Kirkwood Community College
Regional Center for EMS Education

Associate of Applied Science
Paramedic Specialist

2011

Program Handbook
WELCOME

Welcome to the Associate of Applied Sciences [AAS] degree program in Paramedicine at Kirkwood Community College, representing the Regional Center for EMS Education (RCEMSE). We congratulate you on your decision to further your career in EMS by pursing a degree in paramedicine. Although occupational and professional challenges increase with the added responsibility of providing patient care at an advanced level, so do its rewards. The next four semesters will be busy and exciting for you as you prepare for a career in paramedicine.

In order to provide optimal EMS support to our community a partnership between Mercy Hospital, St. Luke’s Hospital and Kirkwood Community College was formed. Under this partnership the RCEMSE was located at Kirkwood Community College. By combining resources, the RCEMSE is able to offer high quality, accessible EMS education programs in the seven county area served by Kirkwood Community College. Among the responsibilities of the RCEMSE is the education and training of Paramedic Specialist students who, upon graduation, will be employed within a variety of medical settings. These settings may include ambulances, emergency departments, critical and intensive care units, fire-rescue units, areas of enhanced paramedic practice, and other specialty areas such as EMS leadership and education facilities. The RCEMSE is one of the few educational facilities offering the Paramedic Specialist AAS Degree in Iowa. Employers are quickly recognizing the importance of both of these credentials. The RCEMSE maintains clinical agreements with hospitals, ambulance services, and fire departments in the area. These sites employ outstanding preceptors who guide students through the clinical portion of their programs. Other EMS training programs at the RCEMSE requiring clinical training and clinical preceptorship include: EMT and AEMT. We are proud to inform you that since March of 2005 our Paramedic program is CAAHEP accredited.

The success of our students is important to us. We want to work with you in creating a positive learning experience. Please contact us with any questions or concerns you may have during your enrollment.

This handbook has been created as a resource containing information about the expectations, policies and procedures of the paramedic program. You will also need to refer to the college handbook for certain information, as indicated in this handbook.

Again, welcome. We look forward to assisting you in any way possible throughout your course of study.

Dave Hunt, BS, NREMT-P
EMS Program Director- Regional Center for EMS Education
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SECTION I
HANDBOOK INFORMATION

This handbook has been prepared as a resource containing information pertinent to the Paramedic Specialist Program. If you have questions or need assistance or clarification on any policies, procedures or requirements, you are strongly encouraged to contact the Program Director. No rule or statement in this handbook is intended to discriminate, nor will this program knowingly, for the purpose of clinical experience, place students in other agencies, which discriminate on the basis of sex, race, color, creed, national origin, religion, age, disability, sexual orientation, or marital status.

Student Responsibilities

Each student is responsible for familiarity and compliance with information appearing in this program handbook, as well as the Kirkwood Community College Student Handbook. Failure to read the information will not be considered an excuse for non-compliance. Violation of guidelines within this program handbook could ultimately result in dismissal from the program. The Kirkwood Student Handbook may be obtained from the Health Science Department office in 223 Linn Hall.

Members of the faculty have adopted the policies in this program handbook. If a student finds that extenuating circumstances might justify a waiver of a particular policy, the student may petition the Program Director. The program reserves the right to change policies or revise curricula as necessary in order to meet evolving standards or due to unanticipated circumstances. Students registered in technical courses will be informed of curricular changes.

Kirkwood Student Handbook

Refer to the Kirkwood Community College Student Handbook for the following information:

- Academic Information
- Americans with Disabilities Act
- Cheating and Plagiarism
- College Policies and Procedures
- College Student Services
- Confidentiality
- EEO/Equal Rights
- Financial Aid
- General Information
- Outreach Services
- Sexual Harassment
- Student Conduct
- Student Life
SECTION II
ADMISSION INFORMATION

Admission criteria for the AAS in the Paramedicine Program include:

- Satisfactory and current completion of a placement test
- Current Iowa EMT-B or Iowa Paramedic certification
- Current CPR for Healthcare Providers card
- Completed Basic Anatomy and Physiology
- Completed Health Skills I & II
- Completed Intro to Math
- Completed Basic Medical Terminology or Medical Terminology
- Submitted High School Diploma or GED
- Attend a Program Conference
- Submit program application

Prior to beginning laboratory and clinical courses all students must have:

- Students must complete a health program requirement packet and have it on file with Campus Health. This packet will be handed out in class or can be found at the following link: [http://www.kirkwood.edu/pdf/uploaded/19/hs-paramedic-phlebotomy_packet.pdf](http://www.kirkwood.edu/pdf/uploaded/19/hs-paramedic-phlebotomy_packet.pdf)
- Students must be cleared by Campus Health prior to the completion of the Spring semester or they will receive an incomplete grade for Pharmacology for Paramedicine (EMS-642).

All costs for health physicals, testing, and immunization are the student’s responsibility.

Due to the physical nature the paramedic’s job, it is strongly recommended that students admitted to the program consult with their healthcare provider as to the advisability of committing to the program. This is especially true for students currently undergoing a program of medical care or if past health problem may compromise the student’s ability to perform paramedic duties. Students must inform the Program Director if any health issue may interfere with or be affected by any activities at the college or in the clinical setting.

Transfer Credit Evaluation

Previously completed college level courses may be evaluated for possible transfer credit. To have prior college level work evaluated, the student must request an official transcript from each college or university to be sent directly to:

Kirkwood Community College  
Enrollment Services  
6301 Kirkwood Blvd. SW  
Cedar Rapids, IA 52406-9973

Do not send transcripts to program faculty. Once the registrar has evaluated the official transcript, students will receive a Kirkwood transcript listing all accepted courses.
Waiver of Course Requirements and Credit by Examination

Program faculty will review credits awarded by the Credit by Examination process. This may be done either through the College Level Examination Program (CLEP) or by department examinations where available. Please refer to the college catalog for more information. Questions regarding waiver of course requirements and/or credit by exam should be directed to the Program Director.

High School Health Careers Articulation

Some course work earned while a student is in the High School Health Careers program may meet specific program requirements. Contact the program director for more information.

Pre-Program Course Work

Students are encouraged to begin taking selected courses prior to beginning their program. However, students should see their program advisor or the Program Director before registering for classes. There will be no substitution of courses in the curriculum unless approved by the Program Director.

Preparation

Employment or volunteer experience as an EMT-Basic or EMT-Intermediate prior to enrolling in the AAS in Paramedic Specialist program is strongly encouraged.

SECTION III-A
PROGRAM INFORMATION

Description of the Occupation

Paramedics provide some of the most extensive pre-hospital care of all the levels of emergency medical personnel. In addition to the skills of the EMT, paramedics use advanced skills in patient assessment and history-taking to develop a field impression of the patient’s chief complaint or injury. Based upon this impression, paramedics provide advanced treatment, including intravenous therapy, administration of medications, endotracheal intubation, defibrillation, and, when indicated, minor surgical procedures to open an obstructed airway or treat a collapsed lung. Paramedics work under the supervision of a licensed physician who provides written standing orders for emergent medical situations, and is also available for consultation on the radio.

