Standards of Conduct & Expected Student Behaviors

In addition to the Standards of Conduct applicable to all Sierra College Students, as outlined in Board Policy 5500 and the Student Rights and Responsibilities Handbook, students enrolled in an EMS Program must adhere to the policy on *Standards of Conduct and Expected Student Behaviors*.

Students enrolled in an EMS Program are expected to demonstrate professional behavior in the classroom, laboratory, and in all clinical settings. Behaviors required of all EMS professionals are emphasized throughout the program.

Sierra College students are representatives of the Sierra College Health Sciences Programs and of the Emergency Medical Service (EMS) profession. Students must comply with and function within the program requirements. Students must comply with all policies and procedures outlined in the Sierra College Student Handbook and the Standards of Conduct and Expected Student Behaviors outlined in this policy.

Clinical agencies in which students practice as well as healthcare consumers with whom students come into contact, expect students in the Sierra College EMS Programs to be well prepared and conduct themselves with professionalism and integrity. **Students are expected to conduct themselves with discipline and professionalism. The following actions may result in disciplinary action and dismissal from the program:**

- Failure to comply with all infectious disease requirements, including use of Personal Protective Equipment (PPE).
- Any willful abuse or careless misuse that causes damage or destroys program equipment.
- Any unauthorized removal of an examination, weekly quiz, or answer key from the classroom.
- Any cheating or assisting another student on an exam, quiz, or individual homework.
- Any photographs, copying, or scanning of an exam, weekly quiz, assignment, or answer key.
- Use of any cell phone or any other electronic device during a quiz or exam.
- Any photographs, video recordings, audio recordings, or unauthorized web browsing in class unless approved by the instructor.
- Any willful disregard of the Primary Instructor(s) or a Lab Instructors' immediate directive.
- Any discourteous treatment of others that is insulting, abrasive, profane, ridiculing, or bullying.
- Any harassment as defined in Sierra College's Students' Rights and Responsibilities.
- Any willful form of behavior or activity that would be disruptive to the academic process.
- Any deliberate behavior or action is unsafe to self, other students, or instructors.
- Any offensive hygiene or body odor disruptive to an academic or professional environment
- Any offensive clothing, equipment, or shoes disruptive to an academic or professional environment
- Any failure to wear the required uniform and a closed-toe protective shoe.
- Any failure to follow policies and procedures of an affiliated agency, hospital, or EMS provider.
- Any willful behavior that is detrimental, misrepresenting, or reflects poorly on Sierra College.
- Any unlawful behavior, use of alcohol, drugs, or activity misrepresenting the Sierra College uniform.
- Any failure to follow the Sierra College Health Science program policies and procedures.
- Any outright use or apparent indications of drug, alcohol, or substance abuse and intoxication.
- Any behavior or action consistent with charges of a felony, misdemeanor, or criminal infraction.
- Inattentiveness, distracting behavior, or activity inconsistent with the curriculum.
- Falsifying or modifying any immunization record or medical document
- Gross negligence of scope of practice during externship

Critical Thinking

Standard	Critical thinking ability sufficient for safe reasoning and clinical judgment.
Expected Behavior (not all inclusive)	Unacceptable Behavior (not all inclusive)
Identify cause/effect relationship in situations. Apply theory in lab and externship to identify and resolve problems.	Unable to identify problems and/or resolutions; unable to prioritize or relate theory to clinical practice; needs unusual/excessive/close supervision or guidance; does not seek, perceive, and/or use learning experiences.

Interpersonal Communication

Standard	Interpersonal capacity sufficient for interaction with individuals, families, patients, faculty, and colleagues from various social, emotional, cultural, and intellectual backgrounds.
Expected Behavior (not all inclusive)	Unacceptable Behavior (not all inclusive)
Establish rapport with patients, clients, faculty, peers, and health care team members.	Unaware of the effect of self on others. Unaware of cultural issues. Threatens emotional well-being of others.
Interacts with patients, clients, faculty, members of the health care team and colleagues in a respectful and courteous manner.	Unaware of the effect of personal body language, tone of voice, and/or communication pattern on others.

Professionalism

Standard	Continual application of core performance standards: Advocacy, Collegiality, Ethics & Values, Knowledge, Inquiry, Accountability, Autonomy, and Self-Regulation.	
Expected Behavior (not all inclusive)	Unacceptable Behavior (not all inclusive)	
Exhibit professional grooming; adhere to ethical & legal principles; behave with integrity; be honest; take responsibility; be accountable for own actions and communication.	Failure to comply with program dress code; failure to consider and/or respond to feedback.	
Advocacy		
Understands the patient's perspective. Assists the patient with learning needs. Knowledgeable about policies and practices that impact the delivery practice of EMS in assigned clinical facility.	Inadequately prepared for learning experience as outlined in course syllabus and program outcomes. Does not access, or comply with, facility policies and procedures when providing patient care.	
Collegiality		
Develops collaborative partnerships within a professional context. Acknowledges and recognizes interdependence between care providers and departments.	Fails to participate, cooperate, and contribute to group assignments. Uses words or body language that conveys disapproval or dismissal of opinions of others including care providers, patients, families, faculty, colleagues, and/or peers.	
Ethics & Values:		
Uses information and evidence from the EMS Program and other disciplines to inform practice. Shares or communicates knowledge with colleagues, patients, family, and others to continually improve care provided and improve health outcomes.	Appropriates work/research from other students as own assignment (academic dishonesty). Failure to report errors in a timely manner.	

<u>Inquiry:</u>	
Is open-minded. Has the desire to explore new knowledge. Asks questions leading to the generation of knowledge and refinement of existing knowledge. Is committed to life-long learning.	Does not demonstrate initiative to acquire knowledge. Does not recognize limitations in practice as outlined in program outcomes and/or course syllabus.
<u>Accountability:</u>	
Understands the meaning of self-regulation and its implications for practice. Uses Standards of Practice and Code of Ethics to clarify scope of practice. Is actively engaged in advancing the quality of care. Recognizes personal capabilities, knowledge base and areas for development.	unaware that an error has been made. Does not report errors made to the instructor and externship site. Argumentative or denies errors when addressed by instructor, facility staff, program administration or externship site. Unable to accept or incorporate feedback from instructors and/or preceptors.
<u>Autonomy:</u>	
Works independently and exercises decision making skills within the appropriate scope of practice within the program. Awareness of barriers and constraints that may interfere with one's autonomy.	Failure to comply with program policies related to dependent, collaborative, and independent actions and/or communication. Failure to function within the scope of student practice.
<u>Self-Regulation:</u>	
Accepts accountability for learning and development of knowledge. Demonstrates initiative in, and advocates for, personal learning needs.	Does not adequately prepare for lecture, lab, or externship. Does not build on previous skills and knowledge.

Disciplinary Action or Dismissal from the EMS Program

Students who fail to comply with the mandatory Course Requirements or adhere to the program policies and procedures may be subject to disciplinary action. Any student subject to disciplinary action will be granted the opportunity to initiate an appeal process with the Paramedic Program Director and Medical Director. If the EMS Program Director initiates disciplinary action, the student will initiate the appeal process with the Division Dean who oversees the EMS Programs. All appeals will be forwarded to the College Disciplinary Officer for recommendations and final resolution. See page 41 for the Change of Status Form.

