



Kiamichi Technology Centers

**2019-2020
PARAMEDIC
STUDENT HANDBOOK**



Nationally Accredited

www.ktc.edu

ATTENTION

KTC EMS Training Program Student Handbook presents the program and requirements in effect at the time of publication, but is not a guarantee they will not be changed or revoked. However, adequate and reasonable notice will be given to students and prospective students affected by any changes. This packet is not intended to state contractual terms and does not constitute a contract between the students and the school.

The EMS Training Program reserves the right to make changes as required in course offering, curricula, academic policy, and other rules and regulations affecting students. These changes will govern current and formerly enrolled students. Enrollment of all students is subject to these conditions.

This is a supplement to the Kiamichi Technology Center Campus student handbook and should be used as such. Please refer to the Campus handbook for guidelines not covered in this manual. The campus and EMS Handbook can be found at www.ktc.edu and ALCA (on-line course content management system).

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

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Allied Health Education Programs
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Clearwater, FL 33756
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www.caahep.org

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NON-DISCRIMINATION POLICY

Kiamichi Technology Center does not discriminate on the basis of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information with respect to the terms, conditions, privileges or responsibilities in admission to its programs and services, employment practices, treatment of individuals, or any aspect of its operations. The district also provides equal access to the Boy Scouts of America and other designated youth groups. This notice is provided in compliance with Title VI of the Civil Rights Act, Section 504/Title II of the Americans with Disabilities Act, Title IX, the Age Discrimination Act, and any other applicable federal or state anti-discrimination laws. The following person has been designated to handle inquiries concerning application of KTC's non-discrimination policies: KTC Compliance Coordinator, Jay R. Warren, P.O. Box 548, Wilburton, OK. 74578, (888) 567-6807 or (918) 465-2323. Outside assistance may be obtained from: U.S. Department of Education Office for Civil Rights, One Petticoat Lane 1010 Walnut Street, Suite 320, Kansas City, MO 64106, (816) 268-0550, (877) 521-2172 (TTY), OCR.KansasCity@ed.gov.

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P.O. Box 548, Wilburton, OK 74578
(888)567-6807 or (918)465-2323

EMS TRAINING PROGRAM STATEMENT

The Kiamichi Technology Center Emergency Medical Service (EMS) Training Program is a two-year program that will provide training at two levels of pre-hospital emergency care. The Emergency Medical Technician (EMT) is 256 hours (220 classroom and 36 clinical hours) begins in August and ends in January. The Paramedic program is 1,210 hours (682 classroom/lab and 408 clinical, 120-hour pre-requisite A&P) beginning in the spring and running approximately 16 months. The Paramedic course is offered by telecommunication broadcast.

EMS PROGRAM DESCRIPTION

This program meets or exceeds all the requirements as set forth by the U. S. Department of Transportation/National Highway Traffic and Safety Administration (D.O.T./NHTSA). Each course consists of classroom, skills lab and clinical hours. These courses fulfill all training requirements to become certified in the State of Oklahoma and with the National Registry of EMTs (NREMT). Once you successfully complete each course, you will be qualified to take the NREMT computer based test and practical skill test. When you pass the tests, you will receive a certification and may begin work at the level completed.

EMS PROGRAM PHILOSOPHY

The philosophy of the Kiamichi Technology Center (KTC) Emergency Medical Services (EMS) Program is to provide training in practice and experience to those who choose this profession. We believe that every individual is a unique creation and that it is our privilege and responsibility to help in the fulfillment of each person's accountability to mankind. The purpose of those who teach our classes is to give student the experience necessary to enable them to function adequately as a health care professional in any emergency situation. There is dignity in EMS work and that work is one of our best means of developing the intelligent use of hands and minds. Education is a personality, we wish the students to attain the fullest growth and development as a person, and as a contributing, self-directing, responsible member of the profession and society as a whole.

It is the integral belief of this program that our surroundings as well as our equipment will aide all students to learn the skills, acquire the experience, and develop their ability as a Paramedic who can meet any challenge. Our students will be taught skills that will carry them through any given situation. We believe that Paramedics offer a vital service to the emergency health needs of the patient and community.

Paramedical services provide the immediate intervention in the time of emergency that may make a difference between life and death. This requires the ability to view the patient as a complete person with physical, psychosocial, and spiritual needs. The ultimate goal of the Paramedic is to restore the patient to optimum functioning or in the case of terminal illnesses, to achieve a peaceful and dignified death. The EMS training program provides a guided learning experience in meeting these needs of the patient.

EMS PROGRAM GOAL

Our goal is to train EMTs and Paramedics in the didactic, psychomotor and affective educational domains, and to meet or exceed the entry level requirements of the State of Oklahoma EMS Division and the National Registry of EMTs.

EMS PROGRAM OBJECTIVES

Have topic scores above the national and state NREMT test scores
Have a practical skills pass rate above 75% for first time attempts
Have a job placement rate above 95% for our graduates
Have positive comments on 90% of the CoAEMSP student resource surveys

STUDENTS WITH DISABILITIES

Students with disabilities who wish accommodations should contact the EMS Director NO later than the first day of class.

ACCREDITATION

KTC is state accredited through the Oklahoma Department of Career and Technology Education (ODCTE) and the EMS Program is approved by the Oklahoma Department of Health, EMS Division. The Paramedic Program has been approved for national accreditation from the Commission on Accreditation of Allied Health Education Programs (CAAHEP) through the Committee on Accreditation of Educational Programs for the EMS Professions (CoAEMSP). Contact information is on page 2.

ARTICULATION

KTC EMS Training Program has a prior learning assessment cooperative alliance with Oklahoma State University-OKC. This alliance allows KTC graduates who have successfully passed the EMT and Paramedic (NRP), assessments to obtain up to 51 college credit hours toward his/her Associate Degree in EMS. After the student graduates from the Paramedic program and completes 12 credit hours at Oklahoma State University-OKC (on-campus or online), and paid \$8.00 per credit hour for 51 credit hours and a prior learning assessment fee, the EMS Associate Degree may be awarded.

RECRUITMENT POLICY

KTC EMS Training Program recruits its students from within a culturally diverse community and seeks to reach traditional and nontraditional students, male and female, in a variety of age groups. KTC's Paramedic Program will conduct activities to attract prospective students in the private and public sector of education, as well as, in the general public.

