



Paramedic Program

Student Handbook



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Disclosure

The Contra Costa College (CCC) Paramedic Program reserves the right to make any revisions, deletions or additions to the policies or procedures which, in the opinion of the faculty of CCC, serve in the best interest of the program and its students. If changes are necessary, those changes will be noted in class syllabi, which supersede this handbook or in writing.

Paramedic students are subject to the standards set forth within this handbook and the CCC Procedures Handbook located at the following link, <http://www.contracosta.edu/wp-content/uploads/2017/02/Colleges-Procedures-Handbook-2015.01.23-2.pdf>

Policy on Advanced Placement, Experiential Learning and Transfer of Credit

There is no advanced placement for paramedic courses or the program. Regarding experiential learning, experiential learning is the process of learning through experience, and is more specifically defined as "learning through reflection on doing." Hands-on learning is a form of experiential learning which we will apply in our Paramedic Program. Having said that, it is expected that our paramedic students will engage in experiential learning during their labs (psychomotor domain) as well as during their clinical and field internship experiences. We believe the concept of learning through experience will be extremely important and beneficial.

Regarding transfer of credit, the paramedic program follows the college's practice, which can be found on page 39 of the CCC catalog. The paramedic program accepts transcripts from institutions (e.g., colleges and universities) currently recognized by regional accrediting organizations and by the US Department of Education. Only courses and credit from accredited institutions will be considered for transfer. Admissions and Records and the Program Director will vet and authorize all paramedic students to be sure they meet all program prerequisites and that all their credits applicable to our program transfer and remain valid.



Welcome and Introduction

Hello and welcome to the Contra Costa College (CCC) Paramedic program! On behalf of the Paramedic program faculty and staff, I would like to thank you for choosing CCC for your educational needs. It is an exciting time right now in the emergency services profession. With the influx of new technologies and more integrated systems of care, a career in emergency medical services can open the door to a host of opportunities as the lines between traditional healthcare professions become increasingly blurred.

Our program goal seeks to embrace these changes while providing an unparalleled education in paramedicine. Our Paramedic goal is the following: Paramedic: "To prepare competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder levels." Specifically, we strive to help our students become knowledgeable, ethical, and technically-skilled healthcare professionals who have the ability to think critically and perform on par with their colleagues in medicine, nursing and other emergency service disciplines. The course of study at CCC is rigorous, challenging and intensive. However, our graduates will be equipped to join an elite group of emergency service professionals who are capable of meeting the greatest challenges, now and in the future.

As the Program Director, I encourage you to always keep the lines of communication open, both with myself and the rest of the program faculty and staff. As our student, we want you to succeed and we want this program to be the greatest program you have ever been a part of. Welcome to the family!

Sincerely,

Troy Hess

Paramedic Program Director



Mission Statement and Program Values

Mission Statement

Contra Costa College is a public community college serving the diverse communities of West Contra Costa County and all others seeking a quality education, since 1949. The College equitably commits its resources using inclusive and integrated decision-making processes to foster a transformational educational experience and responsive student services that ensure institutional excellence and effective student learning.

Additionally, the College adheres to the following goals, vision, beliefs and values statements:

Strategic Goals

To fulfill its mission and to be consistent with its beliefs and values, Contra Costa College is committed to the following goals:

- Equitably Improve Student Access, Learning and Success
 - Create opportunities for thoughtful reflection that uses quantitative and qualitative data to improve student outcomes.
- Strengthen Community Relationships and Partnerships
 - Build pipelines that guide and prepare both K-12 students and the adult population for success in higher education and employment.
- Promote Innovation, create a Culture of Continuous Improvement and Enhance Institutional Effectiveness
 - Provide opportunities to enhance institutional effectiveness and opportunities for employees at all levels to continually gain new skills and knowledge, seek out effective practices, and share ideas with one another in order to continually enhance learning and improve student success.
- Effectively Optimize Resources to Support Student Learning and Success
 - Demonstrate sound judgment to effectively optimize the college's human, physical, financial and organizational resources to better serve its students and community.



Values

Contra Costa College's commitment to its mission derives strength and guidance from institutional values. As a community of educators, we value:

COMMITMENT to helping students learn and to improving the economic and social vitality of communities through education;

RESPONSIVENESS to the varied and changing learning needs of those we serve;

DIVERSITY of opinions, ideas and peoples;

FREEDOM to pursue and fulfill educational goals in an environment that is safe and respectful for all students, all faculty, all classified staff, and all managers alike; and

INTEGRITY in all facets of our college interactions and operations.