Policy: Absence and Tardy Procedures and Management

The attendance policy requirements are based on the belief that a student can benefit from this program only if they attend regularly, and actively participate in class and clinical learning activities. This program meets strict requirements set by Title 22, Division 9 Chapter 2, Article 3 of the EMT-P Training program required course hours.

Mandatory Attendance:

EMS students must complete all online training, as scheduled, and attend all on-ground class sessions to comply with the required course hours mandated by Title 22. A student who misses more than eight (8) hours from any portion of a Lecture or Laboratory Session (HSCI 53 or HSCI 54) may result in an administrative drop from the course. Make-up examinations are not allowed except in extreme illness or extenuating circumstances. Supporting documentation may be requested by your instructor for sickness or extenuating cases.

HSCI Paramedic classes are positive attendance courses, meaning course hours must be met to fulfill curriculum requirements. Students shall be on time for all on-ground lectures and labs. Any unexcused missed time is cumulative toward the eight (8) hour maximum allowable missed time. Students ten (10) minutes late for any examination will not be allowed to take the examination unless there is prior approval. Individual instructors may modify the attendance policies.

Policy: Students Impaired by Alcoholism, Drug Abuse, and/or Emotional Illness

Any student who exhibits signs of alcohol or drug use or exhibits emotional distress interfering with the classroom learning environment will be removed from the classroom, lab, or externship setting. Behaviors indicative of substance abuse or emotional distress that pose a danger to the safety and well-being of themselves, or others include, but are not limited to the following:

- Physical impairment
- Impaired judgment
- Mental or emotional impairment
- Disruptive actions
- Inconsistent behavior patterns
- Inability to perform in high-stress situations

If a student demonstrates any of the above behaviors the following procedure is implemented:

- The student is immediately removed from the classroom, lab, or externship.
- The instructor will immediately report the incident to the Program Director.
- Within 24 hours, the student will make an appointment with the Program Director.

The student will be given a referral to the Sierra College CARE Team to determine the next steps for the individual situation.

Policy: Background Check and Drug Screen Policy and Procedure

All EMT-P students must complete a background process through CastleBranch.com. Failure to initiate the process by the deadline will result in an inability to complete clinical rotations. Any criminal history discovered after the background check has been completed will be subjected to investigative review by the EMT-P Program Director and Clinical Coordinator, who will determine a student's eligibility for a clinical placement. If there is any concern for public safety, public health, or public property, the student will be denied a clinical assignment and will be subjected to immediate dismissal from the EMT-P program. Refer to Title 22.

EMT-P students will submit to a Drug Screening for Controlled Substances and demonstrate the absence of evidence of controlled substances. The drug screen will be completed by the stated deadline to be considered complete. The drug screen will be ordered through CastleBranch.com. Students will be tested for the following drugs:

- Cocaine
- Barbiturates
- Amphetamines
- Cannabinoids
- Opiates
- Benzodiazepines
- Phencyclidine

Medical Cards are not accepted to excuse a positive cannabinoid result; consult with your primary instructor, Clinical Coordinator, or the Program Director. State law does not change the prohibitive use of Cannabinoids in professional or academic environments.

Background checks and Drug Screens are valid for one year.

Policy: Cell Phone Usage

Cell phones must be put away and silenced during all class and lab sessions and externship placement. A student will be reminded once of inappropriate cell phone usage. The second time, they will be asked to leave class.

Policy: Immunization and Tuberculosis Records (EMT-P)

You must submit your immunization and vaccination records to the Sierra College Health Center; you can also obtain any required immunizations or vaccinations at a Health Center location except for the Varicella-Zoster and COVID vaccines. **Sierra College Health Center will sign off completion of requirements and provide a printout copy to attach to the immunization record.** The immunization record is complete when the appropriate signatures are obtained, and vaccine records are submitted.

- **COVID 19 Vaccination per CDC Guidelines**
- **Proof of immunity to Hepatitis B**
 - Proof of Hepatitis B immunity
 - If the primary series is complete, proof of immunity by hepatitis B surface antibody. (HepBsAb)
 - If negative, 1 booster and re-titer in 4-6 weeks. Continue this step approach until immune

or the second series is complete.

- If never received hepatitis B vaccine, series must be initiated. (2 doses before clinicals)
- **Measles, Mumps, Rubella**
 - Proof of 2 doses of MMR vaccine after 1 year of age and separated by at least 1 month OR proof of IgG immunity to all three diseases.
 - If immune to one element, obtain an MMR booster. No re-titer is necessary.
 - If no immunity to any components of MMR, provide two doses of MMR, separated by at least 1 month AND re-titer 4-6 weeks after second dose.
- **Varicella**
 - Proof of IgG immunity to varicella OR
 - Proof of two doses of varicella administered after one year of age and separated by at least 4 weeks.
- **Tdap**
 - Proof of Tdap vaccination within the past 10 years and current through the semester.
- **Influenza Vaccine**
 - Proof of current season vaccine
 - Or signed declination of vaccine
- **Tuberculosis**
 - 2-step PPD (#2 PPD shall be placed no sooner than one week after first PPD is read).
 - Only needs #2 PPD if provides proof of negative PPD within past 12 months.
 - Blood test QuantiFERON within the past 6 months
 - If positive PPD or proof of prior positive PPD or QuantiFERON
 - A negative review of symptoms and negative CXR within the past year.

Immunizations and Tuberculosis clearances are required by our clinical affiliations. For questions and concerns, please refer to the Clinical Coordinator or Program Director.

Policy: Uniform and Dress Code

- Sierra College EMT-P Program T-Shirt (required)
- Sierra College EMT-P Class B shirt (required)
- EMS pants (**Required**)
- Black leather belt minimum of 1½ inch width (**Required**)
- Black EMS Boots with safety toes (**Required**)
- Sierra College EMT-P Program ¼ Zip Sweatshirt (optional)
- Sierra College EMT-P cap (optional)

It is recommended to only buy the required EMT-P Class B shirt, t-shirt, and optional sweatshirt and hat from the listed vendor while obtaining EMS pants from another source.

Order online at: www.m2promotions.com

The EMT-P uniform shall be worn during classroom time or any assigned extracurricular course activity. Any non-designated Sierra College attire is prohibited in the classroom, laboratory, and clinical settings.

- Unclaimed uniforms will be kept for 30 days after the drop date.
- The school-designated photo identification must be worn on the collar.

