



CONTRA COSTA COLLEGE

CONTRA COSTA COLLEGE

Paramedic Program

Student Handbook

v. 2023 rev. 5/10/23

EMS EDUCATION PROGRAMS



CONTRA COSTA COLLEGE

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CONTRA COSTA COLLEGE

Welcome!

Thank you for considering the CCC Paramedic Program. We are committed to providing our students the best possible educational experience. Our program is approved by the Contra Costa County EMS Agency, the National Registry of Emergency Medical Technicians (NREMT), and the Commission for Accreditation of EMS Programs (CoAEMSP). Additional information about our accreditation status, pass rates, and more can be found on the Contra Costa College website. You are encouraged to do the following before making the important decision on where to attend paramedic school:

1. Ask as many questions as possible.
2. Meet with someone from the program and tour the facilities.
3. Ask about the program’s pass rate on the national certification exam.
4. Confirm the program’s state, national, and programmatic accreditation status.

Paramedic Program Goal:

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.

Contact us at any time to schedule a meeting and further discuss our program. For additional information, or to complete an application, visit www.contracosta.edu and search “Paramedic Studies”.

Sincerely,

Chris Coughlin, NRP, PhD
Paramedic Program Director
ccoughlin@contracosta.edu

CA: 07-0018
NREMT: CA-6354
CoAEMSP: 600897

Pass/Fail Report SEARCH

Report Date:	1/12/2023 12:56:56 PM
Report Type:	Program Report (CA-6354)
Registration Level:	Paramedic
Course Completion Date:	1st Quarter 2020 to 4th Quarter 2023
Training Program:	Contra Costa College (CA-6354)

[View Legend](#) | [Printer-Friendly Version](#)

[Show All](#) | [Show Only Percentages](#) | [Show Only Numbers](#)

The results of your report request are as follows:

Attempted The Exam	First Attempt Pass	Cumulative Pass Within 3 Attempts	Cumulative Pass Within 6 Attempts	Failed All 6 Attempts	Eligible For Retest	Did Not Complete Within 2 Years
7	86% (6)	86% (6)	86% (6)	0% (0)	0% (0)	14% (1)



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Disclosures

EMS EDUCATION PROGRAMS



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Disclosures

The Contra Costa College (CCC) Paramedic Program reserves the right to make any revisions, deletions, or additions to policies or procedures which, in the opinion of the program, are in the best interests of the program, students, or other communities of interest. Changes affecting students will be provided to students promptly and in writing.

Paramedic students are subject to the standards within the CCC Paramedic Program Handbook, Student Code of Conduct, and the College Catalog.

College Student Code of Conduct:

https://www.contracosta.edu/wp-content/uploads/2017/03/Student-Code-of-Conduct_June2017.pdf

College Catalog:

https://www.contracosta.edu/wp-content/uploads/2022/07/CCC-Catalog_2022-23-Final-online.pdf

Policy on Advanced Placement, Experiential Learning, and Transfer Credits

Currently, there is no advanced placement or experiential learning credit for the CCC Paramedic Program or individual courses within the program.

The CCC Paramedic Program follows the College's practices regarding credit by examination and transfer credits. The CCC Paramedic Program accepts transcripts from institutions currently recognized by regional accrediting organizations, and by the U.S. Dept of Education. College Admissions and Records and the Program Director will work with students requesting credit by examination or transfer credits. Refer to the "Other Academic Credit" section of the College Catalog for additional information.

Licensing Disclosure

Graduation from the CCC Paramedic Program is NOT the sole criteria for obtaining certification or licensure as a paramedic. Certain criminal convictions or misconduct may preclude licensing. Consult the local EMS Agency or state EMS Authority regarding licensing eligibility if you have been convicted of a crime or have pending criminal charges. Additional information is also available within the California Health and Safety Code § 1798.200, subd. (c)(1) - (12).

Continued Competencies

Students are required to maintain a current EMT certification/licensure and a current AHA BLS certification throughout the program.

Program Admission

Program enrollment is limited and based on selective criteria. Admission to Contra Costa College does not automatically guarantee admission to the paramedic program.

Time Commitment for Successful Completion

The CCC Paramedic Program is rigorous and intensive. Students should expect to spend an absolute minimum of 468 hours outside of class on study-related activities in order to be successful. Students should expect to study three hours for each credit hour they are enrolled in to achieve at least a "C" in the required paramedic courses.



CONTRA COSTA COLLEGE

Non-Discrimination Policy

The District 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.

For more information or to file a complaint:

- Campus Coordinator: Dennis Franco, Dean of Students, Title IX Coordinator, Student & Administration Building, Room 219, phone (510) 215-3960, Contra Costa College, 2600 Mission Bell Drive, San Pablo, CA 94806.
- 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.
- District Coordinator: Eugene Huff, Executive Vice Chancellor of Administrative Services/Chief of Human Resources Officer, 500 Court Street, Martinez, CA 94553, (925) 229-6851.



CONTRA COSTA COLLEGE

Disability Services

To be eligible for Disabled Student Services one must:

1. Complete an Application for Services
2. Complete a Student Educational Contract
3. Provide professional documentation of a disability, including functional limitations, signed by an appropriate professional
4. The documented disability must substantially limit one or more major life activities and present a barrier to the learning process
5. Students receiving services through DSPS must be enrolled in classes at Contra Costa College

It is the student's responsibility to request their accommodations through Disabled Student' Programs & Services (DSPS) every semester while at Contra Costa College.

Assessment + Documentation

Professional documentation of a disability is essential for determining barriers in education and providing accommodations or services. It should be current and include enough information to assist the DSPS department to determine the accommodations needed to permit equal access to educational opportunities. Documentation can be obtained through assessment by one of our Learning Disability or DSPS Counselors. Colleges and universities require disability documentation that shows the student has a disability as defined by the Americans with Disabilities Act and Section 504 of the Rehabilitation Act.

Disability Services:

IN-PERSON:

Monday – Thursday | 9:00 a.m. – 4:30 p.m.