EMT CODE OF ETHICS

Professional status as an Emergency Medical Technician – 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 Technician. As an Emergency Medical Technician or an Emergency Medical Technician – Paramedic, I solemnly pledge myself to the following code of professional ethics:

- A fundamental responsibility of the Emergency Medical Technician 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.
- The Emergency Medical Technician provides services based on human need, with respect for human dignity, unrestricted by consideration of nationality, race creed, color, or status.
- The Emergency Medical Technician does not use professional knowledge and skills in any enterprise detrimental to the public well-being.
- The Emergency Medical Technician respects and holds confidence of all information of a confidential nature obtained in the course of professional work unless required by law to divulge such information.
- The Emergency Medical Technician, as a citizen, understands and upholds the law and performs the duties of citizenship; as a professional, the Emergency Medical Technician has the never-ending responsibility to work with concerned citizens and other health care professionals in promoting a high standard of emergency medical care to all people.
- The Emergency Medical Technician shall maintain professional competence and demonstrate concern for the competence of other members of the Emergency Medical Services health care team.
- An Emergency Medical Technician assumes responsibility in defining and upholding standards of professional practice and education.
- The Emergency Medical Technician 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 Emergency Medical Technician.
- The Emergency Medical Technician has the responsibility to be aware of and participate in matters of legislation affecting the Emergency Medical Technician and the Emergency Medical Services System.
- The Emergency Medical Technician adheres to standards of personal ethics, which reflect credit upon the profession.
- Emergency Medical Technicians, or groups of Emergency Medical Technicians, who advertise professional services, do so in conformity with the dignity of the profession.
- The Emergency Medical Technicians has an obligation to protect the public by not delegating to a person less qualified, any service which requires the professional competence of an Emergency Medical Technician.
- The Emergency Medical Technician 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.
- The Emergency Medical Technician 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.

TECHNICAL STANDARDS

In order to achieve the paramedic curriculum objectives, a student must be able to:

1. Assist in lifting and carrying injured and/or ill persons to and from the ambulance.
2. Engage in pushing and/or pulling to assist in extrication of a patient pinned beneath or inside a vehicle, and in vehicles with electrical hazards.
3. Walk, stand, lift, carry, and balance in excess of 125 pounds without assistance, (250 pounds with assistance) while lifting, pulling, pushing and carrying a patient.
4. Stoop, kneel, bend, crouch or crawl on uneven terrain to gain access to a patient.
5. Climb stairs, hillsides, and ladders to gain access to a patient.
6. Communicate verbally in person, via telephone and radio equipment.
7. Work in chaotic environments with loud noises and flashing lights.
8. Perform patient assessments, implement treatment, and calculate weight and volume ratios under threatening time constraints.
9. Work effectively in low light, confined spaces, extreme environmental conditions and other dangerous environments while remaining calm.
10. Locate the scene of an emergency by reading maps and responding safely and quickly to the location as directed by the dispatcher while observing traffic ordinances.
11. Perform fine motor movements to perform IV insertion and surgical procedures within the paramedic's Scope of Practice while in stressful situations and under threatening time constraints.
12. Perform major motor movements as required to operate the ambulance stretcher, long spine board, Kendrick's Extrication Device, scoop stretcher, traction splint, long bone immobilization devices, etc.

ADMISSION REQUIREMENTS

1. ADMISSION POLICY:

- a. Complete the Paramedic Program application (available on KTC website: www.ktc.edu). Applicants who misrepresent/omit information on the application become ineligible for admission or subject to dismissal after admission has been granted.
- b. Must be a registered EMT and successfully complete the KTC's EMS Anatomy and Physiology pre-requisite course.
- c. Student must have a current AHA BLS Health Care Provider card or Red Cross equivalent.
- d. Documentation of childhood immunization, and Hepatitis B (recommended), influenza, and negative PPD (tuberculosis) within the last 12 months. This section must be completed before entering the clinical setting (some clinical sites may require more information or immunizations.)
- e. Tuition/financial arrangements must be made prior to enrollment.
- f. Completion of KeyTrain Test and Learning Styles Assessment at the beginning of the Paramedic Course.
- g. Submit a current National Registry of EMT's (NREMT) or State EMT registry/certification card.
- h. Students should be 18 years old when the program begins.

2. APPLICATION DEADLINE

Students are admitted to the KTC's Paramedic Program starting with the Spring Semester.

3. APPLICATION REVIEW/NOTIFICATION

Applicants whose files are completed by **April 9, 2019** will be considered for admission by the KTC Paramedic Program. Notification of the committee's action will be made by letter or email prior to beginning the Paramedic course.

CAREER CLUSTERS

Career Majors offered in the Emergency Medical Services program are listed below. Courses listed for each career major are mandatory by the Oklahoma Department of Career and Technology Education (ODCTE) guidelines.

Number	Course	1,210	Hours
HL00046	Paramedic A & P		120
HL00348	Paramedic Preparatory/Pharmacology		134
HL00210	Paramedic Airway, Respiration and Ventilation		32
HL00211	Paramedic Patient Assessment		25
HL00125	Paramedic Trauma Emergencies		105
HL00545	Paramedic Medicine		67
HL00546	Paramedic Cardiovascular		180
HL00146	Paramedic Special Population		90
HL00128	EMS Operations		28
HL00147	Paramedic Preceptorship and Leadership	408	
HL00571	Paramedic Comprehensive Review		21

Course Title

Emergency Medical Technician (EMT) - Prerequisite 256 Hours

Course Description

In order to start Paramedic (Advanced) the student must have successfully completed the Emergency Medical Technician Career Major.

Course Title

Paramedic Anatomy & Physiology 120 Hours

Course Description

Anatomy/Physiology is the study of the structural complexity of the human body and its intricate functional mechanisms.

Knowledge and Skills

Organization of the Body	Blood
Chemical Basis for Life	Cardiovascular System
Cells and Tissues	Lymphatic System and Immune Systems
Integumentary System	Respiratory System
Skeletal System	Digestive System and Metabolism
Muscular System	Urinary System
Nervous System	Reproductive System
Endocrine System	

Course Title

Paramedic Preparatory 134 Hours

Course Description

This course integrates a comprehensive understanding of EMS systems, the well-being of the paramedic, and medical/legal and ethical issues, communication, research and pharmacology which are intended to improve the health of EMS personnel, patients, and the community.

Knowledge and Skills

Upon completion of this course the student will demonstrate:

1. Complex knowledge and management of the EMS system.
2. Fundamental knowledge of research principles and statistics to interpret literature and advocate evidence-based practice.
3. Complex knowledge and management of the well-being of the paramedic.
4. Fundamental knowledge and management of the EMS communication system and complex knowledge of the principles of medical documentation, report writing, and communication with other health care professionals to ensure continuity of patient care and sufficient information for quality improvement and research.
5. Complex knowledge and management of the principles of communicating with patients in a manner that achieves a positive relationship, including: factors that affect communication, interviewing techniques, dealing with difficult patients, and adjusting communication strategies for age, stage of development, patients with special needs, and differing cultures.
6. Complex knowledge and management of the medical/legal and ethical issues of EMS.

Course Title

Paramedic Airway Management and Ventilation 32 Hours

Course Description

This course integrates a complex understanding of anatomy, physiology, and pathophysiology into the assessment to develop and implement a treatment plan with the goal of assuring a patent airway, adequate mechanical ventilation, and respiration for patients of all ages.

Knowledge and Skills

Upon completion of this course, the student will demonstrate:

1. Complex knowledge of the anatomy, physiology, and pathophysiology of respiration and ventilations.
2. Comprehensive knowledge of the assessment of the airway and techniques of assuring a patent airway within the scope of practice of the paramedic.
3. Comprehensive knowledge of the assessment and management of adequate and inadequate respirations and ventilation.
4. Comprehensive knowledge of the assessment and management of endotracheal intubations, cricothyrotomy, pleural decompression, capnography, CPAP, color metric devices, etc.