Institutional Student Learning Outcomes

Support an environment that encourages and enables the members of our community to gain:

- Critical thinking skills and abilities, including evaluating, analyzing, and applying information;
- Communication skills using verbal, auditory, written, numerical, and visual forms;
- Awareness of themselves, their community, and the world around them, leading to personal responsibility, ethics, and civic engagement.



Program Goals, Objectives and Outcomes

Contra Costa College will work hard to prepare competent entry-level pre-hospital providers in the Cognitive (knowledge), Psychomotor (skills), and Affective (behavior) learning domains.

Goal 1

Students will be clinically competent during all phases of the program.

Learning Outcomes

- a. Students will demonstrate clinical competence in knowledge, skills and professional behaviors.
- b. Students will demonstrate a continual commitment to safety in all spheres of the program.
- c. Students will demonstrate the ability to competently assess situations and patients.
- d. Students will demonstrate competent clinical decision-making in treating each patient's condition.
- e. Students will practice evidence-based medicine.

Goal 2

Students will communicate effectively.

Learning Outcomes

- a. Students will demonstrate effective patient communication skills.
- b. Students will demonstrate effective oral communication.
- c. Students will demonstrate effective written communication skills.

Goal 3

Students will use critical thinking and problem-solving skills.

Learning Outcomes

- a. Students will identify ethical dilemmas.
- b. Students will demonstrate critical thinking and decision-making skills.



- c. Students will adapt procedures for trauma, medical, special populations and age-specific patients.
- d. Students will recognize emergency patient conditions and formulate appropriate interventions.

Goal 4

Students will demonstrate professional development and growth consistent with the program's mission and expected outcomes.

Learning Outcomes

- a. Students will develop a desire for life-long learning.
- b. Students will formulate personal development plans for their career.
- c. Students will critique their and others clinical abilities and behaviors.
- d. Students will analyze community healthcare needs.
- e. Students will evaluate methods to provide continuing medical education.

Goal 5

Students will behave in an ethical, honest, and professional manner.

Learning Outcomes

- a. Students will demonstrate a clinically professional work ethic.
- b. Students will demonstrate dependability in all clinical spheres.
- c. Students will demonstrate clinical confidence.
- d. Students will demonstrate the ability to function as an integral part of the healthcare team.

Goal 6

The program will measure ongoing effectiveness.

Program Outcomes

- a. Graduates will pass the National Registry certification exam on the first attempt.



- b. Students will complete the program within 12-24 months.
- c. Graduates are employed within 6 months post-graduation.
- d. Graduates will be satisfied with their education.
- e. Employers will be satisfied with the graduate's education.



Admission and Enrollment

The paramedic program will hold a series of mandatory orientations during the months leading up to the program's start date. Students interested in enrolling in the program **MUST** attend an orientation. The orientations will important aspects of the program, including enrollment requirements, program expectations, and requirements for prospective paramedic students. Individuals interested in enrolling will be given a program application at the orientation session. Only those who complete all required criteria will be eligible to enroll in the program.

Contra Costa College Admissions and Records will initially put a hold on enrollment for any student attempting to sign up for any of the Paramedic courses. A student will have to attend an orientation and follow all requirements and meet all prerequisites outlined in this handbook. Once the student meets all the criteria, they will be allowed to sign up during the sign-up window allotted by Contra Costa College. The admittance will be first come first served. The program will fill 24 students initially and then waitlist 5 other students.

Only the students who are chosen will be allowed to enroll into Current and future Paramedic courses, however the student must remain in good standing with the school and the Paramedic program.



Fees, equipment and Misc.

Contra Costa College's Paramedic program consists of approximately 37 units required for a completion certification. As of January 2019, costs associated with the program include:

Tuition	\$1,591
Books and software	\$1,200
Uniforms	\$400
Field experience fee	\$1,000
Background checks	\$ 12.00
Total approximate cost	\$4,203

** Please understand that the Paramedic program does its best to calculate the approximate price for all things relevant to the program. The above price is an approximate figure and may vacillate up or down in a given semester. All fees above will be explained in our orientation for further clarity.