- Unbranded blue short- or long-sleeved shirts for warmth may be worn under the required uniform.
- Appropriate personal hygiene (cleanliness) is required. Hair must be neatly combed and kept above the collar. Hair must be secured in a fashion so that it does not fall forward when bending at the waist or leaning forward. No decorative hair secures are allowed.
- Offensive and lewd tattoos, if visible, are not permitted. Determined by the Program Director and Medical Director
- Facial piercings are not permitted
- Ear piercings must only have studs
- No scented products may be worn during clinicals
- Facial hair must not interfere with N-95 masks
- A wristwatch with a second hand should be worn
- Gum may not be chewed in clinical areas

Student Identification (ID) Requirements:

- All EMT-P students must wear their Sierra College Photo I.D. when participating during assigned clinicals and Field.
- Sierra College provides a Student I.D. card at no Cost.
 - To receive the student I.D. card:
 - The library will book appointments with each student
 - Mon-Thursday 8 am-8 pm
 - Friday 8 am-5 pm
 - Students may call 916-660-7230.
 - Bring a valid form of ID: driver's license or passport, to:
 - Rocklin Campus: Library (Circulation Desk)
 - Nevada Country Campus: Admission and Records Office
 - Tahoe-Truckee: Admissions and Records Office

Policy: General Safety Requirements and Accident/Illness Management

Sierra College faculty and administration intend to provide a safe learning experience for all students. To provide guidelines for the development, implementation, and maintenance of a safe program. The following guidelines are established to maintain safety for students, staff, volunteers, and faculty while using the skills and simulation labs and classrooms. These safety guidelines shall be adhered to by all concerned.

All faculty, staff, and students must understand and practice safety guidelines while using the skills, simulation labs, and classrooms. Failure to adhere to the general safety guidelines will result in a Student Action Plan. All labs are locked unless occupied by faculty, staff, and/or students during class or scheduled lab practice. The skills, simulation labs, and classrooms are reserved for enrolled health sciences students. Students not enrolled in Health Sciences courses are prohibited from using these facilities.

Clinical Skills Lab Rules

- There will be no eating in the labs. Water may be kept in a designated area in each skills lab.
- Children and unauthorized personnel are not allowed in the labs at any time. Injury to unauthorized personnel in the labs will not be considered the responsibility of the Health Sciences

Faculty/Department.

- All students shall practice proper hand-washing techniques while using the skills and simulation labs.
- The labs are not to be used as social areas. Students are to report any misconduct occurring in the labs and may be held responsible if not reported.
- Students using the skills or simulation labs must be in full school uniform.

Sharps Safety

- Needles provided for the practice of EMT-P skills are used in the skills lab and ONLY when directly observed by faculty. All sharps are secured in cabinets, within the locked skills labs when not in use during scheduled classroom or lab times.
- Students must demonstrate safety precautions while utilizing needles during practice as instructed in class. Any irresponsible use of needles will result in a Performance Improvement Plan.
- Students may never recap a contaminated needle. Safety devices must be immediately activated, and needles must be discarded in the sharp's disposal containers provided in the skills lab.
- Needles and other sharp objects must NOT be discarded in the trash or left out openly in the skills lab at any time.

Electrical Safety

- Wet materials may not be used around electrical outlets or equipment.
- Faculty and students are responsible for reporting any frayed electrical cords, cracked plugs, missing outlet covers, etc., as well as any problems encountered while using electrical equipment.
- No electrical cords will be left in the pathway of walking traffic. Extension cords will be properly taped to the floor if used over a walkway.

Emergency Preparedness

In the event of a disaster, there will be adjustments to the program's requirements of team leads and minimum competencies approved by the medical director. The Advisory Board Committee endorses the adjustments on the advice of the medical director and the program director.

The program will determine the exemptions based on the collaborative efforts of the clinical and field internship site representatives, the medical director's oversight, the clinical coordinator's advice, and the program director's recommendations. The change will be communicated to the students via email, physical class time meetings (if possible), and direct messages either through the online platform or cell phone

Standard Precautions

All blood and body fluids shall be treated as infectious. Students involved in any situation involving blood or other potentially infected materials must make sure to follow all precautions to avoid getting another person's blood or body fluids on their skin and/or mucus membranes. Any non-sharp item saturated with blood will be disposed of in the Biohazard Container.

Injury/Illness

Students with casts, splints, or any condition that inhibits movement and interferes with patient or student safety, are not able to participate in lab or externship. If the student is unable to meet the hours due to missed lab time, the student can withdraw from the program, with an incomplete or may take an incomplete for

extenuating circumstances.

To protect patients, peers, and others, **students must not** report to class or lab if any sign of illness is present. A medical provider's clearance may be required before a student may return to the clinical. If the student receives an injury or develops an illness or condition that may endanger them, staff, or patients, they must obtain clearance from their medical provider before they can return to class or clinical.

Procedure for Accident Management

If a student becomes injured while in attendance on campus or at externship, the primary instructor and/or the Clinical Coordinator must be immediately notified. Students are treated per Sierra College Policy. The cost of such treatment is covered by the Sierra College District Worker's Compensation policy or the Student Accident Policy.

Medical care is provided per the Sierra Community College District Worker's Compensation policy. The lead instructor and Clinical Coordinator must be immediately notified of any injuries. The student will be advised to call The Company Nurse at 1-888-770-0929 to report the injury and to receive next steps.

The following forms must be completed by the student and their instructor and then submitted to Human Resources within one business day of the injury/illness. A copy of all forms is kept on file in the Health Science Program office.:

- Employee's Claim for Worker's Compensation Benefits (DWC 1)
- Report of Employee's Accident or Injury
- Supervisor's Report of Employee Injury (instructor)

Protocol for Needle Stick or Body Fluid Exposures

- Immediately wash the area with soap and water for at least 3 minutes.
- Immediate washing of splashes to the nose, mouth, or skin should be washed with water for 5 minutes.
- Immediate eye irrigation with clean water, saline, or sterile irrigation for at least 5 minutes

Prompt reporting is essential. In some cases, HIV post-exposure treatment may be recommended and should be started as soon as possible, preferably within 1-2 hours of the exposure. After applying first aid, report the exposure immediately to the lead instructor. The lead instructor will provide direction for care and complete the required notifications.

*All Health Sciences students must complete a High-Risk waiver form at the beginning of the semester.

Clinical Requirements

Policy and Process for Assignment of Clinical Experience

- **Objective**
 - To provide a structured and fair process for assigning clinical experiences to paramedic students, ensuring that assignments align with clinical site availability while considering students' work schedules and personal commitments.
- **Policy Overview**
 - The assignment of clinical experiences will be guided by the following principles:
 - Maximizing educational opportunities and clinical exposure for students.
 - Ensuring equitable access to diverse clinical environments.