Course Title

Paramedic Patient Assessment 25 Hours

Course Description

This course integrates the scene and patient assessment findings with an understanding of epidemiology and pathophysiology to form a field impression. This includes developing a list of differential diagnoses through clinical reasoning to modify the assessment and to formulate a treatment plan.

Knowledge and Skills

Upon completion of this course, the student will demonstrate:

1. Complex knowledge of scene management and patient care.
2. Complex knowledge of the initial assessment for all patient situations.
3. Complex knowledge of history taking, including: components of the patient history, interviewing techniques, integrating therapeutic communication techniques and adapting the line of inquiry based on findings and presentation.
4. Comprehensive knowledge of detailed assessment for all patient situations.
5. Fundamental knowledge of obtaining and using information from patient monitoring devices within the scope of practice of the paramedic.
6. Comprehensive knowledge of assessment techniques for all patient situations.

Course Title

Paramedic Trauma Emergencies 105 Hours

Course Description

This course integrates assessment findings with principles of epidemiology and pathophysiology to formulate a field impression and implement a comprehensive treatment/disposition plan for an injured patient.

Knowledge and Skills

Upon completion of this course, the student will demonstrate:

1. Complex knowledge and management of the trauma patient to include trauma scoring, kinematics and Oklahoma Trauma Triage guidelines.
2. Complex knowledge and management of bleeding and shock including the types of shock.
3. Complex knowledge and management of chest trauma.
4. Complex knowledge and management of abdominal and genitourinary trauma.
5. Complex knowledge and management of musculoskeletal injuries.
6. Complex knowledge and management of soft tissue trauma.
7. Complex knowledge and management of head and facial trauma.

8. Complex knowledge and management of central nervous system trauma.
9. Complex knowledge and management of trauma in the pregnant, pediatric, elderly and cognitively impaired patient.
10. Complex knowledge and management of environmental emergencies.
11. Complex knowledge and management of agricultural, industrial and multi-system trauma, including blast injuries.

Course Title

Paramedic Medicine 67 Hours
(Medicine and Cardiovascular)

Course Description

This course integrates assessment findings with principles of epidemiology and pathophysiology to formulate a field impression and implement a comprehensive treatment/disposition plan for a patient with a medical complaint.

Knowledge and Skills

Upon completion of this course, the student will demonstrate:

1. Complex knowledge and management of the patient with a medical complaint to include assessment factors, major components of the patient assessment and the differential diagnosis process.
2. Complex knowledge and management of common or major neurological diseases and/or emergencies.
3. Complex knowledge and management of common or major abdominal GI diseases and/or emergencies.
4. Complex knowledge and management of common or major immune system disorders and/or emergencies.
5. Complex knowledge and management of common or major infectious and communicable diseases and/or emergencies.
6. Complex knowledge and management (anatomy, physiology, epidemiology, pathophysiology, psychosocial impact, presentations, prognosis, management) of common or major endocrine disorders and/or emergencies, including: diabetes, adrenal disease, pituitary and thyroid disorders.
7. Complex knowledge and management of common or major psycho-behavioral disorders and/or emergencies.
8. Complex knowledge and management of common or major toxicological emergencies.
9. Complex knowledge and management of common or major respiratory diseases and/or emergencies.
10. Complex knowledge and management of hematological diseases and/or emergencies.
11. Complex knowledge and management of renal urogenital disorders and/or emergencies.

12. Complex knowledge and management of gynecological diseases and/or emergencies.
13. Complex knowledge and management of non-traumatic musculoskeletal disorders and/or emergencies.
14. Complex knowledge and management of diseases of the eyes, ears, nose, and throat.
15. Complex knowledge and management of acquisition and interpretation of 12-lead ECG monitoring.

Course Title

Paramedic Cardiovascular 180 Hours
(Medicine and Cardiovascular)

Course Description

This course integrates assessment findings with principles of epidemiology and pathophysiology to formulate a field impression and implement a comprehensive treatment/disposition plan for a patient with a medical complaint.

Knowledge and Skills

Upon completion of this course, the student will demonstrate:

1. Complex knowledge and management of common or major cardiovascular disorders.

Course Title

Special Patient Populations for the Paramedic 90 Hours

Course Description

This course integrates assessment findings with principles of pathophysiology and knowledge of psychosocial needs to formulate a field impression and implement a comprehensive treatment/disposition plan for obstetrical, pediatric, geriatrics and special needs patients.

Knowledge and Skills

Upon completion of this course, the student will demonstrate:

1. Complex knowledge of the anatomy and physiology and pathophysiology of normal and abnormal pregnancy.
2. Complex knowledge of neonatal care.
3. Complex knowledge of pediatric diseases and/or emergencies.
4. Complex knowledge of the normal and abnormal changes associated with aging, pharmacokinetic changes, psychosocial and economic aspects of aging, polypharmacy, how to modify assessment and treatment according to age, and the major or common geriatric diseases and/or emergencies.
5. Complex knowledge of patients with special social, economic and/or healthcare challenges.
6. Successfully complete 5 pediatric IV's.

Course Title

EMS Operations for the Paramedic 28 Hours

Course Description

This course integrates a fundamental knowledge of EMS operational roles and responsibilities to ensure safe and effective response, scene management, and transport.

Knowledge and Skills

Upon completion of this course, the student will demonstrate:

1. Fundamental knowledge of the National Incident Management System.
2. Fundamental knowledge of safe air medical operations and patient care implications.
3. Fundamental knowledge of the responsibilities of EMS personnel at a hazardous material incident.
4. Fundamental knowledge of the risks and responsibilities of EMS personnel during support of rescue operations.
5. Complex knowledge of triage and medical sector operations.
6. Fundamental knowledge of the role of EMS during a public health emergency.
7. Complex knowledge of the role and responsibility of EMS in preparing for and responding to disasters, terrorism, mass casualty incident and weapons of mass destruction (WMD). Student will be required to complete and submit documentation of on-line NIMS and HAZWOPER introductory training.

Course Title

Paramedic Preceptorship and Capstone Leadership 408 Hours

Course Description

Paramedic preceptorship provides students with patient contact experience in the hospital, ambulance, outpatient clinic, operating room, emergency department, critical care, labor and delivery, psychiatric care, dialysis, neonatology and pediatrics units. Students will also demonstrate leadership skills within an EMS team in a variety of pre-hospital emergency situations.

Field Clinicals required the student to respond to **12** ALS calls and begin to function as an entry-level paramedic for prior to approval (preceptor attestation) to complete Capstone.

Knowledge and Skills

PSYCHOMOTOR SKILLS

1. The student must demonstrate the ability to safely administer parenteral medications.
 - The student should safely, and while performing all steps of each procedure, properly administer medications, in a variety of routes at least **20** times to live patients; and **2**-SQ/IM injections, **2** inhaled medications administration.
2. The student must demonstrate the ability to safely perform endotracheal intubation.