The paramedic program at Kirkwood Community College follows the National Standard Paramedic Curriculum as adopted by the Iowa Department of Public Health EMS Bureau. Program graduates will be prepared to work in many prehospital emergency services system. The program is 5 terms in length and is 75.5 credit hours, including credit for the EMT-B prerequisite. The program includes lecture, laboratory practice, clinical rotations in area hospitals, ambulance services, and fire departments, and a field internship.
Students are evaluated for attainment of the competencies determined by the National Standard Curriculum to be the essential competencies of entry-level paramedic practitioners. Upon successful completion of the program, students sit for both the written and practical skills portions of the National Registry of EMTs Paramedic level examination. Students passing these exams may apply for certification as paramedics in Iowa or any of 46 other states and the District of Columbia without further testing.

Certified paramedics may find employment in hospitals, ambulance services, fire departments, and industry. With additional experience and education paramedics may find employment with flight or other critical care transport services, as supervisors, administrators, or educators in emergency medical services. Paramedic certification is often part of the career ladder in paid fire departments, leading to opportunities for advancement and increased pay. The average salary for paramedics is $37,455.00*, depending on geographic location and type of employer. Job opportunities for paramedics are expected to grow faster than average.

* [www.salary.com 1/08](http://www.salary.com)

**Program Information**

Prerequisites: Current Iowa EMT-B certification (must maintain active certification throughout course of program)
- Current CPR for Healthcare Providers course completion card
- Completion of placement testing
- Basic Anatomy and Physiology
- Introduction to Math
- Health Skills I & II
- Medical Terminology I & II or Basic Medical Terminology
- High School Diploma or GED
- Attendance at Program Conference
- Application to Program

Entry Time: Professional program begins in the Spring Semester, upon completion of prerequisites.

Length: Total program length is 5 terms (four semesters, one summer). The professional portion of the program is 4 terms (three semesters and one summer).

Award: Associate of Applied Science
Statement of Mission, Goals and Philosophy

**Mission:** To provide optimal education in preparing Paramedic graduates for employment and leadership opportunities within a variety of clinical, educational and administrative EMS settings.

**Goals**

The Paramedic AAS Specialist Program strives to:

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

- Provide educational opportunities for specialization in paramedic practice beyond the minimum required by the National Standard Curriculum.

- Develop within the student an appreciation of the need to take an active role in establishing EMS as a profession.

- Foster cognizance of the need for life-long learning.

- Provide an educational environment in which the student can internalize and uphold in him or herself, and expect in peers, high standards of professionalism, integrity, honesty, compassion and competence in paramedic practice.

- Encourage creativity, ingenuity, confidence, independent thinking, and contribution to the practice of paramedicine.

- Ready students for matriculation into baccalaureate programs in allied health sciences, management, and education.

- Prepare students to pass the written and practical National Registry of EMT exams at the paramedic level.

**Educational Philosophy**

In order to achieve its goals, the educational philosophy of the program is based on the following principles:

- Health Sciences Education involves a body of scientific knowledge and technical skills as well as the development of insight, judgement, empathy, and respect for the dignity of human beings.

- Because of the unpredictable nature of emergency medical services, the educational program emphasizes the development of reflective practitioners who are able to solve previously unencountered situations based upon reflection on prior experiences.
• Educational methods and content are based on the educational competencies to be achieved.

• The role of the educator is to use his or her experience to assess the needs of the student and provide directed educational experiences from which the student can benefit.

• Subject matter is arranged in a particular sequence to provide continuity in the educational process.

• The use of active methods of education, such as role-play, observation, guided participation, case studies and simulation are preferred over passive methods wherever possible.

• Evaluation of student learning and of the educational process is important in assuring the appropriateness and quality of the program.

Program Competencies

Upon successful completion of the program, the graduate will be able to:

01. Understand the roles and responsibilities of a paramedic and the medicolegal and ethical considerations in carrying out these roles and responsibilities.

02. Integrate physiological, psychological and social considerations in human development into assessment, treatment and communication strategies for patients of all ages.

03. Establish and maintain a patent airway, oxygenate and ventilate a patient using basic and advanced airway management adjuncts and techniques.

04. Effectively take a medical history, conduct a comprehensive physical assessment, formulate an accurate field impression of a patient’s problem and communicate this information to others.

05. Integrate pathophysiological principles into the formulation of a field impression and treatment plan for medical and trauma patients of all ages.

06. Safely and proficiently manage the scene of an emergency and transportation of the patient.

07. Proficiently and appropriately provide all treatment interventions allowed in the paramedic’s scope of practice.
PARAMEDIC SPECIALIST (Major 36470)

<table>
<thead>
<tr>
<th>Semester</th>
<th>Catalog #</th>
<th>Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(Prerequisite)*</td>
<td>EMS-233 EMT-B</td>
<td>6.5</td>
</tr>
<tr>
<td></td>
<td>(Prerequisite)*</td>
<td>EMS-235 EMT-B Clinical</td>
<td>0.5</td>
</tr>
<tr>
<td></td>
<td>(Prerequisite)</td>
<td>BIO-161 Basic A&amp;P</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>(Prerequisite)</td>
<td>HSC-117 Basic Med Term</td>
<td>2.5</td>
</tr>
<tr>
<td></td>
<td>(Prerequisite)</td>
<td>MAT-731 Intro to Math</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>(Prerequisite)</td>
<td>HSC-210 Health Skills I</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>(Prerequisite)</td>
<td>HSC-211 Health Skills II</td>
<td>1</td>
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<td></td>
<td></td>
<td><strong>Total</strong></td>
<td><strong>16.5</strong></td>
</tr>
</tbody>
</table>

*Students must have Iowa EMT-B or Iowa Paramedic certification prior to acceptance into the program.

The courses above represent one way in which students may prepare for EMT-B certification; however, other credit or non-credit courses are acceptable as long as the student is a currently certified Iowa EMT-B.