** Uniforms must be cleaned each day and consist of two paramedic t-shirts and one class B uniform. Uniform info will be covered in orientation as to cost as well as where to purchase.

** Financial aid may be available to help defray the costs of this program. Please contact Monica Rodriguez at (510) 215-3958 or via email at mrodriguez@contracosta.edu.



Student and Program Expectations

Emergency Medical Technology is a practice of discipline with cognitive, sensory, affective and psychomotor performance requirements. Patient safety is dependent on the student's ability to meet the following behavioral and technical standards. Students will learn the following standards as part of the program.

Behavioral and Technical Standards

- Interpersonal skills
- Identify cause-effect relationships in clinical situations
- Position patients
- Establish rapport with patients and colleagues
- Give directions and explanations to patients
- Manipulate and use equipment
- Ability to make fast decisions in stressful situations in a professional manner
- Sufficient to interact with individuals and groups from a variety of social, emotional, cultural, and intellectual backgrounds
- Effective radio communication skills to hospitals and other agencies
- Consider the patient as a person and not a procedure
- Abilities sufficient for interaction with others in verbal and written form
- Sufficient to provide safe and effective care
- Communication
- Mobility
- Auditory ability
- Explain procedures to colleagues
- Gross and fine motor skills sufficient to assess needs
- Ability to move in confined spaces in the back of emergency vehicles and to be able to lift heavy objects
- Accurately hear instructions in a noisy environment
- Sufficient hearing and vision to see and hear patient signs and symptoms
- Hear blood pressure accurately
- Hear emergency alarms
- Visual ability sufficient for observation and assessment
- Manipulative/ tactile skills sufficient to feel for assessment of task being performed
- Feel temperature changes
- Strong eye-hand coordination
- Turn dials
- Operate special equipment
- Adapt to shift schedules (8-24 hours)



- Strength/stamina sufficient to provide patient care and related responsibilities for extended periods of time
- Lift without restriction from a standing position
- Ability to perform physical work (lifting, standing and walking)
- Conscientious
- Critical thinking
- Coping ability sufficient for clinical judgment
- Not sacrificing principles of self-accountability
- Utilize ethical principles, moral values, and professional codes as a basis for making decisions and solving problems
- Administer cardiopulmonary resuscitation
- Ethical

Program Expectations of the Student

- Meets standards/competencies for course completion
- Completes all assignments
- Complies with dress code
- Maintains classroom work area, equipment and supplies in a manner conducive to efficiency and safety
- Participates fully in lecture, laboratory, cooperative learning activities and clinical experiences
- Meets attendance requirements for class, laboratory and externships
- Maintains personal appearance and hygiene
- Demonstrates effective written and oral communication
- Displays socially appropriate behaviors
- Demonstrates problem solving skills
- Travels to clinical/field sites
- Follows all procedures and policies of clinical/field sites
- Maintains patient/client confidentiality
- Follows the proper chain of command to resolve problems
- Meets the technical standards (determination is made on an individual basis as to whether or not necessary accommodations or modifications can be made reasonably while assuring patient safety)
- Complies with the standards of the program and functions only under the direct supervision of an preceptor during clinical and field experience



Clinical and Field Requirements

Clinical Eligibility

To ensure the safety of patients, students and instructors, and to meet contractual obligations with outside agencies, students are required to have evidence of completion of the clinical requirements listed in this section on file before participating in clinical experiences. Paramedic students must satisfactorily complete all clinical, community and laboratory requirements in order to receive their Certificate of Completion. Please note that specific requirements vary by clinical site. Students are responsible for becoming familiar with all requirements upon entering a clinical site.

In order to make an initial determination as to whether there are any barriers to admitted students qualifying for or participating in clinical experiences, all admitted students must submit to a background check and screening at the direction of the paramedic program prior to formal enrollment. Clinical and field experience sites may also a separate background check prior to placement.

Students are required to submit evidence of completion of all program prerequisite certifications prior to the start of the program. Required certifications must be maintained throughout program enrollment.

Students who do not have evidence of completion of all clinical requirements by the first day of instruction will be DROPPED from all courses for that semester. Students who are dropped will not be considered for readmission until the next term. Dropped students, requesting to return to the program, must re-apply to the program. If a clinical clearance item will expire during the program, it is the student's responsibility to update their file with the Program Director and Clinical Coordinator.