- The student should safely, and while performing all steps of each procedure, successfully intubate at least **5** live patients, but 12 minimum is highly recommended.
3. The student must demonstrate the ability to safely gain venous access in all age group patients.
 - The student should safely, and while performing all steps of each procedure, successfully access the venous circulation at least **25** times on live patients of various age groups.
 - The student should safely, and while performing all steps of each procedure, successfully access the venous circulation at least **5** times on live pediatric patients, newborn to thirteen.
 - The student should safely, and while performing all steps of each procedure, successfully access the venous circulation with an intraosseous device **2** times.
 4. The student must demonstrate the ability to effectively ventilate unintubated patients of all age groups.
 - The student should effectively, and while performing all steps of each procedure, ventilate at least **5** live patients of various age groups.

AGES

1. The student must demonstrate the ability to perform a comprehensive assessment on pediatric patients.
 - The student should perform a comprehensive patient assessment on at least **30** pediatric patients: **2**-newborns (0-1 mon); **2**-infants (1 mon –1 year), **2**- toddler (1-3 years); **2**-pre-schooler (3-5 year); **2**-school age (6-12 years); and **2**-adolescent (13+).
2. The student must demonstrate the ability to perform a comprehensive assessment on adult patients.
 - The student should perform a comprehensive patient assessment on at least **50** adult patients (ages 19-64).
3. The student must demonstrate the ability to perform a comprehensive assessment on geriatric patients.
 - The student should perform a comprehensive patient assessment on at least **30** geriatric patients (**65** years and older).

PATHOLOGIES

1. The student must demonstrate the ability to perform a comprehensive assessment on obstetric patients.
 - The student should perform a comprehensive patient assessment on at least **10** obstetric patients.
2. The student must demonstrate the ability to perform a comprehensive assessment on trauma patients.
 - The student should perform a comprehensive patient assessment on at least **40** trauma patients (**6** on geriatric and **6** on pediatrics).
3. The student must demonstrate the ability to perform a comprehensive assessment on psychiatric patients.

- The student should perform a comprehensive patient assessment on at least **10** psychiatric patients.

COMPLAINTS

1. The student must demonstrate the ability to perform a comprehensive assessment and to formulate and implement a treatment plan for patients with chest pain.
 - The student should perform a comprehensive cardiac patient assessment and formulate and implement a treatment plan on at least **30** patients with chest pain/ACS.
2. The student must demonstrate the ability to perform a comprehensive assessment and to formulate and implement a treatment plan for patients with dyspnea/respiratory distress.
 - The student should perform a comprehensive patient assessment and formulate and implement a treatment plan on at least **20** adult patients with dyspnea/respiratory distress.
 - The student should perform a comprehensive patient assessment and formulate and implement a treatment plan on at least **2** pediatric patients (including infants, toddlers, and school age) with dyspnea/respiratory distress.
3. The student must demonstrate the ability to perform a comprehensive assessment and to formulate and implement a treatment plan for patients with syncope.
 - The student should perform a comprehensive patient assessment and formulate and implement a treatment plan on at least **10** patients with syncope.
4. The student must demonstrate the ability to perform a comprehensive assessment and to formulate and implement a treatment plan for patients with abdominal complaints.
 - The student should perform a comprehensive patient assessment and formulate and implement a treatment plan on at least **20** patients with abdominal complaints (for example: abdominal pain, nausea/vomiting, GI bleeding, gynecological complaint, etc.).
5. The student must demonstrate the ability to perform a comprehensive assessment and to formulate and implement a treatment plan for patients with altered mental status.
 - The student should perform a comprehensive patient assessment and formulate and implement a treatment plan on at least **20** patients with altered mental status.
6. The student must demonstrate the ability to perform a comprehensive assessment and to formulate and implement a treatment plan for patients receiving dialysis.
 - The student must demonstrate the ability to perform a comprehensive assessment and to formulate and implement a treatment plan on at least **2** dialysis patients. (It is the intent for the student to attend a patient from the beginning to the end of the dialysis treatment).
7. The student must demonstrate the ability to perform a comprehensive assessment and to formulate and implement a treatment plan for patients suffering from burn injuries.
 - The student must demonstrate the ability to perform a comprehensive assessment and formulate and implement a treatment plan for at least **2** patients suffering from burn injuries.

Course Title

Clinical preceptorship **180 hours**

TEAM LEADER and Capstone

1. The student must demonstrate the ability to serve as a team leader in variety of pre-hospital emergency situations (cardiac, pediatric, geriatric, and medical and trauma).

Field Internship:

- 12 successful ALS calls will be required for preceptor to approve student for Capstone.

Capstone Leadership:

- The student will serve as the team leader (entry level paramedic for at least **20** successful pre-hospital ALS emergency responses and transports;
- The **20** team lead rides will include **2** cardiovascular patients, **2** trauma patients, **2** medical emergencies, **1** geriatrics and **1** pediatric patients.

Course Title

Comprehensive Paramedic Review **21 Hours**

Course Description

This course provides a comprehensive review of the Paramedic curriculum in preparation for taking the National of Registry of the EMTs Paramedic certification exams. Identified areas of weakness will help the students to focus on the curriculum items that need concentrated study, computerized testing format and practical skills evaluation from the NREMT will be emphasized.

COURSE TUITION

Program Cost: In-district Out-of-district Out-of-state

Paramedic: **\$ 3,606.50 \$ 6,026.50 \$8,446.50**

Tuition does not include uniform cost.

KTC Paramedic Course Tuition will include:

- Drug testing
- Background checks
- Liability insurance
- Student picture ID badge
- NREMT CBT fee (first attempt only)
- KTC PALS and ACLS training with card
- Textbooks (A&P for Emergency Care, Paramedic Principles and Practices, AHA ECC Handbook, PALS and ACLS provider manuals)
- Graduation fee
- FISDAP complete package with test fee
- Safety Vest / Patch

NOTE:

- Distance learning sites other than KTC cost will differ from above.
- Distance learning sites **MUST** travel to KTC's PALS, ACLS, 12-lead ECG or other specialty courses, and Practical Skills labs and final testing
- Out of state/district students will be charged out of district tuition.
- Financial aid applications **MUST** be completed for each year enrolled in the Paramedic Program.

REFUND POLICY

A refund will be made for tuition of regular, full-time programs on withdrawal by semester according to the following:

- 80% during the first week
- 50% during the second week
- 25% during the third week
- 0% after the third week

For more information on this policy see the KTC Student Handbook (KTC website)

Transfer of credit and experiential hours will be determined on a case by case basis.

Withdrawal Policy – Students who withdraw from the Paramedic Program must contact the Lead Paramedic Instructor as soon as possible. See KTC Student Handbook.