**Spring Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS-640</td>
<td>EMS Operations</td>
<td>1</td>
</tr>
<tr>
<td>EMS-641</td>
<td>Intro to Paramedicine</td>
<td>2</td>
</tr>
<tr>
<td>EMS-642</td>
<td>Pharmacology for Paramedicine</td>
<td>3</td>
</tr>
<tr>
<td>SPC-101</td>
<td>Fundamentals of Communication*</td>
<td>3</td>
</tr>
<tr>
<td>PSY-111</td>
<td>Intro to Psychology*</td>
<td>3</td>
</tr>
<tr>
<td>BIO-181</td>
<td>Homeostatic Physiology*</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total for semester</strong></td>
<td><strong>15</strong></td>
</tr>
</tbody>
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**Summer Semester**

<table>
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<tr>
<th>Course</th>
<th>Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS-643</td>
<td>Cardiorespiratory Paramedicine</td>
<td>3</td>
</tr>
<tr>
<td>EMS-644</td>
<td>Paramedic Clinical I</td>
<td>3</td>
</tr>
<tr>
<td>EMS-645</td>
<td>Paramedic I</td>
<td>2.5</td>
</tr>
<tr>
<td>ENG-105</td>
<td>Composition I*</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total for semester</strong></td>
<td><strong>11.5</strong></td>
</tr>
</tbody>
</table>

**Fall Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS-646</td>
<td>Paramedic Clinical II</td>
<td>4</td>
</tr>
<tr>
<td>EMS-647</td>
<td>Paramedic II</td>
<td>3.5</td>
</tr>
<tr>
<td>EMS-648</td>
<td>Special Patient Populations in EMS</td>
<td>4</td>
</tr>
<tr>
<td>EMS-649</td>
<td>Trauma &amp; Environmental Emergencies</td>
<td>4</td>
</tr>
<tr>
<td>BCA-189</td>
<td>Microcomputer Literacy*</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td><strong>Total for semester</strong></td>
<td><strong>16.5</strong></td>
</tr>
</tbody>
</table>

**Spring Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS-652</td>
<td>Paramedic Clinical III</td>
<td>5</td>
</tr>
<tr>
<td>EMS-651</td>
<td>Paramedic Fieldwork</td>
<td>4</td>
</tr>
<tr>
<td>EMS-650</td>
<td>Med/Psych Emergencies</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>Totals for semester</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

**Program Total**

| Total        | 75.5      |

*Denotes courses that may be taken out of sequence

No “D” level (developmental) courses are acceptable toward a degree.
No substitution of courses unless approved by program director.

**Students must complete all technical courses (those starting with “EMS”) with a C- or better.**

### PARAMEDIC SPECIALIST (Major 36470)

<table>
<thead>
<tr>
<th>Catalog #</th>
<th>Credit</th>
<th>Course Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO-161</td>
<td>3</td>
<td>BASIC ANATOMY AND PHYSIOLOGY. Designed for students in the specific health sciences. An overview of human form and function presented in a lecture/laboratory format.</td>
</tr>
<tr>
<td>SPC-101</td>
<td>3</td>
<td>FUNDAMENTALS OF ORAL COMMUNICATION. Studies basic communication theory and practice including communications process, interpersonal relationships, small group interaction and public speaking.</td>
</tr>
<tr>
<td>BCA-189</td>
<td>1</td>
<td>MICROCOMPUTER LITERACY. Provides an overview of microcomputer hardware and software. Students will learn basic computer processing; spreadsheet and database units give students an opportunity to view software capabilities and use some of the features.</td>
</tr>
<tr>
<td>MAT-731</td>
<td>2</td>
<td>INTRODUCTION TO MATHEMATICS. Includes a review of basic arithmetic Operations. Provides positive and negative integers, ratios, proportions, exponents, radicals, scientific notation and practical applications of metric conversions.</td>
</tr>
<tr>
<td>HSC-117</td>
<td>2.5</td>
<td>BASIC MEDICAL TERMINOLOGY. Introduces basic word structure and terminology pertaining to body systems. Includes spelling, pronunciation and word usage. Provides a basic overview of disease process, symptoms, anatomy, special procedures, pharmacology and abbreviations.</td>
</tr>
<tr>
<td>ENG-105</td>
<td>3</td>
<td>COMPOSITION I. Develops expository writing with emphasis on organization, supporting details, style, vocabulary and library research skills.</td>
</tr>
<tr>
<td>HSC-210</td>
<td>1</td>
<td>HEALTH SKILLS I. Introduces basic patient care skills: infection control techniques, measuring and recording vital signs, and body mechanics.</td>
</tr>
<tr>
<td>HSC-211</td>
<td>1</td>
<td>HEALTH SKILLS II. Introduces basic skills related to patient mobility, methods for ambulation, positioning and range of motion. Discusses causes and effects of immobility. Laboratory practice and skill achievement is required.</td>
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<tr>
<td>EMS-233</td>
<td>6.5</td>
<td>EMT-BASIC THEORY. Develops knowledge and skills in providing basic life support management of medical and traumatic emergencies. Focuses on patient assessment and history taking and management of cardiopulmonary, medical, behavioral and environmental emergencies, and childbirth and pediatrics.</td>
</tr>
<tr>
<td>EMS-235</td>
<td>0.5</td>
<td>EMT-BASIC PRACTICAL APPLICATIONS. Provides opportunities for students to practice patient care under supervision in pre-hospital and emergency department settings.</td>
</tr>
<tr>
<td>EMS-641</td>
<td>2</td>
<td>INTRODUCTION TO PARAMEDICINE. Provides an introduction to paramedic roles and responsibilities and the emergency medical services system. Includes discussion of medicolegal and ethical issues in EMS, agents of trauma and disease, and career opportunities for paramedics.</td>
</tr>
<tr>
<td>EMS-642</td>
<td>3</td>
<td>PHARMACOLOGY FOR PARAMEDICINE. Provides an introduction to classes, mechanisms of action and metabolism. Discusses indications, contraindications, dosages, routes of administration and side effects of drugs administered by the paramedic.</td>
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<tr>
<td>Course Code</td>
<td>Credits</td>
<td>Course Title</td>
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<tr>
<td>EMS-640</td>
<td>1</td>
<td>EMS OPERATIONS. Provides discussion and demonstration of proper documentation</td>
</tr>
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<td>in EMS, emergency vehicle operations, and non-patient care aspects of EMS.</td>
</tr>
<tr>
<td>PSY-111</td>
<td>3</td>
<td>INTRO TO PSYCHOLOGY. Provides an introduction to the study of behavior</td>
</tr>
<tr>
<td>BIO-181</td>
<td>3</td>
<td>HOMEOSTATIC PHYSIOLOGY. Designed for advanced health science students. This</td>
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<tr>
<td></td>
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<td>course emphasizes body systems important to maintaining homeostasis in the</td>
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<td>human. Nerve and muscle tissue, cardiac, respiratory, fluid-electrolyte and</td>
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<td></td>
<td></td>
<td>endocrine physiology are addressed.</td>
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<tr>
<td>EMS-643</td>
<td>3</td>
<td>CARDIOPULMONARY PARAMEDICINE. Provides lecture/discussion and case-based</td>
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<tr>
<td></td>
<td></td>
<td>teaching in the pathophysiology, recognition, and advanced life support of</td>
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<td></td>
<td></td>
<td>cardiovascular and respiratory emergencies and shock.</td>
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<tr>
<td>EMS-645</td>
<td>2.5</td>
<td>PARAMEDIC I. Provides scenario-based teaching and student practice in</td>
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<td></td>
<td></td>
<td>techniques of assessment and management of patients with cardiovascular and</td>
</tr>
<tr>
<td></td>
<td></td>
<td>respiratory emergencies.</td>
</tr>
<tr>
<td>EMS-644</td>
<td>3</td>
<td>PARAMEDIC CLINICAL I. Provides opportunities for observation and limited</td>
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<tr>
<td></td>
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<td>participation in the delivery of prehospital and emergency department delivery</td>
</tr>
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<td></td>
<td>of advanced life support.</td>
</tr>
<tr>
<td>EMS-648</td>
<td>4</td>
<td>SPECIAL PATIENT POPULATIONS IN EMS. Provides lecture-discussion and case-based</td>
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<tr>
<td></td>
<td></td>
<td>teaching of EMS assessment and management of emergencies specific to pediatric,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>geriatric, disabled and obstetric patient populations.</td>
</tr>
<tr>
<td>EMS-650</td>
<td>4</td>
<td>MEDICAL &amp; PSYCHOLOGICAL EMERGENCIES. Lecture and case-based teaching in the</td>
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<td>pathophysiology, recognition and advanced life support management of</td>
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<td>emergencies involving the nervous, endocrine, renal, and gastrointestinal</td>
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<td>systems. Assessment and intervention in psychological emergencies.</td>
</tr>
<tr>
<td>EMS-647</td>
<td>3.5</td>
<td>PARAMEDIC II. Provides demonstration and scenario-based practice of assessment</td>
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<tr>
<td></td>
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<td>and management of trauma, pediatric, geriatric, and obstetric patients.</td>
</tr>
<tr>
<td>EMS-646</td>
<td>4</td>
<td>PARAMEDIC CLINICAL II. Provides opportunities for observation and supervised</td>
</tr>
<tr>
<td></td>
<td></td>
<td>practice of patient assessment and management in various settings.</td>
</tr>
<tr>
<td>EMS-649</td>
<td>4</td>
<td>TRAUMA &amp; ENVIRONMENTAL EMERGENCIES. Provides lecture and case-based teaching</td>
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<tr>
<td></td>
<td></td>
<td>in the kinematics of trauma, pathophysiology of shock and trauma, and</td>
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<td></td>
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<td>techniques of trauma management. Discussion of the identification and</td>
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<td></td>
<td>management of environmental emergencies including heat, cold, diving,</td>
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<tr>
<td></td>
<td></td>
<td>altitude, radiation, hazardous materials, and drowning emergencies.</td>
</tr>
<tr>
<td>EMS-652</td>
<td>5</td>
<td>PARAMEDIC CLINICAL III. Provides opportunities for guided paramedic practice</td>
</tr>
<tr>
<td></td>
<td></td>
<td>and evaluation in hospital clinical environments. Also includes bi-weekly</td>
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<td></td>
<td></td>
<td>lab sessions to prepare for the NREMT Paramedic practical examination</td>
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<td></td>
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<td>for certification.</td>
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<tr>
<td>EMS-651</td>
<td>4</td>
<td>PARAMEDIC FIELDWORK. Provides opportunities for guided practice and evaluation</td>
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<tr>
<td></td>
<td></td>
<td>in the prehospital setting. Students are expected to achieve increasing</td>
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<tr>
<td></td>
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<td>independence as paramedic-level practitioners. The student must complete a</td>
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<tr>
<td></td>
<td></td>
<td>prescribed number of unassisted runs to successfully complete the course.</td>
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Applied Science and Technology Program Cost Estimate  
School Year 2010-11