Immunizations

Students are required to submit proof of immunization status. Acceptable proof of immunization status forms from a private physician, clinic or health department will be accepted.

Required Immunizations:

1. *Tuberculosis (TB/PPD)*

Students must document the absence of tuberculosis at entrance to or within three months prior to entrance into the program and on an annual basis thereafter while enrolled. Absence of TB may be documented in one of the following ways:

- a. two-step PPD skin test demonstrating a negative TB skin test;
- b. QuantiFERON-TB Gold (QFT) blood test; or
- c. students with a positive reaction to a PPD (or a history of a positive test) will require a chest x-ray with confirmation of physician reading and x-ray interpretation.

If a student has a confirmed positive test result, s/he are required to follow the direction and treatment course of the treating physician until such time as the treatment is successfully completed. Failure to adhere to or complete the required treatment course may be grounds for dismissal from the program.

2. *Mumps/Rubeola/Rubella/Varicella (MMR)*

Students are required to demonstrate immunity to rubella (German measles), rubeola (measles), mumps and varicella zoster (chickenpox). Demonstration of immunity may be documented in one of the following ways:

- a. serologic testing that establishes immunity through a positive antibody titer; or



- b. proof of previous adequate vaccination (two doses, four weeks apart).

3. *Hepatitis B (Hep B)*

Students are required to demonstrate the completion of the Hepatitis B vaccination series. Demonstration of vaccination may be documented in one of the following ways:

- a. completion of a series of 3 vaccinations (initial dose, 30 days after initial dose and 6 months after initial dose); or
- b. positive antibody titer from a lab report or physician verification of titer results.

If the vaccination series is in progress, alerts will be created for the student to complete the series. If the titer is negative or equivocal, the student must repeat the series.

4. *Influenza*

Students are required to demonstrate the completion of the current season's vaccination. Demonstration of vaccination may be documented in one of the following ways:

- a. Documentation of an influenza vaccine administered during the current flu season; or
- b. A signed declination.

Because the program must follow the rules of our clinical and field experience sites, students who decline an influenza vaccination will be required to wear a mask throughout their clinical and field experience time.



5. *Tetanus, Diphtheria & Pertussis (Tdap)*

Students are required to demonstrate immunization for Tdap or a booster within the past 10 years. Demonstration of vaccination may be documented in one of the following ways:

- a. documentation of Tdap or booster.

If a booster is required during the course of the program, a renewal date will be set for 10 years from administration date.

The Program Director will request that a student submit additional health documentation if the student demonstrates health problems or a change in health status. The Program Director must clear the student for return to the clinical or field experience.

Drug and Alcohol Screening

All students are expected to be free of drugs and alcohol during all program-related activities, whether on or off campus. This includes during both didactic training and clinical and field experiences. Within the EMS profession, it is not tolerated to be under the influence of drugs or alcohol.

All admitted students may be required to submit to a drug screen prior to enrollment. Admitted students must agree that the results of drug screens will be made available to the program's affiliated internship agencies. Students will be advised of any identified issues impacting their eligibility for placement with internship agencies prior to making their decision to enroll.

Partner agencies have full discretion to determine whether to accept a student into the clinical or field experience based on the drug screen results. Internship agencies may also require additional drug screens at the time of the placement.



Students who test positive on a drug screen due to health reasons are required to meet with the Program Director regarding admission status.

If a student is denied a clinical or field experience by an internship agency as a result of a drug screen and cannot satisfy the clinical and community placement requirements, s/he will not satisfy requirements for paramedic course completion.

Students who re-apply to the program must submit to a new drug screen prior to repeating the course.



Student Responsibilities and Code of Conduct

Student Code of Conduct

Paramedic students responsible for complying with all requirements and standards included in this Paramedic Student Handbook, as well as CCC's Procedures Handbook located at, <http://www.contracosta.edu/wp-content/uploads/2017/02/Colleges-Procedures-Handbook-2015.01.23-2.pdf>

In addition to the Student Code of Conduct and the standards include in this handbook, students are required to adhere to the following shared behavioral expectations established by the National Association of EMS Educators:

1. Foster teamwork
2. Act with integrity
3. Practice empathy
4. Use self-motivation
5. Increase self-awareness
6. Be respectful
7. Engage in appropriate advocacy
8. Exercise diplomacy
9. Embody integrity
10. Maintain neat grooming standards and personal appearance
11. Practice conscientiousness
12. Use clear and appropriate communication.