GENERAL GUIDELINES AND COMPLETION REQUIREMENTS

- 1. Classroom:** The classroom will be left in the same orderly condition in which it was found, and will be arranged as directed by the instructor. Food and drinks are **NOT** allowed in some of the classrooms.
- 2. Meeting times:** Class time is **9:00 a.m. to 4:20 p.m. Tuesday and Thursday** unless otherwise noted by the instructor with exceptions for the ACLS, PALS, and other class activities.
- 3. Attendance:** In order to meet attendance requirements, you must be present in the classroom ready to learn (not walking through the door) at the scheduled time. You must be present in the classroom 90% of the scheduled **class** hours or you **WILL BE DISMISSED** from the program. **No exceptions!** The paramedic class consists of 678 classroom/lab hours, therefore after missing **68** (11.3 classes) hours you will be dismissed. The student must contact the instructor or distance learning site coordinator if s/he is going to be absent. A student who is absent 30 hours from the Paramedic class will be placed on probation and remain there until the end of the program.

Leaving early is strongly discouraged, if you must leave early, the hours missed will be counted against you. Students on duty and respond to a call will be counted absent. On duty during class is highly discouraged and not conducive to learning. Distance education students arriving late or leaving early must notify the Paramedic instructor at that time. Of course, absences should be kept to a minimum.

Attendance for clinical rotations will also be graded. Deadlines will be given for completion of each clinical area. If the deadlines are **not** met the student will be placed on probation and given a plan of action. See clinical handbook for further information.

*A & P class maximum absentee hours will be **12 hours**.

- 4. Tardies:** 3 tardies will equal ½ class (three hours) absence. Tardies will include being late at the beginning of class/clinical or returning from break or lunch. See affective grading guidelines.
- 5. Extended Illness:** If a student misses three class days in a row due to illness then s/he must submit a doctor's statement
- 6. Skill/Lab Attendance:** It is the student's responsibility to contact the lab instructor when the student is going to be absent or tardy. When the student exceeds two absences on laboratory skills days, s/he will be placed on probation. If the student misses two more scheduled lab/skill days while on probation s/he will be dismissed from the program.

EMS laboratory skill sessions will maintain a maximum instructor to student ratio of 1:6.

- 7. Class Participation:** A student who demonstrates a lack of appropriate concern for training may be sent home by the instructor(s) with an absence. This includes, but not limited to sleeping in class/clinical or showing up to class/clinical unprepared. See affective grading guidelines.
- 8. Clinical Absence:** Failure to be at a scheduled clinical site will result in an absence.
- 9. ALCA:** This is our on-line learning management system which provides a dynamic community for collaboration and on-line course delivery. Students are required to register with ALCA and complete all test, homework, quizzes, objectives, and other assignments contained within this course; plus, participate in on-line discussions. (There may be additional charge for this starting in 2018.)

- 10. Cell Phones:** Student use of cell phones during class time or clinical rotations is disruptive, unprofessional and will **NOT** be allowed. Cell phones need to be turned off or put on vibrate and not in sight during class time and while in clinical settings. Cell phones may be used during break and lunch periods. NO cell phones or other electronic devices will be permitted in testing areas. If cell phones are accessed during a test, then the student will be dismissed for violating this rule and/or cheating. Cell phones will not be used in lieu of watches. **Text messaging or talking on the phone is unacceptable during class or clinical hours.**
- 11. Other Electronic Devices:** Electronic devices such as, but not limited to iPods and MP3 players are not permissible in the classroom or clinical setting. These items cannot be used in lieu of watches or calculators.
- 12. Social Networking:** i.e.; Facebook, Twitter, etc.... Students will not put information pertaining to this course on any social networking site that is unprofessional, or may be considered harmful or derogatory towards any person or business associated with this school/program. On-line and cyber bullying guidelines will be strictly enforced. Other student's photos may not be posted without expressed consent in writing from the student. Patient discussion is strictly forbidden on any social network.
- 13. Transportation:** Students are responsible for their own transportation to class, clinical setting, and any other functions connected with the EMS program.
- 14. Equipment:** All equipment and supplies will be returned to the proper area prior to the end of each class session. If equipment is malfunctioning, bring it to the attention of the instructor. No equipment is to be removed from the classroom by the students without prior approval from the EMS Director, this includes books, manikins, magazines, etc. The instructor does not have the right to loan equipment or supplies out to students or the public without permission from administration.
- 15. Gift/Services:** Student cannot give gifts or provide services to faculty or staff members until the final grades have been submitted.
- 16. Storeroom managers:** Each quarter the instructor will assign one or two students to manage the EMS equipment/storeroom. The manager(s) will be responsible for assuring all equipment and supplies are returned to their proper locations. S/he will report any missing or damaged equipment to the instructor immediately. Students are **not** to be in the storeroom without permission from the EMS instructor!
- 17. Areas of Student Responsibilities:**
- Information covered in class
 - Skills practice
 - Asking questions on material you do not understand
 - Informing the instructor immediately of any problems
 - Upholding the highest standards in personal appearance, respectfulness, language, dress and demeanor in and out of class
 - Actively participate in learning labs, clinicals and classroom experiences

Note: Any violation of the EMT Code of Ethics may result in disciplinary action, including but not limited to the possibility of dismissal.

18. **Cheating:** Any student caught cheating on test, homework, assignments, skills, clinical, etc., or falsifying documentation will immediately be **dismissed** from the program! If you are at a remote (IETV) site, you must be proctored by a designated person. **If we discover a test was not sufficiently proctored**, the test will be discarded and the student will be required to take another test. **NO** cell phones or other electronic devices can be on or visible during testing. If this rule is violated, dismissal from the program will occur.
19. **Breaks:** Breaks will be given as deemed necessary by the instructor. Break times will not exceed 10 minutes per morning session and 10 minutes per afternoon session. Day classes may have to follow the break guidelines at individual campuses.
20. **Misconduct:** KTC has a policy of low tolerance for student misconduct involving disorderly, lewd, indecent or obscene behavior, or lewd and indecent language, including profanity (cursing) on campus, in clinical sites or program sponsored events. Violation will result in immediate dismissal.
21. **Tobacco:** The use of tobacco products of any kind is prohibited on campus. At no time will tobacco products be used on campus (and this includes chewing tobacco.) E-cigarettes are also prohibited. Individual campus rules **MUST** be followed.
22. **Other Substances:** The use, possession or distribution of any non-intoxicating beverage, alcoholic beverage, or dangerous controlled substance is prohibited during school hours, on school property, in clinical settings, or any event sponsored by the school. Even an alcohol odor on your breath will be a violation and result in dismissal from the program.
23. **Weapons:** No firearms or other weapons are allowed on Kiamichi Technology Center properties, clinical facilities, or distant learning sites. Drug dogs are on KTC campuses searching cars.
24. **Counseling:** To inform the student of his/her status in the program, s/he will be counseled at least once every nine (9) weeks or a minimum of seven times. The counseling statement will be signed and dated by the instructor and the student. The student has the right to respond in writing on the counseling statement. After the instructor and student sign the statement, the student will receive a copy for his/her records. Additional counseling for any reason is at the discretion of the instructor. As always, any problems should be addressed with the instructor as soon as possible.
25. **Poor Weather:** When weather conditions make driving unsafe; the school director will make a decision regarding the closing of the school. It is your responsibility to stay in contact with your instructor or the campus, in the event of such a closure or cancellation of class. **DO NOT DRIVE IN WEATHER THAT MAKES ROAD CONDITIONS DANGEROUS.**

If a distance learning site is closed due to weather, then decision about class cancellation will be at the discretion of the KTC Instructor and Director. If class continues, then the lesson may be taped for students to access and review and missed material should be requested.
26. **Distance Learning Site Closing:** If a DL Site is closed for any reason, such as power failure, water main break, special holiday etc., the student will be required to attend class at another DL Site location or be considered absent.
27. **Distance Learning Sites:** That have three students or less may have to drive to another site with an approved lab instructor on laboratory skills days. This is in effect for those sites that may begin with four or more students. If students drop from the program at a distance ed site, the remaining students will have to drive to the closest available open lab site.