Friday | 9:00 a.m. – 1:00 p.m.

Student Services Center, Room 109

510.215.3969

DSPSOffice@contracosta.edu

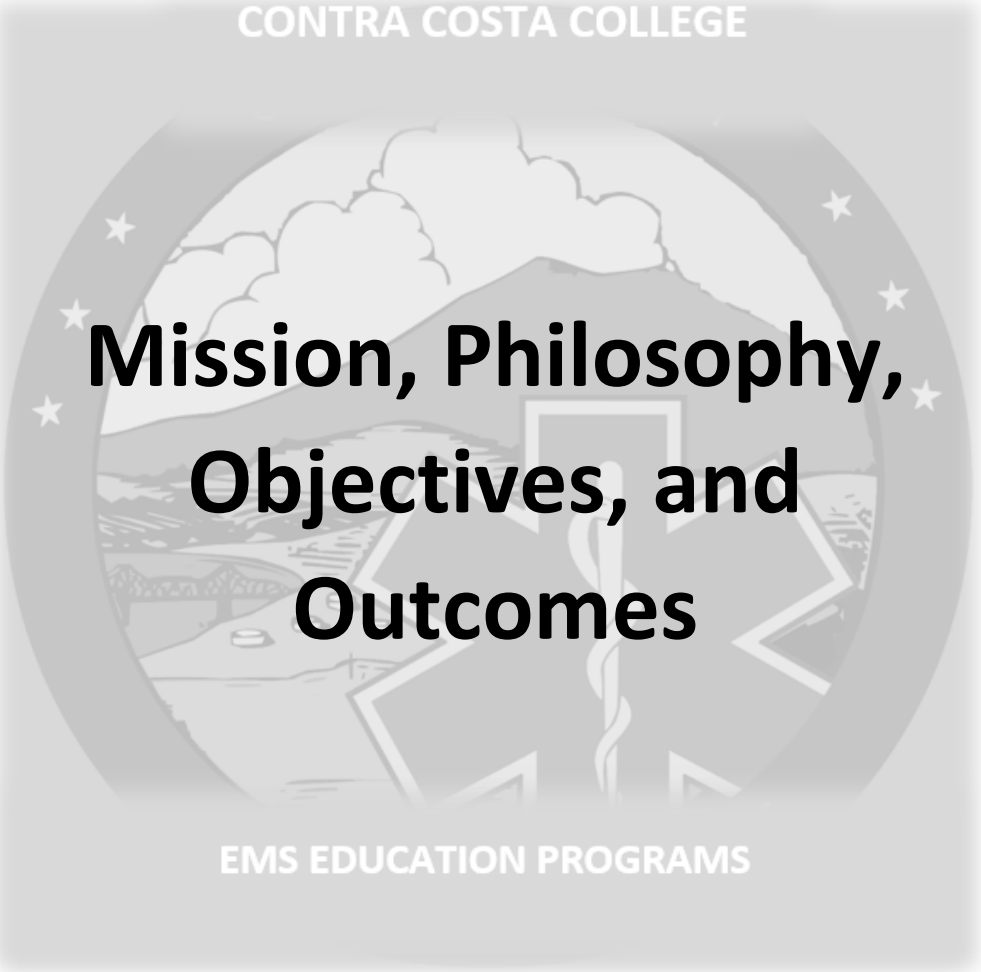
Don't let anything stand between you and your education! If a limitation or disability affects your college activities, like reading, writing, or accessing the tools you need to learn, just drop by DSPS.

<https://www.contracosta.edu/student-services/disability-services/>



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CONTRA COSTA COLLEGE

A large, faded background image of the Contra Costa College seal. The seal is circular and contains a landscape with mountains, a building, and a caduceus. The text 'CONTRA COSTA COLLEGE' is at the top and 'EMS EDUCATION PROGRAMS' is at the bottom of the seal.

**Mission, Philosophy,
Objectives, and
Outcomes**

EMS EDUCATION PROGRAMS



CONTRA COSTA COLLEGE

Paramedic Program Mission, Philosophy, Goal, Objectives, and Outcomes

Program Mission

- Provide evolving, evidence-based EMS education to prepare competent and resilient entry-level practitioners in the cognitive, psychomotor, and affective domains.
- Provide learners a rigorous, experiential, and respectful learning environment.

Program Philosophy

The CCC Paramedic Program is meant to be a collaborative process that meets or exceeds all local, state, national, and programmatic accreditation standards. Learners will enhance their critical thinking and decision-making skills in an environment where they are supported and respected.

Program Goal (CoAEMSP)

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.

Program Objectives

Safety, Competence, Certification.

- **Safety:**
Graduates will demonstrate the knowledge and skills to promote the safety of themselves, their colleagues, their patients, and the public.
- **Competence:**
Graduates will demonstrate entry-level competence in all learning domains, including critical thinking, decision-making, and patient advocacy.
- **Certification**
Graduates will be successful on the national certification exam.

80-90-100 Objectives

- 80% student course completion (C or better).
- 90% first-time pass rate on the national certification exam.
- 100% employer satisfaction with graduates' entry-level competency.



Paramedic Program Mission, Philosophy, Goal, Objectives, and Outcomes (cont'd)

Program Outcomes

Upon successful completion of the program, the student will have achieved:

1. The ability to comprehend, apply, and evaluate information related to the role of an entry level paramedic.
2. Technical proficiency in all skills necessary to function competently as an entry level paramedic.
3. Personal behaviors consistent with professional and employer expectations of an entry level paramedic.
4. An understanding of Emergency Medical Services (EMS) knowledge necessary to function in a healthcare setting.