Iowa Paramedic Specialist  
Enter: Spring

<table>
<thead>
<tr>
<th>SEMESTER</th>
<th>PRE-REQS</th>
<th>SPRING</th>
<th>SUMMER</th>
<th>FALL</th>
<th>SPRING</th>
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<td>Credit hours per semester</td>
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<td>11.5</td>
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**College Fees:**

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<td>Tuition</td>
<td>$1,947.00</td>
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<td>$1,357.00</td>
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**Program Fees:**

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<td>Textbooks</td>
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<td>$200.00</td>
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<td>Instruction supplies</td>
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<td><strong>TOTALS:</strong></td>
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<td>$11,604.00</td>
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</table>

- Tuition based on Fall 2010 $118*/credit hour.
- Textbook prices are subject to change.
- Health exam and health insurance are estimated costs.
- Additional costs for non-paramedic class related texts incurred for the final 4 semesters should be anticipated.

*Tuition rates for non-resident $143/credit hour; international $236/credit hour.

**SECTION III-B:**  
CLASSROOM, LAB & FIELDWORK  
Confidentiality

In accordance with PL 93-380 (as amended PL 935668), the Family Educational Rights and Privacy Act, all faculty and staff have the responsibility of maintaining confidentiality pertaining to student records. No information will be released about student grades to a third party unless the student has given written consent. “Third Party” includes parents, family members and current and potential employers. It is the policy of the Health Science Department not to release directory information (phone numbers and addresses) without prior consent.
CPR Policy

All students in the paramedic program must provide documentation of current completion of AHA CPR for Health Care Providers prior to program entry. Students must maintain current CPR training throughout the program. **Students who do not maintain current CPR training will not be permitted in clinical sites.**

Professionalism and Ethics

Students are representatives of the paramedic program and the EMS profession and will be held to the same standards of ethical and professional behavior as all healthcare providers. Students are expected to maintain the privacy and confidentiality of patients. Any accidents or errors occurring during clinicals and fieldwork must be reported to the clinical preceptor, Clinical Coordinator, and the Program Director. Misconduct, negligence, or failure to comply with rules and regulations will be considered unethical behavior and may be grounds for dismissal from the program.

Didactic/Lab Dress Policy

Rationale

As students in Kirkwood Community College’s Paramedic Specialist AAS degree program all individuals are expected to conduct themselves with professionalism and maturity. It is widely accepted that when a person looks professional he or she has a greater tendency to act professional. In addition, there will be instances in the didactic and laboratory portions of the coursework where students will be expected to perform physical tasks such as lifting, stretching, lying on the floor, and bending over—all of which require appropriate clothing and footwear. For these reasons and in an effort to instill a sense of professionalism in all Paramedic Specialist students the Regional Center for EMS Education has the following dress standard **for all of its didactic and laboratory classes.** These requirements will be in addition to and separate from the dress requirements for the clinical and field experiences that are outlined later in this handbook.

Policy

The following dress/appearance policies are mandatory for all didactic and laboratory course in the Paramedic Specialist curriculum:

1. Proper hygiene is required at all times
2. Clean black or navy pants (no shorts, sweat pants or denim). BDU or other black or blue EMS work pants are acceptable
3. Clean white or navy blue KCC EMS shirt. No patches, insignia or emblems. Shirt must be tucked in. Long or short sleeved undershirts may be worn. These shirts need to be either white or navy blue.
4. Black or dark brown work shoes (no flip-flops or sandals). Hiking boots and sneakers are acceptable.
5. Hair must be neat and off collar if longer than shoulder length.
6. Minimal jewelry (watch required).
7. No hats
8. Clean shaven or neatly trimmed beard.
9. No radios, telephones, voice/tone pagers, or other portable communications equipment may be worn.
10. No visible body piercing [including tongue] other than earrings (maximum of one earring per ear).
11. No visible tattoos. Any tattoos will be covered with clothing.
12. No text messaging is allowed during class.