- 28. Sexual Harassment Policy:** It is the policy that sexual harassment is expressly prohibited by any individual under jurisdiction of the Kiamichi Technology Center. Persons determined to have engaged in sexual harassment of any kind shall be subject to dismissal from the program. During EMS courses it is required that you touch another student during practical skills training. Remember, this training is preparing you to function in real-life emergency situations with patients. Please be professional at all times during these sessions. Refer to the KTC Campus Student Handbook on the web site for further info on Sexual Harassment.
- 29. Felony Convictions:** If you have been convicted of a felony (or arrested for a felony), it may affect your state and national certification process. Please contact the EMS Director for more information. National criminal background checks will be completed prior to entering clinical sites, and may exclude a student from clinical rotation or this program. Students who have a felony conviction or questionable background will be required to submit the background history with a written request to a maximum of one hospital and one ambulance clinical rotation site in person. This personal visit will be conducted with a representative from the Paramedic program. KTC must receive written approval from the sites before allowing the student to continue in the program and conduct clinicals at that facilities/agency. If approval is not received the student will be dismissed from the program.
- 30. Personal Injury:** If you are injured or become ill while performing patient care skills or practices, you will be totally responsible for all personal medical costs. It is highly recommended to have (or obtain) personal medical coverage. Please see the campus administration for information pertaining to this coverage.
- 31. Health Conditions:** Failure to immediately notify the faculty of any condition, either physical or mental, that requires special considerations when assigning clinical rotations or lab skills, or might jeopardize the student's health and safety, and/or keep the student from meeting the program requirements may result in dismissal.
- 32. PPE/BSI:** Students and instructors must wear gloves and protective eye wear while performing **ALL** laboratory skills and clinical patient contacts. No Exceptions!
- 33. Course Evaluations:** At the end of each course/module and completion of this course, you will be asked to complete a course evaluation/resource survey. Through feedback from you, the student, we can make improvements on what we already feel is an outstanding program. We encourage you to constructively evaluate this EMS course and offer suggestions for improvement. Please **do not wait until the end of class to complain**. You will have individual conferences/counseling approximately every two months. This is the time to let your instructor know you are having a problem or concern(s). Please evaluate each guest speaker and lab instructor.
- 34. HOSA: Future Health Professionals:** HOSA is a leadership program for all health related educational programs. Each class/student is encouraged to participate in this program. There are EMS competitions at the state and national levels. KTC will pay dues for our student to HOSA if you are interested. The Paramedic class will participate in leadership and community activities throughout the program and all students are required to participate, and this includes fundraisers.
- 35. Clinical:** You must maintain a passing grade (minimum of 80%) to conduct hospital and field clinicals in this program. Documentation of immunizations, Hepatitis B vaccine, seasonal influenza and negative PPD within the last 12 months must be documented before starting clinical (see pre-clinical requirements for other clinical prerequisites.) Clinical hours and all clinical documentation must be completed and graded three weeks prior to the final practical skills test. Clinical hours must be completed in the timeframe outlined to successfully complete this program. **Students cannot do clinicals where s/he is employed!** See clinical handbook for other guidelines.

- 36. Incomplete Status:** If for some unforeseen reason a student is unable to complete the required clinical or course work, s/he will be listed as incomplete on the final State EMS roster. If a student is unable to complete the requirements by the final written test, s/he must request **in writing**, for an extension to the program director. The student will only be given six (6) weeks to complete the necessary components. The extension will only be for true emergencies.
- 37. Academic Advisement and Counseling:** The Program Director or Lead Instructor will serve as the academic advisory for all the EMS students. Each campus also has counselors available during the day for all EMS students if needed. It is the student's responsibility to make appointments with his/her advisor or counselor as needed, and this includes the distance ed sites.
- 38. Lead Paramedic Instructor Office Hours:** Office meetings with the lead instructor should be made by appointment as needed. Questions or concerns about the program should be communicated to the instructor or clinical coordinator by email or ALCA. Phone calls concerning class will be accepted between 7:30-9:00 a.m. and 5:00-7:00 p.m. during weekdays. Of course, if the student has an emergency call or email when necessary.
- 39. Clinical Scheduling:** All clinical rotation requests must be made in writing or by email to the clinical coordinator a minimum of 72 hours prior to the requested time, although 5 days notification is preferred by the clinical sites. Clinicals will NOT be scheduled by phone calls to the clinical coordinator.
- 40. Tutoring:** If a student achieves a grade less than 75% on any Paramedic theory/test, the student is encouraged to seek assistance from the Academic Center, EMS faculty or hire a tutor at the student's own expense.
- 41. Libraries/Computer Labs:** Each campus has computer labs and library available to all students. KTC EMS Program has numerous EMS reference materials available to all students. Students need to call the Poteau campus – 1-888-567-6632 or 918-647-2108 to check out textbooks, dictionaries, testing materials or magazines to assist them in their EMS education.
- 42. ACLS and PALS:** All, including the DL sites, paramedic students must successfully complete Kiamichi Technology Center's AHA Advanced Cardiac (ACLS) and Pediatric Advanced Life Support (PALS) programs before the end of class. ACLS and PALS programs will be offered to the student tuition-free. The student will be responsible for travel to and from these classes located at the Poteau campus.
- 43. Appropriate dress:** All students must dress appropriately during the classroom and clinical settings or s/he will be sent home to change, or be considered absent. Please, remember to be professional at all times
- 44. Paramedic Advisory Committee (PAC):** The KTC EMS Program operates under an advisory committee with representatives from EMS, hospitals, police, the community, past graduates and present students. This committee oversees all aspects of the program. If you are interested in serving on our advisory committee please let your instructor know. You will be required to attend a minimum of two (2) meeting per year. Your class representative on this committee should report back to the other student in the program prior to and after each meeting.
- 45. Articulation:** KTC EMS Training Program has a prior learning assessment cooperative alliance with Oklahoma State University-OKC. This alliance allows KTC graduates who have successfully passed the EMT, Paramedic (NRP), Advanced EMT and Emergency Medical Responder assessments to obtain up to 54 college credit hours toward his/her Associate Degree in EMS. After the student graduates from the Paramedic program and completes 12 credit hours at Oklahoma State University-

OKC (on-campus or online), and paid \$8.00 per credit hour for 51 credit hours and a prior learning assessment fee, the EMS Associate Degree may be awarded.