- Balancing clinical assignments with students' existing work schedules and personal commitments.
- **Assignment Process**
 - **Clinical Site Availability**
 - **Site Partnerships:** Establish and maintain partnerships with various clinical sites, including hospitals, emergency departments, ambulance services, and specialized care facilities.
 - **Availability Assessment:** Regularly communicate with clinical sites to determine available slots for student placements.
 - **Rotation Planning:** Develop a clinical rotation schedule based on the availability of clinical sites, ensuring a mix of experiences to cover all required competencies.
 - **Student Preferences and Work Schedules**
 - **Student Schedule Collection:** At the beginning of each semester, collect detailed information about students' work schedules, personal commitments, and any preferred time slots for clinical experiences.
 - **Preference Forms:** Have students complete preference forms indicating their top choices for clinical sites and shifts.
 - **Individual Consultations:** Offer individual consultations with students to discuss their schedules and any specific needs or constraints.
 - **Assignment Criteria**
 - **Educational Requirements:** Prioritize assignments that meet the program's educational requirements and learning objectives.
 - **Diverse Exposure:** Ensure that students receive a broad range of clinical experiences, including diverse emergencies and patient demographics.
 - **Fair Distribution:** Strive for an equitable distribution of high-demand clinical slots, considering student preferences and educational needs.
 - **Assignment Coordination**
 - **Initial Assignment:** Based on the collected data, draft initial clinical assignments, balancing site availability with student schedules.
 - **Review and Adjustments:** Provide students with their tentative assignments and allow a period for feedback and adjustment requests.
 - **Finalization:** Finalize the assignments after considering feedback, ensuring that changes do not compromise the overall scheduling and availability constraints.
 - **Communication and Documentation**
 - **Notification:** Notify students of their final clinical assignments well in advance, providing all necessary details about the clinical site, shift times, and preceptor contact information.
 - **Documentation:** Maintain detailed records of all assignments, including any changes made during the adjustment period.
 - **Site Confirmation:** Confirm assignments with clinical sites, ensuring they are aware of the student schedules and any specific requirements.
 - **Ongoing Monitoring and Support**
 - **Site Feedback:** Regularly solicit feedback from clinical sites and preceptors regarding student performance and any scheduling issues.
 - **Student Feedback:** Encourage students to provide feedback on their clinical experiences and any difficulties encountered with their schedules.
 - **Continuous Improvement:** Use feedback from both students and clinical sites to continually improve the assignment process and address any recurring issues.
 - **Emergency Adjustments**
 - **Last-Minute Changes:** Establish a protocol for handling last-minute changes due to unforeseen circumstances, such as clinical site cancellations or student emergencies.

- **Backup Plans:** Develop backup plans and alternative sites to ensure that students can complete their required clinical hours without significant disruption.
- The maximum number of hours that may be rescheduled is 36 hours. Notification to the Clinical Coordinator of a missed shift must be by email before the scheduled shift starts. The student must also notify the clinical site via the preferred method specified by the facility. Failure to attend three consecutive days of instruction, including clinical rotations or field internship, without notifying the Program will result in immediate program dismissal." Let me know what your thoughts are!
- By following these policies and processes, the paramedic program aims to provide a fair, efficient, and educationally robust clinical experience for all students while respecting their personal and work commitments.

Exceptions to the EMT-P Course Requirements:

1. If an EMT-P student chooses not to comply or cannot meet the didactic course requirements (HSCI 53 & HSCI 54), the student will not be eligible for clinicals (HSCI 55 & HSCI 56). Therefore, the student will not receive an EMT-P Certification of Completion, nor be eligible for the National Registry Certification Exam.
2. If an EMT-P student chooses to complete the EMT-P course but decides not to participate in or fails the Psychomotor Final Skills Testing, the highest grade possible will be a C.
3. If an EMT-P does not pass the final Psychomotor Skills Testing, the highest possible grade will be a C for the course.

Policies for Student Clinical Work While Enrolled in the Paramedic Program

• Purpose

To provide clear guidelines for students performing clinical work while enrolled in the paramedic program, ensuring that such work complements their educational experience without compromising academic performance or professional development. Students are not substituted for paid staff and are always the third rider.

• Eligibility

Students must meet the following criteria to be eligible to perform clinical work while enrolled in the program:

- **Good Academic Standing:** Students must maintain a minimum grade of 80% in all courses.
- **Program Progression:** Students must have completed the foundational courses (HSCI 53 and HSCI 54) before engaging in clinical work.
- **Clinical Work Approval Process**
 - **Supervisor Endorsement:** The clinical coordinator will receive written endorsement from their clinical supervisor or preceptor confirming that the clinical work aligns with the student's level of training and competence.
 - **Program Director Review:** The Program Director will review the application to ensure that the clinical work is appropriate and that time criteria and Student Minimum Competencies can be met.
- **Scope of Clinical Work**
 - **Aligned with Training:** Clinical work must be consistent with the student's current level of

training and competence. Students may not perform procedures or make decisions beyond their scope of practice as defined by their current coursework and clinical experience.

- **Supervision:** All clinical work must be supervised by a qualified healthcare professional. The level of supervision should be appropriate to the tasks being performed and the student's level of training.
- **Scheduling and Time Management**
- **Clinical Hours:** Clinical work must be scheduled in a way that does not conflict with class times, lab sessions, or required class meetings.
- **Work Hours Limitation:** Students are advised to limit their work hours to ensure sufficient time for study, rest, and participation in program clinical activities.
- **Priority:** Academic responsibilities and program-required clinical rotations take precedence over external work obligations. Students must prioritize their educational commitments to ensure successful progression through the program.
- **Performance and Conduct**
 - **Professionalism:** Students must maintain the highest standards of professionalism during clinical work, reflecting positively on themselves and the program.
 - **Evaluation:** Performance in external clinical work may be considered in the overall evaluation of the student's professional development. Feedback from clinical supervisors may be used to inform academic and professional assessments.
- **Health and Safety Compliance**
 - **Immunizations and Screenings:** Students must ensure that all health and safety requirements, including immunizations and health screenings, are up to date before engaging in clinical work.
 - **Infection Control:** Adhere to all infection control protocols and use appropriate personal protective equipment (PPE) during clinical work.
- **Reporting and Accountability**
 - **Incident Reporting:** Students must report any incidents or issues encountered during clinical work to their clinical supervisor, Clinical Coordinator, and the Program Director promptly.
 - **Documentation:** Maintain accurate records of all clinical work hours and activities. Submit these records to the Clinical Coordinator regularly for review.
- **Confidentiality and Ethics**
 - **Patient Confidentiality:** Adhere to all HIPAA regulations and policies related to patient confidentiality and privacy.
 - **Ethical Conduct:** Uphold the ethical standards of the paramedic profession, ensuring that all clinical work is conducted with integrity and respect for patients and colleagues.
- **Review and Revocation**
 - **Ongoing Review:** The Program Director and Clinical Coordinator will periodically review the student's academic performance and clinical work activities to ensure compliance with these policies.
 - **Revocation of Approval:** Approval to perform clinical work may be revoked if the student's academic performance declines, if they violate program policies, or if their work interferes with their scheduled clinical rotations.

By adhering to these policies, students can gain valuable clinical experience while ensuring that their educational progress and professional development remain the primary focus.

Policy: Acceptable Use of the Computer and Skills Labs

Students attending a community college are mature and responsible adults. The college maintains an open and unfiltered system regarding internet access. All students are expected to abide by the specific rules set forth below. The use of computers is a privilege and not a right and may be revoked if abused. The user is personally

responsible for their actions in accessing and using the college and Health Sciences computer resources.