Dress Code

The official program uniform must always be worn when participating in class, clinical, field or other program related activities. The paramedic uniform consists of:



1. Approved class-B style uniform shirt (navy in color) with a Contra Costa College Paramedic Program patch on each shoulder.
2. Silver laser engraved name tag that contains the student's first name and initial of his/her last name and "Paramedic Student."
3. Approved uniform pants (navy in color). Students may choose between tactical style or non-tactical style pants.
4. Contra Costa College photo ID badge
5. Black leather slip resistant shoes or boots with navy or black socks. Leather soles are not permitted. Shoes are to be clean and polished at all times.
6. Black leather belt
7. Coat or jacket (navy in color) free from logos, advertising or embroidery
8. OPTIONAL: Approved class designed t-shirt (navy in color) that may be worn during classroom lab time and under the uniform shirt
9. OPTIONAL: Navy long sleeve shirt that may be worn under the uniform shirt during inclement weather or for concealment of tattoos.
10. OPTIONAL: Contra Costa College sweatshirt available from the bookstore
11. OPTIONAL: Hat with the paramedic program emblem on the front

Students who arrive for class not in full acceptable uniform will be asked to go home and will not be allowed to return until the uniform deficiencies have been remedied.



Confidentiality Policy

In accordance with HIPPA regulations, students of the paramedic program shall maintain the confidentiality of all patient medical records and information they encounter at a clinical or field experience site or at the college as part of their educational process. Students shall follow all state and federal statutes and regulations regarding patient medical record and medical information, as well as any local policies required by clinical or field experience sites. When a student must use a patient's medical information, s/he shall use it properly and in the correct setting. The student shall not disclose any of a patient's medical record information to a non-healthcare provider. The healthcare provider must be directly involved with the patient's care for the student to provide the patient's protected health information. Failure of the student to follow state and federal statutes and regulations or improperly using confidential patient medical record information may cause the student to be dismissed from the program.



EMS Professional Code of Ethics

The paramedic is maintained and enriched by the willingness of the individual practitioner to accept and fulfill obligations to society, other medical professionals, and the profession of Emergency Medical Technicians.

As a paramedic, I solemnly pledge myself to the following code of professional ethics:

1. A fundamental responsibility of the paramedic is to conserve life, to alleviate suffering, to promote health, to do no harm, and to encourage the quality and equal availability of emergency medical care.
2. The paramedic provides services based on human need, with respect for human need, with respect for human dignity, unrestricted by consideration of nationality, race, creed, color, or status.
3. The paramedic does not use professional knowledge and skills in any enterprise detrimental to the public wellbeing.
4. The paramedic respects and holds in confidence all information of a confidential nature obtained in the course of professional work unless required by law to divulge such information.
5. The paramedic, as a citizen, understands and upholds the law and performs the duties of citizenship; as a professional, the paramedic has the constant responsibility to work with concerned citizens and other health care professionals in promoting a high standard of emergency medical care to all people.
6. The paramedic shall maintain professional competence and demonstrate concern for the competence of other members of the Emergency Medical Services health care team.
7. A paramedic assumes responsibility in defining and upholding standards of professional practice and education.
8. The paramedic assumes responsibility for individual professional actions and judgment, both in dependent and independent emergency functions, and knows and upholds the laws which affect the practice of the paramedic.



9. A paramedic has the responsibility to be aware of and participate in matters of legislation affecting the paramedic and the Emergency Medical Services system.
10. The paramedic adheres to standards of personal ethics which reflect credit upon the profession.
11. The paramedic has an obligation to protect the public by not delegating to a person less qualified, any service which requires the professional competence of a paramedic
12. The paramedic will work harmoniously with and sustain confidence in Emergency Medical Technician associates, the nurse, the physician and other members of the Emergency Medical Services health care team.
13. The paramedic refuses to participate in unethical procedures and assumes the responsibility to expose incompetence or unethical conduct of others to the appropriate authority in a proper and professional manner.



Grading Policies and Academic Requirements

Contra Costa College utilizes standardized grading criteria and scoring for all courses. The grading structure is as follows;

90-100%= A

80-89%= B

75-79%=C

74% or below=F

Students must maintain a 75% in order to continue in each course. A 75% must be maintained throughout the course on all written exams, quizzes, etc.