46. **Medical Director:** Dr. Scott Clark is the KTC EMS Program Medical Director and oversees most aspects of the program. Students will be required to conduct clinical rotations with Dr. Clark or an approved associate medical director, for successful completion at the end of this program. This serves as the students exit interview.
47. **Confidentiality:** While in the classroom and clinical setting, students may have access to information regarding patient's medical information. Students are expected to maintain confidentiality in a professional manner. Breach of patient confidentiality will result in immediate dismissal from the program. See confidentiality form.
48. **Citizens Affidavit:** All students will be required to complete the Affidavit of Lawful Presence by Person prior to applying for an Oklahoma Paramedic certification through OSDH-EMS.
49. **Oklahoma Tax Commission:** OTC will not issue EMS certification to anyone who owes state or federal taxes. Also, licenses will be revoked or not renewed for nonpayment of taxes.
50. **EMT Certification:** Students **MUST** have an Oklahoma or NREMT EMT certification/license before beginning the paramedic class – **NO EXCEPTIONS**.
51. **Anatomy and Physiology Pre-requisite/Prior Credit:** Each student must pass the KTC A & P final written or CBT test. Students must score a minimum of 75%, and two retests are allowed. All retest must be completed within two weeks of the first final test. The final A&P test will consist of questions over the DOT objectives.

Students that have had A & P in college must submit an official transcript and may challenge the KTC Paramedic A & P final test. S/he must score at least a 70% or above on one attempt only.

52. **Dismissal from the program:** The following list may be cause for a student being dismissed from the program (but not limited to):
 - Violation of any campus or EMT handbook rules and regulations
 - Falsification of any information pertaining to this course of study or patient information
 - Violation of patient confidentiality or HIPPA laws
 - Being removed or dismissed from a clinical site or class
 - Discrimination in the rendering of patient care services as it relates to human rights and dignity of the individual
 - Use of profanity or defamatory statements or disrespect toward instructors, other students, preceptors, patient's family members or clinical personnel
 - Indulge in any activity that would jeopardize the health and welfare of a patient
 - Cheating, or appearance of cheating
 - Any reports of unethical or unprofessional behavior in class or outside of class while enrolled in the KTC EMS program
 - Positive drug or alcohol testing and/or refusing to participate or failure to cooperate in the testing process
 - Any unprofessional behavior or relationship with program staff or clinical personnel
 - Non-payment of fees and tuition when due
 - Disrupting the classroom or clinical setting with unprofessional or disrespectful behavior
 - Missing over 10% of classroom/lab hours for each course section
 - Not maintaining an 80% average throughout the class
 - Failing to successfully complete KTC A&P pre-requisite, and ACLS and PALS courses

- Again, any violation of the handbook (campus or EMS) rules and regulations
- 53. Withdrawal:** Students who withdraw from the Paramedic Program must contact the Lead Paramedic Instructor immediately and schedule an exit interview. Only students in (good standing, attendance, grades, tuition payments, etc.) will be allowed to return to the program.
 - 54. Advanced Standing:** Students who leave the Paramedic Program must return at the beginning of the course that was incomplete—but must do it during the next (following) class **only**. Advanced Standing and credit will only be given for one year. Students applying for advanced standing from another program will be addressed on a case by case basis.

GRADING POLICY

- 1. Testing:** Theory tests are scheduled for specific class sessions. If you are not present, you will receive a zero (0). You will receive one chance to make up the missed exam at the discretion of the instructor/proctor within 14 business days. After the first three (3) tests, you must have obtained at least an 80% average. If your average drops below 80% at any time during the program, you will be placed on probation. While on probation, you will have two more test opportunities to achieve the 80% average. If you cannot receive and maintain an 80% average, then you will be dismissed from the program

A minimum of 80% average must be maintained in all areas (knowledge, behavior, psychomotor) to enter clinical rotations. After beginning your clinical hours, and your average drops below 80%, you will not be allowed to continue rotations until your average meets the 80% guideline.

Course(s) Completion: Each individual course (Preparatory, Airway, Pt. Assessment, Medical, Trauma, Special Population, etc.) must be passed with an 80% average and a minimum of 75% on the course final. Students will have three attempts to score at least a 75%, but they must be taken within 14 days of the original test date. If a student is unsuccessful in passing a course (i.e., preparatory, airway, trauma) then the student will be unable to continue in the program.

- 2. Assignment Grading:** Students must maintain a minimum 80% average on homework, quizzes, extra assignments, daily work and reports. Assignments should be turned in as scheduled. Five points will be deducted for each day an assignment is late up to 3 days, (15 points). No credit will be given after 3 days and a zero will be entered in the grade book.
- 3. Grading:** Classroom theory (knowledge), lab skills (psychomotor), behavior (affective), and clinical rotations will be graded separately. Students **must** pass each section with a minimum of 80% average to successfully complete this program. See affective evaluation and clinical handbook.
- 4. Final Program Test:** The final test will be administered on-line through Oklahoma Department of CareerTech (ODCTE) at your campus. You must score a minimum of 75% on this test, and only two retests will be allowed. This test will consist of multiple choice questions consistent with the National Registry of EMT's testing guidelines. **FAILING THE FINAL TEST THREE TIMES WILL RESULT IN THE STUDENT HAVING TO REPEAT THE ENTIRE PROGRAM.** The ODCTE will show a 70% as passing; this is not accurate for our program. **You must score a minimum of 75%.**
- 5. Clinical Grading:** Students will receive a grade for clinical rotations. Passing this requirement is mandatory for successful completion in this program. See the Paramedic clinical handbook for the clinical grading policy.
- 6. Affective Evaluation & Grading (work ethic grade):** Students should strive to maintain a 100% average in the affective (attitudes/behavior) evaluation area. If the affective average falls below 80%,

the student will be placed on probation. If the student does not achieve an 80% affective grade average after two weeks of probation, s/he may be dismissed from the program regardless of the overall course average. If a student is placed on probation a second time s/he will remain on probation for the entire program. Students must maintain an 80% in each area (theory, affective and clinical) to perform clinical rotations to remain in the program. See affective evaluation form.

7. **Skills Testing:** Skills must be successfully demonstrated during assigned practical lab sessions. All skills must be checked-off by the instructor or a designated lab instructor. 100% passing on all skills are required for successful completion of the course. Some specific skills will have to be successfully demonstrated and documented before entering the clinical settings. Example: endotracheal intubation before starting surgical rotations. Skill competencies required for successful completion of this program will be signed by your instructor and the EMS Medical Director prior to graduation.
8. **End of Course Practical Test:** At the end of the course you will have a class practical skills test set up like NREMT. You will only be allowed to retest each skill twice. 100% passing of all skills is required. If you do not feel comfortable with the skills, you must inform your instructor before the end of the course! It is your responsibility to practice the skills in and out of class. The course practical skills final test will be held at the Poteau Campus. **All** students including the distance learning sites must attend this test.
9. **Homework and/or other assignments:** Reading assignments are listed on the right side of the course agenda. **YOU** are responsible for reading the assignment prior to the class session covering that area of study. You are responsible for any handout material issued during class or located on ALCA. If you are not in class when material/assignments are issued or assigned, have someone obtain that information for you.