**Coats**

In order to maintain a professional image, the following will serve as an addendum to the current dress code policy. Due to varying classroom temperatures the following has been approved:

1. Jackets maybe worn in the classroom.
2. No gloves or hats are allowed.
3. These jackets are to be waist length.
4. Solid navy blue or black.
5. Jackets can contain no service patches, insignia, or emblems.
6. Jackets shall not be leather or suede.
7. Approved Kirkwood uniform must be worn under the jacket.

While students are performing field time they may need a jacket. This jacket should be:

1. No longer than waist length.
2. Can contain no service patches, insignia, or emblems.
3. Appropriate and non-offensive.
4. Day-Glo and/or ANSI approved jackets are encouraged.
5. Jackets shall not be leather or suede.
6. Field sites may require you wear one of their jackets.
7. Approved Kirkwood uniform must be worn under the jacket.

**Enforcement and Grievance Policies**

All faculty and staff at the Regional Center for EMS Education will be empowered to enforce the dress policy. A students not adhering to the following dress requirements will be required to immediately leave the class or lab. He or she may return to class when their dress is in compliance with the dress policy. The time out of class will be unexcused and will be reflected in the class attendance.

Students who feel that this policy has been unfairly or arbitrarily enforced should first attempt to discuss the matter with the instructor. Students should keep in mind that an instructor will not stop class or interrupt instruction to discuss the policy. If the student
chooses not to discuss the policy with the instructor or is unsatisfied following discussion with the instructor he or she should contact the program director the following day.

*The student is required to leave class or lab if the instructor determines he or she is in violation of the dress policy.* Students who refuse to leave will be escorted off campus by security and disciplinary actions will be followed consistent with Kirkwood Community College’s *Student Handbook*. If the program director determines that the dress policy was incorrectly administered then the student will not be counted absent for that class and will be allowed to make up missed work.

**Classroom, Lab and Clinic Policies**

Instructors for each classroom, laboratory and clinical course will distribute course policies and procedures. Policies will address course assignments, testing and grading, student conduct, attendance, office hours, and other issues pertinent to each particular course.

**Infection Control, OSHA Mandates, Exposures**

The nature of this educational program places students in settings where exposure to infectious disease is possible. In order to minimize the risk, students will receive annual OSHA training in the prevention of bloodborne pathogens and tuberculosis. Students acting in such a manner as to jeopardize the safety of themselves, patients, or others may be dismissed from the program.

In the event of exposure, the student must immediately notify the clinical preceptor, the Clinical Coordinator, and Campus Health. Students must file an incident report with the college and, if required, with the clinical agency. The clinical preceptor will assist the student in obtaining any needed medical treatment. A portion of the medical expenses may be paid for by Kirkwood, however, students must have been practicing all necessary standard precautions to collect insurance payment for the fees involved. All students are strongly encouraged to maintain their own medical insurance.

**Health Insurance**

Many clinical sites require proof of student health insurance prior to allowing students to participate in clinical activities. It is therefore strongly recommended that all students carry health insurance in order to maximize opportunities to complete program clinical requirements.

**Background Checks/Criminal History**

The Iowa Department of Public Health EMS Bureau requires that all students enrolling in EMS education programs answer the five questions on the back of the IDPH enrollment form. *The IDPH notifies the student, the course instructor, and the program director of the “hold” status and also when and if the “hold” is released.* It remains the responsibility of the student to clear their hold status with the IDPH Bureau of EMS. A background check is required prior to clinical rotations for this program. Students will be notified if they have a hit on their background check. At that time the student’s
information will be taken before the background check committee which is made up of Human Resources professionals from our various clinical sites. The background check committee will then make the determination to approve or deny the student for clinical placement. If the student is denied they will be allowed to appeal that decision and will need to provide additional information to support their grounds for appeal. Their case will then be re-presented to the background check committee. Once the appeal has been heard, the student will be notified of the background check committee’s decision. If they are again denied clinical placement, the student has no further course of action. All information on background checks is strictly confidential and is not shared with the program director or instructors of the RCEMSE to maintain student confidentiality.

Family Educational Rights and Privacy Act [FERPA]

Under the terms of FERPA Kirkwood Community College has established the following Directory Information that may be released to those requesting it unless a student requests otherwise on a form provided or by submitting written notification to the office of the Registrar:
- Student’s name
- Degrees and Awards
- Dates of Attendance
- Full or part time enrollment status
- Participation in officially recognized activities
- Participation in officially recognized sports
- Height/weight of members of athletic teams

All other information may not be released without written consent of the student. No mailing lists will ever be made available to any outside persons or agencies. Questions about FERPA may be directed to the Registrar’s office; 215 Kirkwood Hall 319-398-5478

Weather

Kirkwood Community College may cancel or delay the start time of classes due to severe weather conditions. This will be announced on local Cedar Rapids, Iowa City and Waterloo radio and TV stations. Normally, classes are not made up, unless the cancellation jeopardizes completing the IDPH minimum required hours of the curriculum. In the event that classes are not cancelled, but a student feels that the weather conditions in his or her area are unsafe for travel, the student is expected to use his or her judgement and notify course faculty as per the attendance policy. Kirkwood may only cancel morning courses and still hold evening courses. When courses are cancelled in the morning a redetermination will be made in the afternoon if the college is going to reopen and hold evening classes. A second announcement will be made only if evening classes will be cancelled. It is strongly encouraged the students sign up for the Kirkwood Alert. This system will alert you to issues on campus and send you notification of college closures or announcements.
Course Syllabi

Students will receive a syllabus for each course on the first day of class. The syllabus will contain the course objectives and competencies, individual course policies, a topical outline, course activities and evaluation methods. The instructor will review the syllabus in class. **All students are responsible for reading the information in the syllabus.**

Student Clinicals/Fieldwork Experiences

Each clinical or fieldwork course will have specific policies regarding clinical assignments. In general, the following guidelines apply to all clinical experiences. Students may only acquire clinical experiences that count toward program requirements in clinical facilities specified and approved by the program. In most situations students will be contacting clinical sites, as specifically directed, to schedule their own clinical rotations. Clinical contacts will be provided to students. **Any student found to be at a clinical site without being scheduled, or at an unapproved clinical site, will not be given credit for the hours spent at the site.** Clinical sites and clinical preceptors agree to provide experiences and supervision to our students as a courtesy. Our program cannot operate without the willingness of clinical facilities to provide these services. Therefore, **any student conduct that jeopardizes the program’s relationship with a clinical facility will subject that student to disciplinary action up to and including dismissal from the program.** Kirkwood can not guarantee placement at any clinical site. Each site has the right to refuse any student. Students must adhere to all dress code and identification policies determined by the clinical course instructor. All clinical experiences must be documented in writing on the appropriate form with the signature of the clinical preceptor. Any forgery or misrepresentation of the clinical experience will be considered academic dishonesty and will subject the student to disciplinary action up to and including dismissal from the program.