When the National Registry psychomotor exams begin, all students must meet the NREMT requirements of 80% or higher on all NREMT Psychomotor exams. For further info on grading and the actual Paramedic Psychomotor Skills being tested, go to <https://www.nremt.org/rwd/public/document/paramedic> and click on the Psychomotor exam tab. Again, 75% is acceptable for the cognitive domains, 80% is required for the NREMT Psychomotor domains.

As described in all syllabi under "Course grading and grading scale," the program uses summative testing for cognitive, psychomotor and affective domains, when applicable. Each student will receive a weekly quiz on that covers current chapters. Students will also receive monthly exams, which will summarize all the chapters you covered that month. Lastly, a summative and comprehensive exam on all chapters covered will be administered at the end of the semester. We will use item analysis to further vet our exams. Item analysis further substantiates the exam by allowing for us to look at each student's answers and compare them to the class. The JBL software we use will allow for us to better construct authentic exams using test item analysis.



The program also measures and the affective domain (behavior) as well. There is not a summative test for this, as behavior is usually measured by watching how one integrates into their environment. As discussed in the syllabi we will monitor each student's behavior daily to be sure you are on time, in uniform, and act professionally. When any of these criteria are not in line with our expected outcomes, you will lose 5 pts each day. When away from campus on your internship or clinicals, I will personally communicate with your preceptors to be sure you are following the rules. We will cover all of this in depth in our orientation and be sure you have a strong understanding of these testing domains.



Policy for Infection Control

Policy for Control of Infectious Disease

Caring for patients with infectious disease requires general infectious disease control techniques, for both provider safety and the safety of the patients. Students must be knowledgeable of and practice standard blood borne, airborne and body fluid precautions, as well as the standard operating procedures for the control of infectious disease as defined by the agencies in which they are assigned for their clinical and field experiences.

When caring for any patient, paramedic students will follow prescribed agency and school policies to protect themselves from occupational exposure to infectious diseases.

1. *Hand washing*

Wash hands after touching blood, body fluids, secretions, excretion and contaminated items, whether gloves are worn. Wash hands immediately after gloves are removed, between all patient contacts and when otherwise indicated to avoid transfer of microorganisms to other patients or environments. It may be necessary to wash hands between tasks and procedures on the same patient to prevent cross-contamination of different body sites.

2. *Gloves*

Wear clean gloves with each new patient contact. Put on clean gloves just before touching mucous membranes and non-intact skin. Change gloves between tasks and procedures on the same patient after contact with material that may contain a high concentration of microorganisms. Remove gloves promptly after use, before touching non-contaminated items and environmental surfaces, before going to another patient and wash hands immediately to avoid transfer of microorganisms to other patients or environments.



3. *Masks, eye, protection and face shield*

Wear a mask and eye protection or a face shield to protect mucous membranes of the mouth, nose and eyes during procedures and patient care activities that likely generate splashes or sprays of blood, body fluids, secretions and excretions.

4. *Gowns*

Wear a gown (clean, non-sterile gown is adequate) or protective aprons to protect skin and to prevent soiling of clothing during procedures and patient care activities that are likely to generate splashes or sprays of blood, body fluids, secretions or excretions. Select a gown that is appropriate for the activity and amount of fluid to be encountered. Remove a soiled gown as promptly as possible and wash hands to avoid transfer of microorganisms to other patients or environments.

5. *Patient care equipment*

Handle used patient care equipment soiled with blood, body fluid, secretions and excretions in a manner that prevents skin and mucous membrane exposures, contamination of clothing, and/or transfer of microorganisms to other patients and environments. Ensure that reusable equipment is not used for the care of another patient until it has been cleaned and reprocessed appropriately. Ensure that single-use items are discarded properly.

6. *Environmental Control*

Follow facility procedures for the routine care, cleaning, and disinfection of environmental surfaces, beds, bedrails, bedside equipment stretchers and other frequently touched surfaces.

7. *Linen*

Handle, transport and process used linen soiled with blood, body fluids, secretions and excretions in a manner that prevents skin and mucous membrane exposures,



contamination of clothing, and/or the transfer of microorganisms to other patients and environments.

8. *Spills*

Blood, body fluid or tissue specimen spills are to be cleaned up promptly per agency policy and procedure. Contaminated linen, dressings, clothing or equipment should be placed in appropriate biohazard containers.