The student must demonstrate competency in each of the following prior to program completion and approval for the national credentialing exam:

1. Interact effectively with patients, families, and colleagues to enhance patient satisfaction and health outcomes.
2. Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care.
3. Use information and technology to communicate, manage knowledge, mitigate error, and support clinical decision-making.
4. Influence the behavior of individuals or groups within their environment in a way that will facilitate achievement of shared goals.
5. Provide compassionate and coordinated care based on respect for patient preferences, values, and needs.
6. Demonstrate accountability for the delivery of care that is consistent with moral, legal, ethical, regulatory and humanistic principles as described in the paramedic scope and standards of practice.
7. Use data to monitor the outcomes of care processes to continuously improve the quality and safety of health care systems.
8. Minimize the risk of harm to patients and providers through both systems effectiveness and individual performance.
9. Demonstrate an awareness of, and responsiveness to, the larger context of the healthcare system.
10. Function effectively in a team environment, foster open communication, mutual respect, and shared decision-making to achieve high quality patient care.



CONTRA COSTA COLLEGE

College Mission Statement and Strategic Goals

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.



CONTRA COSTA COLLEGE

College Mission Statement and Strategic Goals (cont'd)

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.



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A large, faded background image of the Contra Costa College seal. The seal is circular and contains a landscape with mountains, a river, and a building. The text 'Admission and Enrollment' is overlaid in the center of the seal.

**Admission and
Enrollment**

EMS EDUCATION PROGRAMS



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Paramedic Program Admission and Enrollment

The process for acceptance into the paramedic program is as follows:

Step 1:

Complete the paramedic application packet located on the CCC website.

Step 2:

Complete the paramedic program entrance exam.

Step 3:

Attend a mandatory pre-class orientation meeting.

Each cohort will accept a maximum of 25 students and 3 alternates. All applicants will be notified of their application status in writing. Accepted students and alternates will then be scheduled for the pre-class orientation. Once all requirements have been met, the program will assist students in registering for classes.

Note: *program enrollment is limited and based on program requirements and the availability of clinical and field internship resources.*



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Estimated Program Costs and Course Sequencing

*Program Costs

- Enrollment Fee: \$1,449 (31.5 credits @ \$46 per credit)
- Instruct. Tech. Fees \$3,555 (estimated)
- Field Experience Fee: \$1,000 (estimated)s
- Texts/Equipt. \$1,000 (estimated)
- Uniform: \$400 (estimated)
- Parking: \$96 (estimated)
- Total (approx.): \$7,500 (estimated)

*Note: all costs are estimated, based on California residency, and subject to change without notice. Additional information: <https://www.contracosta.edu/admissions/fees-tuition/>

Course Sequence

First term		
• EMED200: Paramedic Theory I	6 credits	108 hrs
• EMED201: Paramedic Lab I	4 credits	216 hrs
Second term		
• EMED202: Paramedic Theory II	6 credits	108 hrs
• EMED203: Paramedic Lab II	4 credits	216 hrs
Third term		
• EMED204: Paramedic Clinical Practicum	3-6 credits	162-340 hrs
Fourth term		
• EMED205: Paramedic Field Internship	8.5-13 credits	480-720 hrs
Total:	31.5-39 credits	1,290-1,708 hrs



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Textbooks and Equipment

The required textbooks and equipment can change with each cohort. Below is the most current list of required textbooks and equipment. Prices are estimated and subject to change.

Resource	Course(s)	ISBN	Est. Cost
AHA BLS HeartCode	EMED200	978-1-61669-796-9	\$32.50
Sanders' Paramedic Textbook, 5 th ed. (print and e-text)	EMED200	JBL bundle ISBN provided	\$595
Prehospital Trauma Life Support, 10 th ed. (e-text)	EMED200	JBL bundle ISBN provided	\$65
Neonatal Resuscitation Program (NRP) text, latest ed. (print)	EMED200	978-1610025249	\$35
Pediatric Emergencies for Prehospital Professionals (PEPP) ALS hybrid course, ALS pretest, and e-text	EMED200	JBL bundle ISBN provided	\$107.85
Advanced Medical Life Support (AMLS) text, latest ed. (e-text)	EMED200	JBL bundle ISBN provided	\$50.95
FISDAP Whole Shebang Package: Paramedic	EMED200	JBL bundle ISBN provided	\$225.75
JEMS Academy (online)	EMED200	NA	\$59
Contra Costa EMS Field Manual (app)	EMED200	NA	NA
EMSTesting (online)	EMED200	NA	\$99
AHA ACLS HeartCode	EMED202	978-1-61669-787-7	\$151
ECG Made Easy, latest ed. (print)	EMED202	9780323794251	\$75.99



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Program Standards

EMS EDUCATION PROGRAMS



Paramedic Program Technical Standards

Clear academic and technical standards assure that decisions concerning entrance for all students are based upon non-discriminatory criteria. Federal law requires the provision of reasonable accommodations to persons with disabilities who possess “the academic and technical (non-academic) standards” for admission or participation in the EMS programs and courses. **Paramedic program enrollment is limited and based on selective criteria.** Having clear academic and technical standards assures the absence of discrimination against qualified persons with disabilities who have succeeded with reasonable accommodations. Having technical standards also assists potential applicants with or without disabilities to assess their ability to succeed in the program and the EMS profession. Technical standards for admission are all non-academic criteria that are essential to participate in the paramedic program. These technical standards include personal and professional attributes, skills, knowledge, physical, medical, safety, and other requirements that an individual must meet to be eligible for admission to and retention in the program.

Students admitted to the EMS program are expected to be able to complete curriculum requirements which include physical, cognitive, and affective core competencies that are essential to the functions of the paramedic. These core competencies are considered the minimum and essential skills necessary to protect the public. These abilities are encountered in unique combinations in the provision of safe and effective EMS care. Progression in the program may be denied if a student is unable to demonstrate the technical standards with or without reasonable accommodations.

Contra Costa College is committed to providing reasonable accommodations to qualified students with disabilities, which may include academic adjustments, auxiliary aids, and/or program modifications. Accommodations that fundamentally alter the nature of the academic program, could jeopardize the health and safety of others, or cause an undue burden to the program are not considered reasonable accommodations.