Clinical Guidelines

**Work During Clinical**

In **any** clinical setting the student can not take the place or the responsibilities of qualified staff. This means that a student may not count as clinical hours time spent in a position or job for which he or she is being paid or is a volunteer. Students may be employed in the field of study outside educations hours.

**Tardiness and Absences**

Students are to arrive at the clinical site 15 minutes prior to the start of their shift. In the event the student anticipates being late, it is the student’s responsibility to notify the clinical area of which they are assigned. Should the students be more than 30 minutes late for their shift, the clinical rotation should be cancelled and rescheduled for a later date. In the event that a student anticipates they will be absent from a scheduled clinical rotation, it is the student’s responsibility to notify the clinical area assigned prior to the start of the shift.
Student Conduct
Students must conduct themselves in a professional, mature manner at all times. Students will adhere to all policies and procedures as outlined. Failure to comply with these policies may result in disciplinary action or dismissal from the Program. Additionally, expectations include:

1. Upon arrival at the clinical facility or service, students should identify themselves to the charge person as a Kirkwood EMS student, and also identify their training level (program). The assigned preceptor should review student/preceptor expectations. Students must inform their preceptor at any time they leave the clinical location for breaks, meals, etc.
2. Students will observe and participate in activities as directed by the preceptor.
3. Students are not allowed on the helipad during the take-off and landing of helicopters.
4. Eating will be confined to designated areas only.

Dress Code (Students not adhering to the following dress code will be asked to leave the clinical site)
In order to maintain a professional image, dress code guidelines are to be followed by all students. Inappropriately dressed students may not be allowed to attend clinical rotations. Items of dress must be neat, clean and pressed. Additionally:

1. Proper hygiene is required at all times (bathed, groomed, fingernails clean/manicured, etc.)
2. Student photo badge must be worn at all times. Badge will be worn above the belt and no part of it may be covered or altered.
3. Clean black or navy pants (no denim).
4. Clean white or navy blue KCC EMS shirt with collar (no patches or emblems) and shirt tucked in. Long or short sleeved undershirts may be worn. These shirts need to be either white or navy blue.
5. Black or dark brown work shoes (no hiking boots, sneakers, sandals, etc.)
6. Hair must be neat and off collar if longer than shoulder length.
7. Minimal jewelry (watch required).
8. No hats
9. Clean shaven or neatly trimmed beard.
10. No radios, telephones, voice/tone pagers, or other portable communications equipment may be worn during clinical rotations.
11. No visible body piercing other than earrings (maximum of one earring per ear or per policy of hospital and/or service agency).
12. No visible tattoos. Any tattoos will be covered with clothing.
13. No text messaging is allowed during clinical rotations.
While students are performing field time they may need a jacket. This jacket should be:
14. No longer than waist length.
15. Can contain no service patches, insignia, or emblems.
17. Day-Glo and/or ANSI approved jackets are encouraged.
18. Jackets shall not be leather or suede.
19. Field sites may require you wear one of their jackets.
20. Approved Kirkwood uniform must be worn under the jacket.
Note: Some areas of the hospital require students to wear scrubs while at the facility. Students are to observe facility policies regarding the wearing of scrubs. Any student found leaving a clinical facility with scrub attire will be prosecuted at the discretion of the clinical facility.

Patient Confidentiality
During clinical rotations students are exposed to privileged patient information. This information must remain strictly confidential and only discussed with other health care professionals involved in the patient’s care. Students may discuss medical diagnosis and interventions performed during clinical time, but no references may be made to specific patients. No part of the patient’s chart or corresponding identification numbers may be copied or taken outside of the clinical area. Any violation of patient confidentiality as determined by the RCEMSE Program Director or Program Medical Director may result in suspension or dismissal from the program.

Universal Precautions
Students are at risk for exposure to bloodborne pathogens and infectious diseases. All bodily substances should be considered potentially infectious. Personal protective equipment (PPE) should be used at any time where there is possible exposure to bloodborne pathogens. The minimum recommended PPE includes:

1. Gloves: Disposable gloves should be worn before initiating patient care when there is any risk of exposure to bodily substances. This includes any invasive procedures. Some procedures require sterile gloves as well. When gloves have become contaminated, they should be removed and properly disposed of as soon as possible.

2. Mask and Protective Eyewear: Masks and protective eyewear should be worn when there is any risk of blood or other bodily fluids splashing or spattering. This includes intubation, childbirth, trauma patients, open fractures, etc. Patients and students should wear masks when there is a potential for airborne transmission of disease.

3. Gowns: Gowns should be worn when there is any risk of blood or other bodily fluids splashing or spattering.

4. Hand Washing: Hand washing is mandatory before and after any patient contact. All students must wash their hands after eating or using the restroom facilities.

5. Special Considerations: All students are expected to be informed of, and to follow any specific precautions or protocols specific for their assigned clinical areas. Any student who is exposed to a patient’s bodily fluids should immediately decontaminate themselves and report the incident to their preceptor.

Injury or Medical Liability
1. If exposed to bloodborne pathogens while in the hospital setting, students must comply with all hospital reporting policies and screening/treatment protocols. If exposed to bloodborne pathogens in the prehospital setting, students must seek closest emergency room medical attention. Report the incident to your preceptor and/or supervisor. If not already in a hospital setting, report to the emergency room within 1 hour!

2. If a medical situation or injury is emergent seek closest emergency room medical attention. Make sure you inform the emergency room that you are a Kirkwood Community College student.
3. In the event of bloodborne pathogen exposure or an injury, a Kirkwood Illness and Injury Report form must be completed within 48 hours of the occurrence. This form is available via the RCEMSE or Kirkwood Community College Campus Health.

4. Students must report to Kirkwood Community College Campus Health within 72 hours of the exposure/injury for follow-up and paperwork. Failure to do this may cause the student to be billed individually for costs of the emergency room visit and lab fees. The Campus Nurse may be reached at 398-5588.

5. Students are required to notify the Health Occupations Assistant, EMS Clinical Coordinator, RCEMSE Program Director, or Director of Health Occupations at Kirkwood Community College at the earliest possible date if student is exposed to bloodborne pathogens, infectious disease or if emergent medical care is required for any students (these individuals can be reached during normal working hours, 8:00 am – 5:00 pm, Monday through Friday).

6. If the situation is non-emergent, medical care should be sought at Kirkwood Community College nurse’s office during normal working hours (8:00am – 4:30pm, Monday - Friday). Routine health care for students should be provided by the student’s primary care provider.

Clinical Forms/Documentation
Proof of documentation of clinical experience is the responsibility of the student. Lost or incomplete clinical forms may require the student to repeat the clinical hours. Clinical documentation shall be on the approved clinical form, alternative forms of documentation will not be accepted. It is the student’s responsibility to ensure that their clinical form is signed by the preceptor prior to leaving the clinical site to include all activities in which they participated, as well as the time they were present. The completed clinical evaluation form is to be placed into the provided envelope (addressed to Kirkwood Community College). The envelope is to be sealed with preceptor’s signature across the seal. The preceptor may return the envelop to the student once it is sealed and signed. Clinical forms must be submitted and/or mailed to the EMS Clinical Coordinator within one week of their completion.