All users must be informed of and agree to the following computer use conditions:

- Students accessing the computers must currently be enrolled in coursework within a Health Science Program.
- Food and drink are NOT permitted when using computers.
- No cellular telephone use is permitted when using the computers. Ringers should be silenced if the cell phone is on the student or with the student's personal belongings.
- Directions must be followed when given by any instructor concerning the use of equipment or student conduct. If a problem is encountered with any computer equipment, notify faculty so a work order may be processed.
- Users may not install, copy, and/or download software, alter the system files, or disconnect any cables on computers or other equipment.

Network

Proper use of the network does not include using programs for the playing of music, radio stations, and/or video of any type or format. Users should not provide, assist in, or gain unauthorized access to college computing or network resources. Users should not attempt to circumvent or defeat computer or network security measures.

Attempts by a student to obtain, manipulate, delete, or change the contents of another user's files, passwords, etc., are regarded as infractions of the January 1980 California Computer Crime Penal Code (Senate Bill 66). Attempts to "break" the operating system constitute a felony under this law. Users should not connect personal computers or any other device to the Sierra College network. Users should not use information technology resources for non-college, unsanctioned, commercial activity.

Internet

The following rules and restrictions concerning Internet connection must be followed where applicable. Students must NOT:

- Transmit unsolicited information, which contains obscene, indecent, lewd, or lascivious material or other material which explicitly or implicitly refers to sexual conduct.
- Transmit unsolicited information that contains profane language or panders to bigotry, sexism, or other forms of discrimination.
- Use the internet to gain unauthorized access to any computer.
- Engage in personal attacks; writing, bullying, intimidating, threatening, or harassing entries.
- Make threats (directed toward others or self) without expecting the recipients of those threats, the college, and the police to consider them as real.
- Engage in inappropriate mass mailing, which includes multiple mailings to newsgroups, mailing lists, or individuals, e.g., "spamming," "flooding," or "bombing."
- Use the internet or social media to contact job site employees or discuss anything related to the Sierra College Health Science Program.

Inappropriate Language or Materials

Since the college's computers are public property, students shall not access internet sites that contain pornography, gratuitous violence, non-instructional game interaction, or any material that is deemed to be offensive to others and that is not consistent with District policy and/or laws of the United States. The intent of this provision is not to limit academic freedom but to respect the sensibilities of others using these facilities. Material of this type is offensive to many people and is not acceptable at Sierra College. If a student

inadvertently accesses material containing nudity/pornography, the student should promptly exit the application and inform the instructor of the error. Students who are doing legitimate academic research on a subject that may be controversial must notify faculty **before** using the computer to access this material.

Students who do not comply with these terms may face disciplinary measures including formal disciplinary actions from Sierra College, liability for all damages, attorney fees, and court costs.

Policy: Student Evaluation and Grading

Students must meet the following requirements to pass the course and maintain enrollment in the EMT-P Program:

EMT-P Course Academic Requirements: Successful completion for Graduation Criteria for Successful Completion of Each Segment of the Paramedic Program Curriculum for Graduation

To ensure that students are thoroughly prepared for their roles as paramedics, the program requires successful completion of each course segment in sequence, culminating in a comprehensive final exit exam. The courses HSCI 53, HSCI 54, HSCI 55, and HSCI 56 must be completed in order, with each course building on the knowledge and skills gained in the previous one. A total of 31 units are required to complete the paramedic program.

Course Completion Criteria

HSCI 53: Paramedic Advanced Life Support- Part 1 (8 units)

- **Cognitive:** Achieve a minimum grade of 80% on all written exams and assignments, demonstrating foundational knowledge of EMS systems, medical terminology, anatomy and physiology, basic and advanced life support techniques, and patient management for various medical emergencies.
- **Affective:** Display professional behavior, including punctuality, appropriate interaction with peers and instructors, and adherence to program policies and procedures.
- **Psychomotor:** Successfully perform basic and advanced EMT skills, such as CPR, airway management, and patient assessment, as demonstrated through practical exams and lab exercises.

HSCI 54: Paramedic Advanced Life Support- Part 2 (9 units)

- **Cognitive:** Achieve a minimum grade of 80% on all written exams and assignments, demonstrating intermediate knowledge of pathophysiology, pharmacology, pediatrics, and patient management for various trauma emergencies.
- **Affective:** Exhibit continued professional behavior and development of effective communication skills with patients, families, and healthcare team members.
- **Psychomotor:** Successfully performed advanced EMS skills, including advanced airway management, IV therapy, and medication administration, as demonstrated through practical exams and lab exercises.

HSCI 55: Paramedic Clinical Experience (4 units)

- **Cognitive:** Achieve a minimum grade of 80% on all written exams and assignments, demonstrating advanced knowledge of trauma care, cardiac emergencies, and special patient populations (pediatrics, geriatrics, obstetrics) during their clinical experience.
- **Affective:** Maintain high standards of professionalism and demonstrate leadership abilities during clinical experiences.
- **Psychomotor:** Successfully perform advanced EMS skills, such as cardiac monitoring,

trauma assessment, and advanced medical interventions, as demonstrated during clinical rotations and lab exercises.

HSCI 56: Paramedic Field Internship (10 units)

- **Cognitive:** Achieve a minimum grade of 75% on all written evaluations and assignments, reflecting the application of theoretical knowledge to real-world clinical and field scenarios.
- **Affective:** Consistently demonstrate professionalism, empathy, and effective teamwork in clinical and field settings.
- **Psychomotor:** Competently perform all required paramedic skills in clinical and field settings, as evaluated by preceptors and instructors through direct observation and feedback.

Final Exit Exam Criteria

Upon successfully completing HSCI 53, HSCI 54, HSCI 55, and HSCI 56, **(31 units)** students must pass a high-stakes final exit exam that evaluates cognitive, affective, and psychomotor domains.

Cognitive Component:

- **Written Exam:** Achieve a minimum score of 80% on a comprehensive written exam covering all aspects of paramedic knowledge, including medical and trauma emergencies, pharmacology, and patient management.

Affective Component:

- **Professionalism Evaluation:** Receive satisfactory evaluations from instructors and preceptors based on observed behaviors, including professionalism, communication, empathy, and ethical decision-making throughout the program.
- **Patient Interaction:** Demonstrate effective patient interaction skills through role-playing scenarios or patient simulations, evaluated by faculty members.

Psychomotor Component:

- **Practical Skills Exam:** Successfully completed a series of high-fidelity simulations and practical exams that test critical paramedic skills, such as advanced airway management, cardiac resuscitation, trauma care, and other emergency procedures.
- **Scenario-Based Assessment:** Participate in scenario-based assessments that require the integration of cognitive, affective, and psychomotor skills to manage complex medical and trauma cases.

Academic Requirements

Academic Requirements: Students are expected to maintain an academic minimum of 80% after each scheduled quiz, assignment, midterm, and final written exam. Students who fail to maintain the required academic standing of 80% or fail to show progress toward meeting academic requirements after a Personal Improvement Plan and additional resources and support, will be ineligible to move forward in the Paramedic curriculum sequence. See page 37 for Personal Improvement Plan Form.