General Knowledge and Skills Required of All EMS Personnel

- Ability to effectively communicate orally in person and via telephone and radio equipment
- Ability to lift, carry, and balance up to 125 pounds (250 pounds with assistance)
- Ability to interpret written, oral, and diagnostic information
- Ability to use good judgement and remain calm in high-stress situations
- Ability to work effectively in an environment with loud noises and flashing lights
- Ability to function efficiently throughout and entire work shift
- Ability to calculate weight and volume ratios and read small print under both life threatening and time constraints
- Ability to read and understand English language manuals and GPS/road maps
- Ability to accurately discern street signs and address numbers
- Ability to interview patient, family members, and bystanders
- Ability to document, in writing, all relevant scene and patient information



Paramedic Program Technical Standards (cont'd)

Cognitive:

- Recall, collect, analyze, synthesize, and integrate information from a variety of sources
- Measure, calculate, reason, analyze and synthesize data
- Problem-solve and think critically in order to apply knowledge and skill
- Communicate orally, and through reading and writing, with individuals from a variety of social, emotional, cultural, and intellectual background
- Relay information in oral and written form effectively, accurately, reliably and intelligibly to individuals and groups, using the English language

Examples of Learning Activities Found in the EMS Curriculum and Related to Industry Standards:

- Process information thoroughly and quickly to prioritize and implement EMS care
- Sequence or cluster data to determine patient needs
- Develop and implement a EMS plan of care for patients in the pre-hospital setting
- Discriminate fine/subtle differences in medical word endings
- Report orally and in writing patient data to members of the health care team
- Perform math computations for medication dosage calculations both with and without a calculator.

Physical:

- Coordinate fine and gross motor movements
- Coordinate hand/eye movements
- Maintain balance from any position
- Negotiate level surfaces, ramps, and stairs
- Function with both hands free for performing psychomotor tasks
- Maneuver in small, confined areas
- Attend to cognitive and psychomotor tasks for up to 48 hours
- Ability to don and wear personal protective equipment (e.g., respirator) for sustained periods.

Examples of Learning Activities Found in the EMS Curriculum and Related to Industry Standards:

- Transfer patients in and out of bed from cots, stretchers and wheelchairs
- Control a fall by slowly lowering the patient to the floor
- Perform cardiopulmonary resuscitation (CPR)
- Lift or move (turn, position) patient or objects, pull or push objects, weighing up to 50 pounds
- Reach to shoulder or higher level to place or access equipment such as intravenous fluid bags, bend or squat to access equipment
- Carry equipment and supplies to the patient location
- Manipulate small equipment and containers, such as syringes, vials, ampules, and medication packages, to administer medications
- Dispose of needles in sharps container
- Complete assigned periods of practice (24 to 48-hour shifts, days, evenings, or nights)



Paramedic Program Technical Standards (cont'd)

Sensory:

- Acquire information from demonstrations and experiences, including but not limited to information conveyed through online coursework, lecture, small group activities, demonstrations, and application experiences
- Collect information through observation, listening, touching, and smelling
- Use and interpret information from diagnostic maneuvers

Examples of Learning Activities Found in the EMS Curriculum and Related to Industry Standards:

- Detect changes in skin color or condition (pale, ashen, grey, or bluish)
- Draw up a prescribed quantity of medication into a syringe
- Detect sounds related to bodily functions using a stethoscope
- Observe and collect data from recording equipment and measurement devices used in patient care
- Communicate with patient and members of the health care team in person and over the phone/radio in a variety of settings
- Detect foul odors of bodily fluids, the environment, and spoiled foods
- Detect changes in skin temperature
- Detect unsafe temperature levels in heat-producing devices used in patient care
- Detect anatomical abnormalities, such as subcutaneous crepitus, edema, or infiltrated intravenous fluids
- Feel sensations such as an arterial pulse

Behavioral:

- Demonstrate emotional stability to function effectively under stress and adapt to changing environments
- Maintain effective, mature, and sensitive relationships with others
- Examine and modify one's own behavior when it interferes with others or the learning environment
- Possess attributes that include compassion, empathy, altruism, integrity, honesty, responsibility, and tolerance

Examples of Learning Activities Found in the EMS Curriculum and Related to Industry Standards:

- Exercise judgement meet acceptable timeframes for patient care delivery (acceptable timeframes are reflected by the ability to carry out the usual patient care assignment for a particular point in the program within the allotted clinical time), work effectively under stress, and adapt to rapidly changing patient care environments
- Accept accountability for actions that resulted in patient care errors
- Deal effectively with interpersonal conflict if it arises; maintain effective and harmonious relationships with members of the health care team



CONTRA COSTA COLLEGE

Paramedic Program Standards of Professional Conduct and the Social Contract

The following standards of professional conduct are expected of all Contra Costa College paramedic students throughout the program (didactic, lab, clinical, and field internship).

Accountability: answering for one's actions to self, the patient, colleagues, the profession, and the college/program.

Ethics: adhering to the EMS Code of Ethics and the CCC Student Code of Conduct.

Legal: operating within the standard of care as a paramedic student.

Honesty: practicing fairness and truthfulness in conduct.

Dependability: being trustworthy and reliable.

Respect: treating others and self with consideration and courtesy.

Responsibility: performing duties associated with the paramedic student's role.

Confidentiality: respecting the privacy of patients regarding privileged/protected information.

Punctuality: arriving on time for all classroom and clinical assignments.

Appearance: following personal appearance standards and program uniform policy.

Substance Use: refrain from the use of drugs and excessive or misuse of alcoholic beverages.

Note: *behavior or conduct that disrupts the learning environment or compromises the safety of others may result in disciplinary action, including removal from the program and reporting to the local EMS Agency and the state EMS Authority.*

The Social Contract

- Every individual is equally worth our time, attention, and best effort.
- We will not treat anyone differently on the basis of any actual or perceived protected class or characteristic.
- We will support the physical, mental, and emotional safety of our patients and colleagues by using non-threatening, non-sexual, and non-judgmental language and behaviors.
- That which we learn will be employed in the service of others.
- We will not characterize anyone as lesser than another.
- We do not plagiarize and we do not cheat.