FISDAP Skills Tracker
All students will be required to purchase and utilize FISDAP skills tracker. Students need to have accessible internet access to utilize FISDAP. Prior to going to any clinical site the student must log into FISDAP and enter the following: which site they will be going to, the date, the time, and the number of hours you plan to be at that site. Following the completion of a clinical shift students will have no more than 48 hours to enter their information for that clinical into the FISDAP skills tracker or they will not get credit for those skills or hours. Student’s shifts which are marked as late will result in a lower clinical grade. For each day and shift after the initial late entry reminder email from FISDAP the student’s final grade will be decreased by 3%. The only exception to this rule is gaining prior approval by the clinical coordinator for an extenuating circumstance. Students are not allowed to use clinical site computers for entering skills and hours into FISDAP. Students must truthfully and honestly enter in their hours and skills. If a student has marked their shift as complete and has found a mistake they must immediately notify the clinical coordinator by email or phone and advise them of the mistake. If the student cannot reach the clinical coordinator they must contact the program director by email or phone and advise them of the mistake.
Any student found falsifying clinical data will be subject to disciplinary action as follows:

**First Time** - Verbal warning, documentation in student file.

**Second Time**: Written warning and documentation in student file.

**Third Time**: Disciplinary action as outlined in the Kirkwood Community College Student Handbook, up to and including dismissal from the program.

The clinical coordinator will randomly audit a minimum of 10 percent of the entries into FISDAP. At the discretion of the program director and/or the clinical coordinator any errors to clinical information can and will be adjusted. Clinical entries with multiple errors will be discarded and those skills and hours will not be counted.

**Mid-Term Clinical Requirement**

During each semester of clinical, at mid-term, students will be required to submit a copy of their hours report and skills report to the clinical coordinator. This report may either be emailed or mailed to the clinical coordinator. This report will be used to determine the mid-term grade for the program clinical requirements. If the students progress is not at an acceptable level they will be contacted by the clinical coordinator and a written warning, understanding, and plan of correction will be implemented. This process is to ensure students success during the clinical requirements of the program.

**End of Semester Clinical Requirement**

Students *must meet or exceed* the minimum number of clinical hours required for each semester by the last day of finals at 5 PM. *In the event that a student will be short clinical hours the student must notify the clinical coordinator no later than 3 business days prior the due date.* At that point based on the discretion of the clinical coordinator and/or program director the student can be given an extension. This extension will be for no longer than 2 weeks to complete any of the remaining hours. A written agreement will be signed by the student, clinical coordinator, and program director. If the hours are not completed by the deadline the student will receive a failing grade for the clinical course and will not be allowed to continue on in the program.
SECTION IV:
STUDENT CONDUCT, SATISFACTORY PROGRESS AND GRADUATION

Withdrawal from the Program

A student who finds it necessary to withdraw from the program should first consult with the Paramedic Specialist Program Coordinator or the Student Development office.

The program reserves the right to request the withdrawal of any student whose health, work or conduct is determined to be detrimental to the health and safety of themselves, other students, or patients.

Grievance & Academic Policy Appeal

For course and/or individual concerns it is strongly recommended that students first meet with the course instructor and then, if necessary, the program director. Students may also request to speak with the Dean of Health Occupations. Concerns should be addressed as soon as possible. Grade appeals must be presented within 60 days from the date the grade was assigned. Refer to the Kirkwood Community College Student Handbook for more information.

General Student Conduct Policy

Kirkwood Community College is committed to maintaining a safe environment for all students, faculty, staff and visitors. There may arise, on occasion, circumstances in which a student’s conduct within the college interferes or disrupts effective instruction or the smooth operation of the college. Such interferences must be handled immediately. An instructor may dismiss a student from class for misconduct. Faculty will contact security to have a student physically removed if a student refuses to leave willingly. If an instructor dismisses a student from any class, the instructor will notify the appropriate associate dean in writing, stating the problem, action taken by the instructor, and the instructor’s recommendation. At this point, the student will be disciplined according to the complaint/discipline procedure.

Students are expected to conduct themselves in a lawful and legal manner. Any student who commits or attempts to commit an act of misconduct shall be subject to disciplinary procedures. Acts of misconduct include, but are not limited to:

- Dishonesty, including, but not limited to: cheating, plagiarism, forgery, alteration, or misuse of college documents or records.

- Failure to comply with an order or summons by any properly identified college official acting within the scope of his/her authority or office. Proper identification of a college official constitutes a statement of name and title upon request.

- Willful failure of a student to identify himself/herself when so requested by a college official.
• Intentional disruption of the orderly process and educational atmosphere of the college, both in the classroom and on all college property, including, but not limited to: Refusal to comply with faculty or staff direction regarding vocal or physical behavior, unauthorized entry into, obstruction of, or occupation of any room, building or area of the college.

• Assaulting, threatening, physically abusing, unduly harassing, or endangering in any manner the health or safety of (1) a student, staff or faculty member if such conduct relates to the official business of the college, or (2) any person on college property or at any college-sponsored or -supervised function or event.

• Violation of law, Iowa statute and/or college regulations and policies on college premises, including but not limited to:
  1. Theft, willful destruction, damage or misuse of any property belonging to or in the possession of the college or any person on campus or at any college-sponsored or -supervised function.
  2. The sale or knowing possession or use of restricted and/or dangerous drugs or narcotics on Kirkwood Community College-owned property, or at any scheduled, sponsored function, except when lawfully prescribed pursuant to medical or dental care.
  3. Disorderly conduct, lewd, indecent or obscene conduct.
  4. Abetting or procuring another to breach the peace on Kirkwood Community College-owned property or at any college-sponsored or -supervised function.
  5. Possession or use of firearms, explosives, dangerous chemicals, or other weapons, including knives, on property owned or controlled by the college or at any college-sponsored or -supervised function.

**Complaint/Discipline Procedure**

Complaints are submitted in writing to the Associate Dean for Student Development who will conduct an investigation. The results of the investigation are provided in writing to the students and members of the Hearing Board. The Hearing Board determines if a violation of the Student Conduct Policy has occurred and submits its findings, in writing, to the student and the Associate Dean for Student Development.

The Academic Policies and Procedures Committee hears appeals from students placed on Disciplinary Warning, Probation or Suspension. Results of the appeal review by the Academic Policies and Procedures Committee cannot result in a more severe sanction than was initially imposed. The Kirkwood Board of Directors maintains the authority to expel students and to hear expulsion appeals.
Student Rights

In proceedings regarding student conduct that results in disciplinary action, the student has the right to:

- be informed in writing as to the violation
- have the opportunity for a hearing
- request or present any information on his/her behalf
- make statements and ask questions
- receive a written decision which can be appealed

Suspension means that the student is dismissed from the college for a specified length of time. The authority to suspend a student rests with the Associate Dean, Student Development.