Weekly Quizzes: Quizzes will be given weekly or on a schedule established by the primary instructor. Quizzes can be multiple choice, fill-in, essay, true-false, or combined. Quiz scores count toward the minimum cumulative score and the overall requirement to achieve a minimum of 80% to complete the course. The primary instructor will determine other assignments (as assigned). Quizzes and exams will be conducted on-ground.

High Stakes Exams: High Stakes Exams measure knowledge/competency in the specific content areas and therefore, students must attain successful scores to continue in the program. If the student scores less than an 80% score on a major exam, the student is retested on a second exam covering the same topics but with different questions. If the student's retest score is less than 80%, the student fails the program and is dismissed with counseling and suggestions on how to improve performance if he or she wishes to re-enter a Paramedic program. On subsequent major exams, the student will have one additional opportunity to retest each major exam and the same

procedure/grading applies.

NREMT Final Psychomotor Skills Examination:

The NREMT EMT-P Final Practical Skills competency will be assessed periodically throughout the semester. Scoring on the EMT-P skills exams will be Pass/Fail and is based on standardized NREMT testing criteria. The program will track and document that each student successfully meets each of the program's established student minimum competency requirements according to patient ages; conditions, pathologies, or complaints; motor skills; and management in lab, clinical, field experience, and field internship.

Students must pass all EMT-P practical skills testing to complete the EMT-P course successfully. Primary HSCI faculty and skills lab instructors will conduct NREMT skills exams at Sierra College.

Affective Behavior Evaluations will be completed periodically during the EMT-P Program. See page 42 for the *Affective Behavior Evaluation Form*.

Student Academic Progress evaluations will be maintained in sufficient detail to document learning progress and achievements by the Primary Instructor and program director. See the *Student Academic Progress Form* on page 44.

Grading System:

The Standard Grading System will be based on the cumulative percentage of total points.

90% to 100% A

80% to 90% B

(80% is required to progress to the next EMT-P Program sequence)

70% to 79% C

60% to 69% D

59% or below

Drop or Withdraw from an HSCI Course:

Students may withdraw from their HSCI course online or at an Admission and Records office.

Students are responsible for informing the instructor of their intent to withdraw. Withdraw dates vary from class to class. It is the student's responsibility to know the proper withdrawal procedure and deadline dates for the course in which they are enrolled. It is the student's responsibility to understand the appropriate process for dropping a course. If a student needs assistance to withdraw, they must inform their instructor.

See Page 41 for *The Student Change of Status Form*.

Academic Dishonesty and Removal of Classroom Material:

No electronic devices are allowed during on-ground testing. No form of academic dishonesty is tolerated. Anyone caught cheating on any test, skills, or homework assignment will be issued a failing grade of "F" for that assignment or exam, which may cause dismissal from the course. Any use of an electronic device to copy any material, quizzes, or exams is considered "unauthorized removal" from the classroom and subject to disciplinary action as outlined in the Students' Rights and Responsibilities handbook, as well as subject to dismissal from the program.

Photography, Audio, and Video Recording:

Any photography, audio, or video recording is prohibited without the instructor's permission. The HSCI instructors foster an inclusive environment for open discussion and shared experiences. Any recording can disrupt the open environment of student-shared personal or clinical experiences, negatively impacting the classroom environment.

Counseling form

The Student Counseling form will be used for the following, but not limited to attendance, academic performance, skill acquisition or performance, affective behavior, and or administrative probation issues. See Page 48 for the *Student Counseling Form*.

Student Progress Tracking/Notes

The Student Progress Tracking/Notes form will be used to document any Academic, Discipline, or any concerns for the student. This serves as an overall log of any student issues while in the EMT-P Program at Sierra College. See page 44 for the *Student Progress Tracking/Notes Form*.

Disciplinary Action or Dismissal from the HSCI Program

Students who fail to comply with the mandatory Course Requirements or adhere to the program policies and procedures may be subject to disciplinary action. Any student subject to disciplinary action will be granted the opportunity to initiate an appeal process with the Program Director. If the Program Director initiates the disciplinary action, the student will initiate the appeal process with the Division Dean who oversees the EMS Programs. All appeals will be forwarded to the College Disciplinary Officer for recommendations and final resolution. See page 41 for the *Student Change of Status Form*.

Student Grievances/Appeals

Students at Sierra College are afforded the following rights:

- The right of free expression protected by state and federal constitutions and Education Code Section 76120.
- The right to have academic records treated in a confidential and responsible manner with due regard to the personal nature of the information these records contain. Students' records will be released only with the written consent of the students or as provided by law and pursuant to Administrative Procedure [5040](#).
- The right to take reasonable exception to the data or views offered in any course of study without disrupting the instructional environment and to reserve judgment about matters of opinion.
- The right to be free from unfair or improper action.
- The right to participate in the formation of policy affecting students in accordance with established procedures for Shared Governance.
- The right to petition to form an organization around any particular interest, including the freedom to organize and to join student organizations, subject to published campus and District regulations.

Students who allege that an action or decision by the District has violated their rights as listed above may file a grievance as outlined in the Sierra College Students' Rights and Grievances Policy (Administrative Procedure [5530](#)).

Sierra College Appeals Forms: <https://www.sierracollege.edu/admissions/forms/>

Certificate EMT-P Course Completion:

A final grade awarded will be based on the student's cumulative course scores, including quizzes, the Mid-term exam, the Final Written Examination, and Psychomotor Skills. Students who achieve a minimum cumulative score of 80% at course conclusion, complete all attendance and course requirements, and pass all NREMT psychomotor skills testing will receive the Certificate of Course Completion.

A Certificate of Course Completion is required for eligibility to take the National Registry EMT

(NREMT) Examination. The NREMT Exam has been adopted as the California statewide EMT-P certification exam. See Page 49 for the *Graduation Checklist Form*.

NREMT National and State Certification:

EMT/AEMT students who complete the course at 80% and meet all program requirements are eligible for National and State EMT certification. Certification requirements are established by the State of California and administered by the Sierra-Sacramento Valley EMS Agency. Completing an EMS Program does NOT automatically grant certification. Students must pass the NREMT Examination and apply for certification with a local EMS Agency. Application for NREMT and State certification is the responsibility of the student. After the course, the student will be instructed to take the NREMT national exam and apply for certification through the Sierra-Sacramento Valley EMS Agency, the local Emergency Medical Services Agency (LEMSA).

A tuition refund occurs only if a student withdraws by the Drop deadline. The scheduled deadlines for program requirements are after the Sierra College deadline to withdraw from a course, and a student will not be eligible to receive a refund of tuition fees.

Transcript Location

All Transcripts can be requested through the Sierra College website:

<https://www.sierracollege.edu/admissions/transcripts/>

All student Paramedic Program files can be requested through the Program Director for up to five years after the completion of the program.

California Code of Regulations

Title 22

Title 22. Division 9. Chapter 4. ARTICLE 5:

Licensure § 100165. Licensure.