9. *Soiled clothing*

Students should remove any clothing that becomes contaminated with blood or body fluids as soon as possible. Change into a scrub uniform from the clinical agency and secure contaminated clothing in a plastic bag. Wash any soiled uniforms separately in hot water with detergent.

10. *Sharps*

Take care to prevent injuries when using needles, scalpels, and other sharp instruments or devices. Avoid recapping needles. Utilize safety features built into needles to avoid needle sticks. Place used needles, scalpels and other sharps into puncture-resistant containers provided in clinical areas. Avoid leaving any sharp objects unattended anywhere in the clinical setting.

11. *Airway management*

Use mouthpieces, resuscitation bags or other ventilation devices as an alternative to mouth to mouth resuscitation methods. These devices should be immediately available in clinical areas.



Occupational Exposures

There are two types of blood-borne pathogen exposure. In the first type, the natural barrier of intact human skin is breached by a sharp blood-contaminated object such as a needle, staple, or medical instrument. In general, large-bore needles that have been in direct

contact with blood are considered more hazardous than small-bore needles used to administer subcutaneous injections.

In the second type, non-intact skin, eyes or mucous membrane become soiled or splashed with blood or blood containing secretions such as peritoneal fluids, pericardial fluids, synovial fluids and amniotic fluids. Other secretions (i.e., feces, urine, sweat, vomit) are considered infectious only if they contain blood. The risk of exposure is low, even when a student cares for an infectious client.

The risk of contracting illness following exposure varies from organism to organism and must be assessed at the time of exposure by a member of the blood-borne surveillance team at the institution at which the exposure occurred. This assessment will be made by a member of the team, based on the information submitted on the official exposure form.

After sustaining any exposure, however small, the following steps should be taken:

1. Cleanse – skin should be washed immediately with antibacterial soap, and blood should be squeezed from the site, if possible. Eyes should be rinsed with clear water for at least 5 minutes.
2. Notify your clinical instructor and the Program Director immediately.
3. Complete any exposure form required by the internship agency. These may be found either online or hard copy.



Disability Services, ADA/DSPS

Contra Costa College does not discriminate against anyone with a disability and adheres strictly to the rules and regulations that govern the ADA.

Disabled Students' Programs and Services (DSPS) at Contra Costa College exist to provide support services, specialized instruction, and educational accommodations to students with disabilities. Eligible accommodations are determined by students and counselors/LD specialists and are based on individual student needs. Verification of disability must be on file to determine eligibility.

The CCC Paramedic Program will do everything in its power to accommodate eligible disabilities. Please note that there are some accommodations that cannot be met due to the nature of the profession.

To learn more, contact DSPS at (510) 215-3897 or visit www.contracosta.edu/disability.



Non-Discrimination

Non-Discrimination Policy

Contra Costa College is committed to equal opportunity in educational programs, employment, and campus life. The District does not discriminate on the basis of age, ancestry, color, disability, gender, marital status, national origin, parental status, race, religion, sexual orientation or veteran status in any access to and treatment in College programs, activities and application for employment.

This policy is in compliance with Title VI of the Civil Rights Act of 1964 (race, color, and national origin); Title IX of the Educational Amendments of 1972 (gender equity); the Rehabilitation Act of 1973, sections 503 & 504 and the Americans with Disabilities Act of 1990 (disabilities); Executive Orders 11246 & 11375; the Vietnam Era Veterans Readjustment Act of 1967; the Age Discrimination Act of 1975 (age); and non-discrimination laws and regulations of the State of California. See the College Procedure Manual for more information.

For more information or to file a complaint:

1. Campus Coordinator: Dennis Franco, Dean of Students, Title IX Coordinator, Student & Administration Building, Room 219, (510) 215-3900, Contra Costa College, 2600 Mission Bell Drive, San Pablo, CA 94806.
2. Section 504/ADA Officer: Mariles Magalong, Business Services Director, Student & Administration Building, Room 208, (510) 215-3847, Contra Costa College, 2600 Mission Bell Drive, San Pablo, CA 94806.



Social Media Policy/Cheating, Plagiarism

Social Media Policy

Social media may be used by students of the paramedic program for educational related purposes subject to the restrictions set forth in this policy. These restrictions are intended to ensure compliance with legal and regulatory restrictions and privacy and confidentiality agreements in place with health care agencies. Social media includes items such as blogs, podcasts, discussion forums and social networks.