Clinical and Field Internship Requirements

Students must provide proof of completion of all clinical and field internship requirements by the start of program unless otherwise indicated. The program is responsible for establishing affiliation agreements with partner agencies for clinical and field internship experience. The program will coordinate scheduling on behalf of students; however, partner agencies have full discretion to accept or decline student placement.

Requirements:

- Background check: must meet requirements established by the local EMS Agency, state EMS Authority, and clinical and field internship agency requirements
- Tuberculosis (TB/PPD)
 - One of the following required prior to start of the program and annually:
 - Negative two-step PPD skin test OR;
 - QuantiFERON-TB Gold (QFT) blood test OR;
 - Chest x-ray with confirmation of physician reading and x-ray interpretation (for students with a positive reaction to a PPD, or a history of a positive test).
- Measles, Mumps, Rubella (MMR)
 - Serologic testing that establishes immunity through a positive antibody titer OR;
 - Proof of previous vaccination (two doses, four weeks apart).
- Varicella (chickenpox)
 - Serologic testing that establishes immunity through a positive antibody titer OR;
 - Proof of previous vaccination.
- Hepatitis B (due by the start of the second term)
 - Completion of a three-vaccination series OR;
 - Positive antibody titer from lab report or physician verification of titer result.
- Influenza
 - Proof of vaccination administered during current flu season OR;
 - Signed declination form.
Note: students who decline the influenza vaccine may not be admitted to certain clinical sites, or may be required to wear a mask at all times)
- Tetanus, Diphtheria, Pertussis (Tdap): Tdap or booster within the last 10 years.
- Drug Screen: students MAY be required to provide a drug screen. The program's clinical or field internship agencies may require participants to submit a drug screen prior to being scheduled.

The Program Medical Director may require additional health documentation if the student demonstrates health problems or a change in health status.



Grading Policies and Academic Requirements

All Courses:

90 – 100%	=	A
80 – 89%	=	B
70 – 79%	=	C
60 – 69%	=	D
below 60%	=	F

Requirements for Successful Completion:

EMED200:

- Cumulative grade of 70% or higher
- 84% or higher on AHA BLS Provider exam
- Preventing sexual harassment certificate of completion
- Infectious and communicable diseases certificate of completion
- Blood and airborne pathogens certificate of completion
- 70% or higher on Competency Exam 1 (two attempts)
- Satisfactory ratings on Affective Performance Evaluation

EMED201:

- Cumulative grade of 70% or higher
- 70% or higher on Competency Exam 1
- Demonstration of competency with all skills in EMED201 Task Book
- Demonstration of developing competency in Team Leadership
- Successful completion of ITLS/PHTLS written and skills testing
- Successful completion of CEMSA tactical casualty care content

EMED202:

- Cumulative grade of 70% or higher
- 84% or higher on AHA ACLS Provider exam
- Successful completion of NRP written exam
- Successful completion of PEPP written exam
- 70% or higher on Competency 2 Exam
- Completion of FEMA IS-100, IS-700, IS-907 courses
- Satisfactory ratings on Affective Performance Evaluation



Grading Policies and Academic Requirements (cont'd)

EMED203:

- Cumulative grade of 70% or higher
- Demonstration of competency with all skills in EMED203 Task Book
- Successful completion of ACLS provider certification
- Successful completion of NRP provider certification
- Successful completion of PEPP provider certification
- Successful completion of AMLS provider certification
- 70% or higher on Competency Exam 2
- Medical Director approval of Competency Portfolio

EMED204:

- Cumulative grade of 70% or higher
- Satisfactory performance on clinical evaluations totaling at least 162hrs
- Medical Director approval of Competency Portfolio

EMED205:

- Cumulative grade of 70% or higher
- Satisfactory performance on field internship evaluations totaling at least 480hrs
- The student will schedule a meeting with the program director after every 120 field internship hours to review progress toward Capstone Field Internship
- Satisfactory performance as a team member on at least 30 calls and 120 field internship hours prior to starting the Capstone Field Internship
- Satisfactory performance as Team Lead on at least 20 calls during Capstone Field Internship phase with at least two Capstone Field Internship Preceptors
- All CoAEMSP-required student minimum competencies met (including permissible simulations)
- 70% or higher on comprehensive Terminal Competency Exam (within two attempts)
- Medical Director final approval of Competency Portfolio and terminal competencies

Physical Requirements (all courses):

Aptitudes required for work of this nature are good physical stamina, endurance, and body condition that would not be adversely affected by frequently having to walk, stand, lift, carry, and balance at times, in excess of 125 pounds. Motor coordination is necessary because over uneven terrain, the patient's, the Paramedic's, and other workers' well-being must not be jeopardized.

(https://one.nhtsa.gov/people/injury/ems/EMT-P/disk_1%5B1%5D/Intro-C.pdf)

Character & Ethics Requirements (all courses):

Students must demonstrate progress in developing the appropriate professional ethics, attitude, and demeanor to function with entry-level competency at the paramedic level. This includes the ability to complete assignments in a timely manner, the ability to work well in a group environment, and the ability to communicate effectively with faculty, staff, and fellow students.



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Grading Policies and Academic Requirements (cont'd)

Attendance Requirements (all courses):

Students are expected to attend all class meetings. Students who are absent must contact the program director as soon as possible. Absences do not excuse the student from completing the required assignments. Students will be dropped from the program if the accumulation of absences exceeds two weeks of class meetings. If there are extenuating circumstances related to absences, students must contact the program director. The program director is authorized to verify circumstances.

Note: detailed syllabi for all required courses in the paramedic program will be provided on or before the first day of class. Course syllabi are also available upon request by contacting the program director.



Paramedic Functional Job Analysis

Paramedic Characteristics

The Paramedic must be a confident leader who can accept the challenge and high degree of responsibility entailed in the position. The Paramedic must have excellent judgement and be able to prioritize decisions and act quickly in the best interest of the patient, must be self-disciplined, able to develop patient rapport, interview hostile patients, maintain safe distance, and recognize and utilize communication unique to diverse multicultural groups and ages within those groups. Must be able to function independently at optimum level in a non-structured environment that is constantly changing.