Expulsion means that the student is permanently dismissed from the college. The Board of Trustees has the authority for expulsion. Once expelled, a student may apply for re-admission only through an appeal to the Board of Trustees.

Cases may arise where a sanction other than those listed may be imposed.

The student may appeal the disciplinary action decision in all cases. Refer to the Kirkwood Community College Student Handbook for more information.

Academic Requirements

Students are expected to achieve and maintain a 2.0 grade point average.

All students graduating from this program must successfully complete all required program courses and achieve a 2.0 cumulative grade point average.

Students must pass all technical courses with a grade of C- (70.0%) or higher in order to maintain eligibility for the National Registry of EMTs-Paramedic exam. Technical courses contain the “EMS” designation via the course catalogue number. A student who receives a final grade of D+ or lower for a core curriculum class will be allowed to continue in the AAS degree program but will have to restart the program from Semester I in order to be eligible for state and national testing.

Students must comply with all Iowa Department of Public Health Bureau of EMS rules and regulations for successful completion of professional coursework, including the mandatory time frames in which the course must be completed and in which testing is allowed.
Class Attendance Policy and College Sponsored Activities:

Class Attendance Policy: Learning is central to our work at Kirkwood Community College. Faculty design educational experiences to facilitate learning, and students learn by engaging in those experiences. Attendance and engagement in all scheduled classes is regarded as integral to learning and is expected of all students. Kirkwood faculty members identify expectations for learning and attendance in their course syllabi. Students are accountable for the learning outcomes for each session, including those sessions that have been missed. Assessments of learning that occur during an absence may or may not be made up, depending on the policies of the instructor and the nature of the absence. Absences that result from participation in college sponsored activities* will be accommodated, subject to the guidelines listed below. For all other absences, authorization of an excuse is the province of the individual faculty member and subject to the standard appeal process.

College Sponsored Activities: Students involved in activities where they are required to represent the college, i.e. college-sponsored activities, must give written notice to the faculty member at least one week in advance of the absence unless last minute schedule changes make this notice impossible. If regular season athletic schedules have been developed, student participants must present written notice of anticipated absences within the first week of the semester. Failure to provide timely written notice may result in loss of this opportunity. Faculty shall accord students the opportunity to independently make up course work or work of equal value, for the day(s) the event was scheduled and to take a scheduled exam at an alternate time. The faculty member shall determine alternate exam times and due dates for missed coursework. These assigned dates may be prior to the date of the absence. Organizers (coaches, faculty and staff) of college sponsored activities shall 1) assist students in planning class schedules to minimize the number of absences; 2) inform students of their responsibilities as described above; and 3) provide written communications to faculty announcing and verifying the need for student class absences. Written notices should be provided at the beginning of the semester if the schedule is known, or as soon as possible after the need for a student absence is determined.

* College sponsored activities (excluding practices) include such events as athletic competitions, student academic competitions and conferences, musical and drama performances, and class field trips. Questions on whether an activity is a college-sponsored event for purposes of this policy should be directed to the Vice-President of Instruction. If anticipated absences for a semester appear to be extraordinarily numerous or difficult to accommodate, a faculty member may appeal the need for the full accommodation to the VP of Instruction.

Grading Scale for Paramedic Specialist

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93 - 100%</td>
</tr>
<tr>
<td>A-</td>
<td>90 - 92%</td>
</tr>
<tr>
<td>B+</td>
<td>87 - 89%</td>
</tr>
<tr>
<td>B</td>
<td>83 - 86%</td>
</tr>
<tr>
<td>B-</td>
<td>80 - 82%</td>
</tr>
<tr>
<td>C+</td>
<td>77 - 79%</td>
</tr>
<tr>
<td>C</td>
<td>73 - 76%</td>
</tr>
<tr>
<td>C-</td>
<td>70 - 72%</td>
</tr>
<tr>
<td>D+</td>
<td>67 - 69%</td>
</tr>
<tr>
<td>D</td>
<td>63 - 66%</td>
</tr>
<tr>
<td>D-</td>
<td>60 - 62%</td>
</tr>
<tr>
<td>F</td>
<td>Less than 60%</td>
</tr>
</tbody>
</table>
Graduation Requirements

Students are expected to achieve and maintain a 2.0 grade point average. All students graduating from this program must successfully complete all required program courses and achieve a 2.0 cumulative grade point average. No developmental ("D") level courses are accepted as substitutions in this program.

A student who plans to earn an Associate of Applied Science degree must file a graduation application on EagleNet. If graduation requirements are not met, the student will be required to reapply to graduate for the semester in which the completion of requirements is anticipated.

All technical ("EMS") courses in the curriculum are sequential. Students who do not pass a prerequisite course cannot continue in the curriculum until that course is successfully repeated. Refer to the handbook section on course descriptions for prerequisite information.

Students may not graduate with a grade of incomplete or F, or no pass grade in any program course. Students may not graduate with registration holds, such as for outstanding fines.

Students are awarded an Associate of Applied Science Degree.

Student/Graduate Input

Students will be asked for input and suggestions in most courses. Given the diverse learning styles and backgrounds of students in a class, it is always challenging for faculty to find methods to satisfy the learning needs of every student. Students are encouraged to be open and honest in providing feedback to faculty. Students are entitled to anonymity when providing feedback. Any intimidation or retribution resulting from feedback should be reported to the Dean of the Health Science Department.

Near the end of the program, students will be asked to complete a survey assessing program strengths and areas for improvement.

A follow up survey will be sent to all graduates to obtain feedback related to the program curriculum. Graduate feedback is an extremely valuable resource for curriculum review and revision. Graduates are encouraged to inform the program of all professional accomplishments, including awards, promotions and publications.

Testing & Licensure

Paramedic Specialist students successfully completing the minimum course requirements will be eligible to take the National Registry of Emergency Medical Technician practical and written examinations. Upon successful completion of these examinations, the student will apply to be an Iowa-certified Paramedic Specialist and will be recognized as a Nationally Registered Paramedic. Testing fees are listed above in course fees.
Professional Communication

Students are expected to use professional communication when communicating with RCEMSE staff. Email addresses need to be appropriate and professional as they are used to communicate with clinical affiliates. The body of email messages and/or written communication is expected to use proper English and grammar. Use of abbreviations such as “u”, “c”, “ur” and “2” are not acceptable. Any messages that are written in the format will be returned without a response.

Student and Professional Organizations

NAEMT

The National Association of EMTs is an organization that promotes the EMS profession through service, education and lobbying for EMS legislation nationally. For more information, contact their web site at www.naemt.org.

IEMSA

The Iowa EMS Association is a statewide organization promoting the EMS profession in the State of Iowa. For more information, contact their website at www.iemsa.net

Accreditation

The Kirkwood Community College Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

1631 Park Street  
Clearwater, FL  33756  
727-210-2350  
www.caahep.org

The Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions can be contacted at:  
4101 W. Green Oaks Blvd  
Suite #305-599  
Arlington, TX 76016  
817-330-0080  
http://www.coaemsp.org/