(a) In order to be eligible for initial paramedic licensure an applicant shall meet at least one of the following requirements:

(1) Provide documentation of a California paramedic training program course completion record as specified in Section 100157 of this Chapter or other documented proof of successful completion of a California approved paramedic training program and shall meet the following requirements:

(A) Complete and submit the appropriate Initial In-State Paramedic License application form as specified in Section 100164.

(B) Provide documentation of successful completion of the paramedic licensure cognitive written and psychomotor skills examinations within the previous two (2) years as specified in sections 100140 and 100141 or possess a current National Registry EMT (NREMT) paramedic registration.

(C) Submit to the California DOJ, an applicant fingerprint card, FD-258 dated 5/11/99 or a Request for Live Scan Service Form, BCII 8016 (Revised 05/2018), for a state criminal history record provided by the DOJ in accordance with the provisions of Section 11105 et seq. of the Penal Code.

(D) Pay the established fees pursuant to Section 100172.

Policy: Performance Improvement Plan

If any of the expectations within this Sierra College Health Sciences Program Student Handbook are not withheld, your instructor will create a Performance Improvement Plan, a Plan of Action Form, and possibly a Student Change of Status Form. See page 37 for the Performance Improvement Plan Form.

Performance Improvement Plan (PIP)
Confidential

Student Name: [] **Date:** []

Program Name:

Course Number:

Course Start Date:

This Performance Improvement Plan (PIP) is to identify areas of concern and gaps in your performance, reiterate the Paramedic program expectations, and allow you to demonstrate improvement and commitment.

Areas of Concern: issues and/or inferior performance and/or behavior.

1.	
2.	
3.	

Observations, previous discussions, or counseling: dates/times the issues were addressed in the recent/relevant past. Reference previous documents when applicable.

1.	
2.	
3.	

Improvement goals and expectations: goals related to areas of concern to be improved and addressed and timelines.

	Goal/Expectation	Required Completion Date
1.		
2.		
3.		
4.		

[

Resources: resources available to complete the improvement activities.

1.	
2.	
3.	

[NOTE: All response boxes on this form will automatically expand as text is entered. Additional rows can be added to this table by placing the cursor in the bottom, right hand box and pressing "tab."]

Timeline for improvement, expectations, and consequences:

Effective immediately, you will be expected to make regular progress on the plan outlined above. Failure to meet or exceed these expectations, or any display of misconduct will result in further disciplinary action, up to and including dismissal from the Paramedic program. In addition, if there is no significant improvement to indicate that the expectations and goals will be met within the timeline indicated in this Performance Improvement Plan (PIP), your enrollment will be terminated. Failure to maintain performance expectations after the PIP's completion may result in additional disciplinary action up to and including dismissal from the Paramedic program.

The contents of the PIP are confidential. Should you have questions or concerns regarding the content, you will be expected to follow up directly with the assigned Paramedic program faculty member.

During this performance improvement process, you are expected to communicate regularly with the Paramedic program faculty to discuss your progress.

PIP Start Date:

PIP Re-evaluation Date:

This information has been reviewed by the student.

Student Signature:

Date:

Faculty Signature:

Date:

Program Director Signature:

Date:

Other Signature:

Date:



Plan of Action Form

The entire CAAHEP Standards and Guidelines are available at <https://coaemsp.org/Standards.htm>

Student

Name

Program

Name:

Indicate Standard/Deficiency Being Addressed:

Provide the steps to be taken, implementation date(s) scheduled for each step, tools (resources needed) to complete the steps, date(s) when effectiveness/achievement of step(s) will be determined, and the target(s) (benchmarks) to be achieved.

Plan Steps	Implementation Date	Required Tools/Resources	Assessment Date	Program Benchmark Criteria

Program Director Signature:

(Digital or handwritten) _____ ✕

Date:

Dean (or equivalent) Signature:

(Digital or handwritten) _____ ✕

Date:

Student Change of Status Form

Date:

Program Name:

Student Name:

Course Number:

Course Start Date:

The student has been dismissed/withdrawn from the Program.

The last date of attendance was Number of
hours completed:

Academic dismissal: Please Select. Yes No

Explanation of dismissal:

Non-academic withdrawal: Please Select. Yes No

Explanation of withdrawal:

Affective Behavior Evaluation

Program Number:

Date:

Program Name:

Faculty:

Student:

Course:

Please rate the following attributes of professional behavior and affect. Some examples are included but others may be appropriate.	Needs Improvement	Fair	Good
1. Integrity Consistent honesty; trustworthy with the property of others; trustworthy with confidential information; complete and accurate documentation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Compassion Acts to support others who are suffering, actively listens to patients and families and demonstrates concern.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Accountability Takes responsibility for actions, complete assignments, open to constructive feedback.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Respect Polite to others, does not use derogatory or demeaning terms; has a manner that brings credit to the profession.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Empathy Responds appropriately to the response of patients and family members; demonstrates respect for others; supportive and reassuring to others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Self-Motivation Takes initiative to complete assignments; takes initiative to improve and/or correct behavior; takes on tasks and follows through without constant supervision; shows enthusiasm for learning and improvement; consistently strives for excellence in all aspects of patient care and professional activities; accepts constructive feedback in a positive manner; takes advantage of learning opportunities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Appearance and Personal Hygiene Clothing and uniform are appropriate, neat, clean, and well maintained; good personal hygiene and grooming.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Self-Confidence Demonstrates the ability to trust personal judgment, demonstrates an awareness of strengths	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

and limitations; exercises good personal judgment.

9. Communications

Speaks clearly; writes legibly; listens actively; adjusts communication strategies to various situations.

10. Teamwork and Diplomacy

Places the success of the team above self-interest; not undermining the team; helps and supports other team members; shows respect for all team members; remains flexible and open to change; communicates with others to resolve conflict.

11. Patient Advocacy

Does not allow personal bias or feeling interfere with interactions with others; places the needs of patients above self-interest; protects and respects patient confidentiality and dignity.

12. Cultural Competency

Maintains awareness of the assumptions and biases related to cultural issues and how they may affect patients, peers and all others involved in the delivery of medical care. Seeks to learn about others' cultural identities and looks at how one's own background and social environment have shaped the individual. Provides culturally competent, equitable and medically appropriate care to each patient no matter their background.

Additional Pertinent Comments

Student Name: _____

Student Signature:

Date:

Faculty Signature:

Date:

Program Director Signature:

Date:

Student Academic Progress

CoAEMSP Program Number:

Date:

Paramedic Sponsor/

Length in Program: (months)

Program Name: [OB]

Student:

Term Number:

Category	
Mid-term Average	
Areas of Strength	
Weakest Areas	
Skills Completion	
% of Skills Completed	
Any Remaining Skills	
Performance in Scenarios	
Affective Performance	
	N/A
Clinical Progress	
% of Clinicals Completed	
Clinicals to Complete	
Capstone Field Internship Progress	
% of Capstone Field Internship Completed	
Progress on Competencies and Contacts Completed	

Student Academic Progress

Student Name:

Student Strengths:

Areas to Improve:

Student Comments:

Evaluator Signature:

Date:

Student Signature:

Date:

FREQUENCY OF HIGH-STAKES STUDENT EXAMS*

Student Name: _____

Indicate the number of evaluations performed or given under each category per course. *High- Stakes Student Exams are defined as any evaluation which may result in a student being dismissed from the program.