Even though the Paramedic is generally part of a two-person team generally working with a lower skill and knowledge level Basic EMT, it is the Paramedic who is held responsible for safe and therapeutic administration of drugs including narcotics. Therefore, the Paramedic must not only be knowledgeable about medications but must be able to apply this knowledge in a practical sense. Knowledge and practical application of medications include thoroughly knowing and understanding the general properties of all types of drugs including analgesics, anesthetics, anti-anxiety drugs, sedatives and hypnotics, anti-convulsants, central nervous stimulants, psychotherapeutics which include antidepressants, and other anti-psychotics, anticholinergics, cholinergics, muscle relaxants, anti-dysrhythmics, anti-hypertensives, anticoagulants, diuretics, bronchodilators, ophthalmics, pituitary drugs, gastro-intestinal drugs, hormones, antibiotics, antifungals, anti-inflammatories, serums, vaccines, anti-parasitics, and others.

The Paramedic is personally responsible, legally, ethically, and morally for each drug administered, for using correct precautions and techniques, observing and documenting the effects of the drugs administered, keeping one's own pharmacological knowledge-base current as to changes and trends in administration and use, keeping abreast of all contraindications to administration of specific drugs to patients based on their constitutional make-up, and using drug reference literature.

The responsibility of the Paramedic includes obtaining a comprehensive drug history from the patient that includes names of drugs, strength, daily usage and dosage. The Paramedic must take into consideration that many factors, in relation to the history given, can affect the type of medication to be given. For example, some patients may be taking several medications prescribed by several different doctors and some may lose track of what they have or have not taken. Some may be using non-prescription/over the counter drugs. Awareness of drug reactions and the synergistic effects of drugs combined with other medicines and in some instances, food, is imperative. The Paramedic must also take into consideration the possible risks of medication administered to a pregnant mother and the fetus, keeping in mind that drugs may cross the placenta.

The Paramedic must be cognizant of the impact of medications on pediatric patients based on size and weight, special concerns related to newborns, geriatric patients, and the physiological effects of aging such as the way skin can tear in the geriatric population with relatively little to no pressure. There must be an awareness of the high abuse potential of controlled substances and the potential for addiction, therefore, the Paramedic must be thorough in report writing and able to justify why a particular narcotic was used and why a particular amount was given. The ability to measure and re-measure drip rates for controlled substances/medications is essential. Once medication is stopped or not used, the Paramedic must send back unused portions to proper inventory arena.



Paramedic Functional Job Analysis (cont'd)

The Paramedic must be able to apply basic principles of mathematics to the calculation of problems associated with medication dosages, perform conversion problems, differentiate temperature reading between centigrade and Fahrenheit scales, be able to use proper advanced life support equipment and supplies (i.e. proper size of intravenous needles) based on patient's age and condition of veins, and be able to locate sites for obtaining blood samples and perform this task, administer medication intravenously, administer medications by gastric tube, administer oral medications, administer rectal medications, and comply with universal pre-cautions and body substance isolation, disposing of contaminated items and equipment properly.

The Paramedic must be able to apply knowledge and skills to assist overdosed patients to overcome trauma through antidotes, and have knowledge of poisons and be able to administer treatment. The Paramedic must be knowledgeable as to the stages drugs/medications go through once they have entered the patient's system and be cognizant that route of administration is critical in relation to patient's needs and the effect that occurs.

The Paramedic must also be capable of providing advanced life support emergency medical services to patients including conducting of and interpreting electrocardiograms (ECGs), electrical interventions to support the cardiac functions, performing advanced endotracheal intubations in airway management and relief of pneumothorax and administering of appropriate intravenous fluids and drugs under direction of off-site designated physician.

The Paramedic is a person who must not only remain calm while working in difficult and stressful circumstances, but must be capable of staying focused while assuming the leadership role inherent in carrying out the functions of the position. Good judgement along with advanced knowledge and technical skills are essential in directing other team members to assist as needed. The Paramedic must be able to provide top quality care, concurrently handle high levels of stress, and be willing to take on the personal responsibility required of the position. This includes not only all legal ramifications for precise documentation, but also the responsibility for using the knowledge and skills acquired in real life-threatening emergency situations.

The Paramedic must be able to deal with adverse and often dangerous situations which include responding to calls in districts known to have high crime and mortality rates. Self-confidence is critical, as is a desire to work with people, solid emotional stability, a tolerance for high stress, and the ability to meet the physical, intellectual, and cognitive requirements demanded by this position.

Physical Demands

Aptitudes required for work of this nature are good physical stamina, endurance, and body condition that would not be adversely affected by frequently having to walk, stand, lift, carry, and balance at times, in excess of 125 pounds. Motor coordination is necessary because over uneven terrain, the patient's, the Paramedic's, and other workers' well-being must not be jeopardized.

Comments

The Paramedic provides the most extensive pre-hospital care and may work for fire departments, private or public ground or air ambulance services, police departments or hospitals. Response times for nature of work are dependent upon nature of call.



Paramedic Functional Job Analysis (cont'd)

transports the elderly from nursing homes to routine medical appointments and check-ups may endure somewhat less stressful circumstances than the Paramedic who works primarily with 911 calls in a districts known to have high crime rates. Thus, the particular stresses inherent in the role of the Paramedic can vary, depending on place and type of employment.

However, in general, in the analyst's opinion, the Paramedic must be flexible to meet the demands of the ever-changing emergency scene. When emergencies exists, the situation can be complex and care of the patient must be started immediately. In essence, the Paramedic in the EMS system uses advanced training and equipment to extend emergency physician services to the ambulance. The Paramedic must be able to make accurate independent judgements while following oral directives. The ability to perform duties in a timely manner is essential, as it could mean the difference between life and death for the patient.