Professional and appropriate use of social media allows instructors to enhance the educational experience of students enrolled in the paramedic program. The purpose of this policy is to promote responsible use of social media as it pertains to education of the paramedic student.

Contra Costa College and the technology resources should be used to promote the core values of the paramedic program and used in a manner that protects the integrity and performance of our technology resources.

Instructors of the paramedic program accept the responsibility that future healthcare providers need to be educated in how to include social media as part of their practice. It is important that paramedic students understand how to interact and collaborate with other members of the health care team using technology and how to guide their patients and their families in the use of social media technology as it pertains to gaining knowledge about their health and finding support from other patients and resources.

Advantages of using social media can include creating a community of learning, providing opportunities to create new learning spaces and experiences, building alumni and preparing students for the future.



Definitions of Social Media Terms:

1. Blog – Short for “Web log,” a site that allows an individual or group of individuals to share a running log of events and personal insights with online audiences.
2. Electronic Media - Non-computing devices, e.g., floppy diskettes, flash memory drives, CDs DVDs, tapes, hard disks, internal memory and any other interchangeable, reusable, and / or portable electronic storage media (1) on which electronic information is stored, or (2) which are used to move data among computing systems/ devices.
3. Podcast- A collection of digital media files distributed over the Internet, often using syndication feeds, for playback on portable media players and personal computers.
4. RSS feeds or Syndication feeds- A family of different formats used to publish updated content such as blog entries, news headlines or podcasts and “feed” this information to subscribers via e-mail or by an RSS reader. This enables users to keep up with their favorite Web sites in an automated manner that is easier than checking them manually. This is known colloquially as “really simple syndication”.
5. Social Media- Includes but not limited to blogs, podcasts, discussion forums, on line collaborative information and publishing systems that are accessible to internal and external audiences (i.e. Wikis), RSS feeds, video sharing and social networks like Facebook, Twitter and Snapchat.

Under no circumstances will personal names or information ever be distributed over these mediums. Lastly, no pictures of calls or patients you assisted will ever be placed on these mediums. Failure to comply will result in immediate dismissal from the program.



Final Thoughts from the Director

Paramedics have fulfilled prescribed requirements by a credentialing agency to practice the art and science of out-of-hospital medicine in conjunction with physician oversight. Through performance of assessments and delegated medical practice, their goal is to prevent and reduce mortality and morbidity due to illness and injury. Paramedics primarily provide care to emergency patients in and out of hospital settings. Paramedics possess the knowledge, skills and attitudes consistent with the expectations of the public of medical professionals. Paramedics recognize that they are an essential component of the continuum of care and serve as linkages among health resources. Paramedics strive to maintain high quality, reasonable cost health care by delivering patients directly to appropriate facilities.

As an advocate for patients, paramedics seek to be proactive in affecting long term health care by working in conjunction with other provider agencies, networks and organizations. The emerging roles and responsibilities of the paramedic include public education, health promotion and participation in injury and illness prevention programs. As the scope of service continues to expand, paramedics must function as facilitators of access to care, critical care practitioners, as well as initial treatment providers. Paramedics are responsible and accountable to medical direction, the public, and their peers. Paramedics recognize the importance of research and actively participate in the design, development, evaluation and publication of research. Paramedics seek to take part in life-long professional development, peer evaluation, and assume an active role in professional and community organizations.

In closing, the paramedic faculty and staff are committed to supporting you in every way possible to achieve your educational and career goals. We are a family that takes care of one another. We would like to encourage you to maintain a patient-centered perspective, always striving to treat every patient with dignity and respect. Remember, people perceive emergencies differently, so always be patient and professional. Armed with this information, you will always make a positive impact on the EMS world. Remember BSI, scene safety and have fun!



Statement of Understanding

I have received, read and have had an opportunity to have any questions or concerns clarified regarding the information contained within this Paramedic Student Handbook. By affixing my signature below, I agree to abide by the policies and behaviors as outlined within this document, and further, I understand the policies regarding licensure, suspension, dismissal and evaluation of my professional behaviors, academic performance and clinical competencies as a Paramedic Student at Contra Costa College.

Student Name (Print)

Date

Student Signature

NOTE: This form must be signed and returned to the Program Director for placement into the student file and retained for the length of program enrollment.

Program Director Name (Print)

Date

Program Director Signature