COURSE TITLES (List all Paramedic Courses)	Evaluation Methods			Total Number of High Stakes Exams
	Cognitive Exams	Psychomotor Exams	Affective Exams	
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
				0
Total of All High-Stakes Exams				0

Student Counseling Form

Program Number:

Date:

Program Name:

Course Number:

Student Name:

Course Start Date:

Reason for Counseling:

	Class			Lab			Clinical			Field		
Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Academic Performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Skill Acquisition/Performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Affective Behavior	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administrative Probation (financial/other)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

This student has been counseled regarding the following:

Previous Performance Improvement Plan (PIP) Completed: Previous Counseling: Dismissal:	Y. <input type="checkbox"/> N <input type="checkbox"/> Date: Y <input type="checkbox"/> N <input type="checkbox"/> Date: Y <input type="checkbox"/> N <input type="checkbox"/> Date:
---	---

Student Comments:

Student Signature:

Date:

Faculty Signature:

Date:

Program Director Signature:

Date:

Graduation Checklist

Date:
Student Name:
CoAEMSP Program Number:
Course Number:

**Paramedic Sponsor/
Course Start Date:**
Program Name:
Course Completion Date:

All the following must be verified and documented prior to requesting a certificate of completion for the Paramedic program. [OBJ]

Student Name:

Date:

Verified	Graduation Requirement
	Student has submitted all required paperwork
	Minimum hour and contact requirements for program/state have been met
	Minimum number of required patient contacts have been met and verified in a graduation report format
	Student successfully completed the capstone cognitive examination
	Student has successfully completed a capstone psychomotor assessment
	A final <i>Professional Affective Behavior Evaluation</i> has been completed
	Student has completed a <i>Course Evaluation Final</i>
	Student has completed clinical site and preceptor evaluations
	Student has completed a <i>Program Resource Survey-Students</i>
	Program materials (resource texts) or equipment has been returned
	Student address/email/phone is updated in system
	Student has been instructed on NREMT and/or state licensure process
	The <i>Terminal Competency Form</i> has been completed and signed by the program Medical Director
	The Graduate Employment Verification form has been completed
	Place of employment/placement as a Paramedic verified

Additional Campus Specific Requirements	

Program Director Signature:

Date:

Background Check and Drug Screen Information

- **Castle Branch Link:** https://www.castlebranch.com/online_submission/package_code.php
- Create account
- Order and pay for the Background Check and Drug Screen
 - The Package Code: SS06
- Complete Background Check
- Complete Urine Drug Screen



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Please review

Sierra College - EMT includes the following package contents:

Package: SS06

County Criminal

Nationwide Healthcare Fraud And Abuse Scan

Drug Test

Nationwide Record Indicator with SOI

Social Security Alert

Residency History

Package Cost: \$84.75

Service Fee: \$1.99

Additional Information

The package price above includes a search of your current county of residence. If any additional counties are found associated with your name, they will be performed at no additional charge.

The package price above includes researching records under your current name and any additional names you may have used, if applicable.

Click the button below to continue your order and create your myCB account. You will access your account to manage your order and view your results. If you already have a myCB account, you will have the option to log in.

I have read, understand and agree to the [Terms and Conditions of Use](#).

Physical Requirements to Participate in Classroom, Lab, and Clinical Placements

Motor Capability

1. Move from room to room and maneuver in small spaces.
2. Lift & Transfer patients who may require physical assistance.
3. Guard and assist patients with ambulation.
4. Lift and carry up to 30 pounds.
5. Squat, bend, reach above shoulder level, kneel, and climb stairs.
6. Use hands repetitively; possess manual dexterity.
7. Adjust, apply, and clean therapeutic equipment.
8. Perform cardiopulmonary resuscitation (CPR).
9. Travel to and from academic and clinical sites.
10. On the average clinical day, students sit for 1-2 hours, stand for 6-7 hours, and travel for 1-2 hours.
11. Ability to wear PPE (Personal Protective Equipment: medical gloves, medical mask/N95, fluid resistant gown, face shield/goggles) and perform duties while wearing PPE.

Sensory Capability

1. Coordinate verbal and manual instructions.
2. Assess a client 10 feet away to observe a client's posture and response to treatment.
3. Respond to a timer, alarm, or cry for help.
4. Monitor vital signs.
5. Hearing, visual, and tactile ability sufficient to assess patient status and perform treatments. Examples: see color changes in the skin, hear heart or lung sounds, and palpate a pulse.

Communication Ability

1. Communicate verbally and in writing in English with patients, families, and other health care providers.
2. Example: explain treatment procedures, teach patients and families, and document medical records.
3. Effectively adapt communication to the intended audience
4. Interact, and establish rapport with individuals, families, and groups from various social, emotional, cultural, and intellectual backgrounds.
5. Assume the role of healthcare team member.
6. Function effectively under supervision
7. Problem-Solving Ability
 1. Function effectively under stress.
 2. Test-taking within predefined time constraints.
 3. Respond appropriately to emergencies.
 4. Adhere to infection control procedures.
 5. Demonstrate problem-solving skills in client care (measure, calculate, reason, prioritize and synthesize data).
 6. Use sound judgment and safety precautions.
 7. Address problems or questions to the appropriate person at the appropriate time.
 8. Organize and prioritize tasks.
 9. Follow the policies and procedures required by clinical and academic settings.

I hereby certify that I can perform the essential functions listed above, including being physically able to participate in field and clinical rotations as outlined in this handbook.

Name: _____ Signature: _____ Date: _____



EMT-P Program Student Handbook Acknowledgement

I have received a copy of the Sierra College EMS Program Student Handbook. I have read the handbook and understand all the policies, procedures, and expectations. I understand I am responsible for following all policies and expectations of the program in which I am enrolled. I understand the consequences of failing to follow all Policies and Procedures.

Print Student Name: _____

Signature: _____

Date: _____

Course: _____

Instructor: _____

Semester: _____



Health Sciences Drug Test and Background Check Acknowledgement

As a requirement for an EMS Program, I must provide a negative background check and a negative drug test. These results will be given to the Clinical Coordinator of the EMS Program. If the results of these checks are positive or I refuse to test, I will be denied an externship.

By signing this document, I indicate that I have read, understand, and agree to the EMS Program testing policy. I understand that a negative background check is required to enter the program. I also understand that a negative drug test is required for my externship. The background check and drug screen are current for six months from date of purchase.

This signed document constitutes my consent to drug testing and the background check by a designated laboratory. It also constitutes consent for the laboratory to release the results to the administrator of the EMS Programs.

Orders for the Drug Test and Background check must be placed **by the due date.**

Print Student Name: _____

Signature: _____

Date: _____

Course: _____

Instructor: _____

Semester: _____