Use of the mobile data computer/tablet, telephone or radio dispatch for coordination of prompt emergency services is required, as is a pager, depending on place of employment. Accurately discerning street names through map reading and interpretation, and correctly distinguishing house numbers or business addresses are essential to task completion in the most expedient manner. Concisely and accurately describing orally to dispatcher and other concerned staff, one's impression of patient's condition, is critical as the Paramedic works in emergency conditions where there may not be time for deliberation. The Paramedic must also be able to accurately report orally and in writing, all relevant patient data. At times, reporting may require a detailed narrative on extenuating circumstances or conditions that go beyond what is required on a prescribed form. In some instances, the Paramedic must enter data on computer from a laptop in ambulance. Verbal skills and reasoning skills are used extensively.

https://one.nhtsa.gov/people/injury/ems/EMT-P/disk_1%5B1%5D/Intro-C.pdf



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A large, faded background image of the Contra Costa College seal. The seal is circular and contains a landscape with mountains, a river, and a building. The text 'Student Responsibilities' is overlaid in the center of the seal.

**Student
Responsibilities**

EMS EDUCATION PROGRAMS



Code of Ethics for EMS Practitioners

Professional status as an Emergency Medical Services (EMS) Practitioner is maintained and enriched by the willingness of the individual practitioner to accept and fulfill obligations to society, other medical professionals, and the EMS profession. As an EMS practitioner, I solemnly pledge myself to the following code of professional ethics:

- To conserve life, alleviate suffering, promote health, do no harm, and encourage the quality and equal availability of emergency medical care.
- To provide services based on human need, with compassion and respect for human dignity, unrestricted by consideration of nationality, race, creed, color, or status; to not judge the merits of the patient's request for service, nor allow the patient's socioeconomic status to influence our demeanor or the care that we provide.
- To not use professional knowledge and skills in any enterprise detrimental to the public well-being.
- To respect and hold in confidence all information of a confidential nature obtained in the course of professional service unless required by law to divulge such information.
- To use social media in a responsible and professional manner that does not discredit, dishonor, or embarrass an EMS organization, co-workers, other health care practitioners, patients, individuals, or the community at large.
- To maintain professional competence, striving always for clinical excellence in the delivery of patient care.
- To assume responsibility in upholding standards of professional practice and education.
- To assume responsibility for individual professional actions and judgment, both in dependent and independent emergency functions, and to know and uphold the laws which affect the practice of EMS.
- To be aware of and participate in matters of legislation and regulation affecting EMS.
- To work cooperatively with EMS associates and other allied healthcare professionals in the best interest of our patients.
- To refuse participation in unethical procedures, and assume the responsibility to expose incompetence or unethical conduct of others to the appropriate authority in a proper and professional manner.

Originally written by: Charles B. Gillespie, M.D., and adopted by the National Association of Emergency Medical Technicians, 1978. Revised and adopted by the National Association of Emergency Medical Technicians, June 14, 2013.



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Uniform Policy

The CCC paramedic program uniform is intended to improve safety, demonstrate professionalism, readiness, and easy identification while attending class, and performing in the clinical setting. Students are required to follow the uniform policy while in class and in the clinical setting (unless otherwise required by clinical sites). NOTE: students are permitted to wear their EMS employer's uniform with employer's approval.

Student ID: College-issued student ID

Shirt:

- Navy, long sleeve or short sleeve.
- May be t-shirt or polo.
- Left breast: Contra Costa College, Star of Life logo, Paramedic Student (or Intern)
- Back: Contra Costa College, CCC logo, Paramedic Program

Sweatshirt (optional): Navy (same as shirt, or no logo, or Contra Costa College logo)

Jacket (optional): Navy (no logos or same as shirt)

Pants: Navy (no jeans). Shorts (navy) permitted during summer term and on campus only (not during clinicals or field internship)

Belt: Black, with silver or black buckle

Shoes: Black. Must meet clinical and field internship agency requirements (e.g. steel toe, non slip).

Hat (optional): Navy (CCC logo, employer logo, EMS logo, or no logo)



Confidentiality Policy

State and federal laws prohibit healthcare providers from disclosing any protected healthcare information, except up written authorization by the patient, or as otherwise permitted by law. CCC Paramedic students must adhere to the confidentiality requirements established by the Health Insurance Portability and Accountability Act of 1996 (HIPPA) and the California Confidentiality of Medical Information Act (CMIA).

Failure to maintain patient confidentiality, accessing patient confidential information without a need to do so for work, or any other violation of policy or law, will result in disciplinary action against the student.

General guidelines:

- Access patient information only if you need that information to do your work.
- Share or discuss patient information only if it is necessary to do your work, and only in appropriate locations.
- If there are electronic health records, never share your identification number or password, and log off computer sessions when you will be away from a workstation.
- Follow the health care system and provider's policies on confidentiality and privacy.
- Ensure confidentiality when you handle all protected healthcare information.



Infection Control and Occupational Exposure

Students are required to complete a CAPCE approved course on infectious and communicable diseases or provide proof of course completion by their healthcare employer.

Caring for patients with infectious disease requires general infectious disease control techniques, for both provider safety and the safety of patients. Students must be knowledgeable of, and practice, standard blood borne, airborne, and body fluid precautions. Students must also follow all policies and procedures defined by the agencies they are assigned to for clinical and field internship experience.

When caring for any patient, paramedic students will follow prescribed agency and school policies, including:

Hand Washing

Wash hands before and after patient contact. Wash hands after touching any body fluids or contaminated items. Wash hands immediately after removing gloves.

Gloves

Wear clean gloves with each new patient contact. Change gloves between tasks and procedures and after contact with material that may contain a high concentration of microorganisms. Remove gloves promptly after use, before touching non-contaminated items and surfaces. Wash hands immediately after removing gloves.

Mask, Eye Protection, Face Shield

Wear a mask and eye protection and/or 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.

Gowns

Wear a gown or protective apron 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. Remove soiled gowns as quickly as possible and wash hands.

Patient Care Equipment

Handle used patient care equipment in a manner that prevents skin and mucous membrane exposure, 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 appropriately. Ensure that single-use items are discarded properly.

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.



Policy for Infection Control (cont'd)

Linen

Handle, transport, and process used linen in a manner that prevents skin and mucous membrane exposures, contamination of clothing, and/or the transfer of microorganisms to other patients, personnel, or environments.

Soiled Clothing

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

Sharps

Take extreme care to prevent injury while using needles, scalpels, and other sharp instruments or devices. Do NOT recap needles. Utilize safety measures built into needles, IV catheters, auto-injectors, etc. Always placed used needles, scalpels, and other sharps immediately into an approved puncture resistant container. Never leave any sharps unattended.

Occupational Exposures

Students who sustain an exposure will take the following actions immediately:

1. Wash the affected area immediately with antibacterial soap. Eyes should be rinsed with clean water for several minutes.
2. Notify the CCC Paramedic Program Director or Clinical Manager immediately.
3. Complete an exposure report form provided by the clinical/field internship agency.
4. Follow any clinical/field internship agency post-exposure policies.
5. Contact College Police at 510.215.4858



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Social Media Policy

Almost all students likely communicate via social media, where comments about work and school are common. The CCC Paramedic Program requires the responsible use of social media by its students for school-related purposes. It is important for students to recognize that professional behavior extends to all social media.

Definitions

Social Media – Internet-based applications which support and promote the exchange of user-developed content. Social media can take many different forms, including weblogs, Internet forums, social blogs, micro-blogs, broadcast text messages, wikis, podcasts, pictures, videos, ratings and social bookmarks. Some current examples include, but are not limited to, Facebook, Twitter, YouTube, and LinkedIn.

Procedures and Guidelines

1. **Protect Patient Confidentiality:** Students must not disclose any patient information of any kind, including patient images (even if a patient is not identified by name) or images from any clinical or field setting, in any circumstances. Such patient information may not be disclosed even if the patient consents to such disclosure. Students may not use social media to locate or communicate with a patient under any circumstance.
2. **Protect Proprietary Information:** Students must not represent that they are communicating the views of Contra Costa College or do anything that might reasonably create the impression that communication is being made on behalf of or acting as a representative of Contra Costa College.
3. **Be Respectful:** Students shall not post any material that is obscene, defamatory, profane, libelous, threatening, harassing, discriminatory, abusive, hateful, or embarrassing to another person or entity affiliated with Contra Costa College or its affiliates.
4. **Communication:** Student communication with college employees via social media is strongly discouraged while the student is currently enrolled.

Note: *violations of this policy may result in disciplinary action and/or civil and criminal penalties.*



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Signature Pages

EMS EDUCATION PROGRAMS



CONTRA COSTA COLLEGE

Student Agreement (entrance process)

I understand that admission to the college does not guarantee admission to the paramedic program. I understand that enrollment in the paramedic program is limited and based on selective criteria. I understand that selection criteria are based on the technical standards for the EMS profession and are non-discriminatory.

Print name

Signature

Date

Student Agreement (technical standards, professional conduct, social contract)

I have read and understand the program’s technical standards, the program’s standards of professional conduct, and the social contract. I understand that the ability to meet the technical standards and demonstrate professional conduct are requirements for successful completion of the program.

Print name

Signature

Date

Student Agreement (patient confidentiality)

I have received and reviewed all information I was given about patient privacy and confidentiality. I understand there are rules regarding the use and disclosure of patient protected healthcare information, and I agree to abide by such rules and keep protected healthcare information confidential. I understand there are both educational and legal punishments if I violate this policy. I recognize that I may be immediately removed and excluded from this program if I do not comply with this Confidentiality and Privacy Agreement.

Print name

Signature

Date

Student Agreement (clinical requirements)

I have read and understand the clinical and field internship requirements, including immunization requirements, background check, and drug screen requirements. I understand that these requirements may change based on clinical and field internship agency requirements.

Print name

Signature

Date



CONTRA COSTA COLLEGE

Student Agreement (uniform requirement)

I have read and understand the uniform requirement. I am aware that I am able to purchase uniform supplies from any vendor as long as the requirements are met.

Print name

Signature

Date

Student Agreement (permission to be photographed)

Check one: I **DO** ___ / **DO NOT** ___ grant permission to the Contra Costa College Paramedic Program for the use of photographs or electronic media for educational or promotional purposes. I understand that I may revoke this authorization at any time.

Print name

Signature

Date

Student Agreement (grading policies)

I have read and understand the grading policies and requirements for successful completion of all courses in the paramedic program, including the physical requirements, character/ethics requirements, and attendance.

Print name

Signature

Date

Student Agreement (infection control / occupational exposure)

I have read and understand all information I was given regarding infection control procedures and occupational exposures. I agree to follow the actions listed following an occupational exposure during clinicals or the field internship.

Print name

Signature

Date

Student Agreement (social media)

I have read and understand the program's social media policy.

Print name

Signature

Date



CONTRA COSTA COLLEGE

Acknowledgement (licensure and certification)

I understand that graduation from the paramedic program does NOT imply licensure or certification as a paramedic. I understand that licensure and certification have additional requirements established by the CA EMS Authority and the National Registry of EMTs.

Print name

Signature

Date

Acknowledgement (time commitment)

I understand that the CCC Paramedic Program is rigorous and intensive and that I should expect to spend a minimum of 468 hours outside of class on study-related activities in order to be successful. I understand that I should expect to study three hours for each credit I am enrolled in to achieve at least a "C" in the required paramedic courses.

Print name

Signature

Date

Acknowledgement Fisdap Requirement

I understand that prior to being approved to take the national certification exam, I must pass a Fisdap Comprehensive Readiness Exam. I am aware that I am allowed unlimited attempts to pass the exam; however, I must pass the exam within 30 days of completing the paramedic program.

Print name

Signature

Date

Acknowledgement of Receipt (student handbook)

I have received, read, and had the opportunity to ask any questions regarding the information contained in Contra Costa College Paramedic Student Handbook (2023). I agree to follow the policies and behaviors outlined within this handbook.

Print name

Signature

Date

END OF DOCUMENT