*** All assignments and clinical hours/documentation must be completed by their due date to graduate from this program.**

HEALTH POLICY

KTC Paramedic Program does not provide health care to students. This is the responsibility of each student. Student insurance is available to the students and forms are available at the campus office.

Required immunizations must be up to date and require statement of proof before registration include: Hepatitis B; Measles, Mumps, Rubella (MMR); Chicken Pox, Tetanus and Tuberculin Test (TB). A waiver form regarding Hepatitis B and Measles (Red) must be completed by each student who opts not to receive these vaccinations. The TB test and influenza vaccine must be within the last 12 months. If the TB test is positive, a negative chest x-ray is required for registration.

Each student is required to have his/her own health insurance. KTC's Paramedic Program will not assume financial responsibility for hospitalization, medication, and/or treatment for any type of illness or injury. All medical, dental, emergency, and optometric care is at the student's expense.

Any accident or illness that occurs during an assigned clinical rotation or lab skill must be reported immediately to the Program Director and/or Instructor and the Supervisor/Preceptor at that clinical site. In cases where emergency services must be rendered, the student will be taken to the nearest appropriate hospital emergency room. Any treatment necessary will be administered at the hospital with the consent of the student. If an injury should occur, an incident report must be filled out at the affiliation site and placed on file at KTC. The student is responsible for all costs related to treatment.

BODY SUBSTANCE ISOLATION

Standard Precautions is designed to reduce the risk of healthcare workers from unrecognized sources of blood borne and other pathogens. It applies to:

1. Blood
2. All body fluids
3. Secretions and excretions except sweat

Paramedic Students should treat all the above sources as infectious.

1. Gloves must be worn with every patient contact.
2. Gloves and protective eyewear should be worn at all times when working with patients where body fluids are evident or likely.
3. Gloves should also be worn when cleaning fluids from medical equipment.
4. Hand washing should always occur after each patient care activity. If hand washing is not available, the student would utilize a waterless hand wash.
5. Any activity that could possibly expose a student to the above mentioned sources may warrant other personal protective gear including, but not limited to, eye protection or masks.
6. Linens that are soiled should be disposed of into appropriate containers. Infectious needles and tubing should be placed in designated sharps containers.
7. At no time should the student perform any procedure without proper Personal Protective Equipment. Failure to do so may result in dismissal from the Paramedic Program.

POST-EXPOSURE PROTOCOL

Exposure to infectious diseases must be reported immediately to the preceptor at the student's clinical site and an incident report must be completed describing the exposure. The student assumes responsibility of disclosure to minimize risk to oneself and others, including patients. Confidentiality will be preserved at all times. Depending on the nature of the incident and the disease exposed to, the student may or may not require treatment or management at the expense of the student. ANY EXPOSURE BY THE FOLLOWING MEANS SHOULD BE REPORTED IMMEDIATELY TO THE PROGRAM DIRECTOR/INSTRUCTOR AND THE PRECEPTOR:

1. Needle sticks with used needles
2. Aspiration of blood or blood products into the mouth
3. Mouth-to-mouth resuscitation (At no time should the student perform this procedure)
4. Splashing of bodily fluids into the conjunctiva or mouth

Note: Students must complete the required reports/documentation for the school and clinical site

KTC Substance Abuse and Drug Testing

The safety of patients served by the Emergency Medical Technician program is of paramount concern to Kiamichi Technology Center. Students who use drugs or alcohol pose serious safety risks to patients, as well as other students and employees of the Technology Center and clinical facilities at which students engage in clinical practice rotations. The use of alcohol and illegal chemical substances has a direct and adverse effect on the safety, personal health, attendance, productivity and quality of work of all students. Recent scientific studies demonstrate that the use of alcohol and/or illegal chemical substances reduces an individual's ability to perform beyond the time period of immediate consumption or use.

1. Policy

Due to the devastating impact that the use of alcohol and/or illegal chemical substances can have on the safety of patients, students, and employees of the Technology Center and various clinical facilities at which EMS students may perform clinical practice rotations, as well as the adverse effect alcohol and illegal chemical substances can have on a student's ability to perform in a clinical practice setting, the Kiamichi Technology Center will not tolerate students who use, possess, distribute, purchase, sell or are under the influence of illegal chemical substances or alcohol.

All students will be tested for drugs and alcohol prior to their participation in clinical rotations at each campus. Additionally, students may be tested for drugs and/or alcohol at any time on a random selection basis while enrolled in the EMS program. Finally, reasonable suspicion testing will be performed as needed, in the judgment of the Campus Director or the EMS Coordinator. All drug and alcohol testing will be conducted in compliance with applicable law.

Testing positive for drugs or alcohol, or refusing or failing to participate in or cooperate with any part of the testing process is a direct violation of Kiamichi Technology Centers Policy on EMS Student Conduct and Discipline. This violation is taken very seriously. Any student who tests positive for drugs or alcohol or refuses or fails to participate in or cooperate with any part of the testing process **will be immediately dismissed from the Emergency Medical Service Program.**

2. Definitions

A. **Alcohol** means ethyl alcohol or ethanol.

B. **Drug or alcohol test** means a chemical test administered for the purpose of determining the presence or absence of alcohol or illegal chemical substances or their metabolites in a person's blood, bodily tissue, fluids, products, urine, breath or hair.

C. **Drug or illegal chemical substance** means any substance, which an individual may not sell, possess, use, distribute or purchase under either Federal or Oklahoma law. **Illegal chemical substance** includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substances Act, all prescription drugs obtained without authorization and all prescribed drugs and over the counter drugs being used for an abusive purpose. By way of example only, the drugs which will be tested for are: amphetamines, cannabinoids, cocaine, phencyclidine (PCP), hallucinogens, methaqualone, opiates, barbiturates, benzodiazepines, synthetic narcotics, designer drugs, or any metabolite of any of these substances.

D. **Positive** when referring to an alcohol or drug test means a toxicological test result which is considered to demonstrate the presence of alcohol or an illegal chemical substance or the metabolites thereof using the cutoff standards or levels determined by the State Board of Health or in the absence of such State Board cutoff levels, the cutoff levels customarily established by the testing laboratory administering the alcohol or drug use test.

E. The term **random selection basis** means a mechanism for selecting students for alcohol and /or drug test that:

- 1) Results in an equal probability that any student from a group of students subject to the selection mechanism will be selected; and
- 2) Does not give the Technology Center discretion to waive the selection of any student selected under the mechanism.

F. **Reasonable suspicion** means a belief that a student is using or has used alcohol or drugs drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in the light of experience, and may be based upon, among other things:

- 1) Observable phenomena, such as:
 - a. The physical symptoms or manifestations of being under the influence of alcohol or a drug, or
 - b. The direct observation of alcohol or drug use;
- 2) A report of drug or alcohol use, provided by reliable and credible sources and which has been independently corroborated;
- 3) Evidence that a student has tampered with an alcohol or drug test; or
- 4) Evidence that a student is involved in the use, possession, sale, solicitation or transfer of alcohol or drugs while on the Technology Center's premises or directly or indirectly participating in any Technology Center program.

MINIMUM REQUIRED CLINICAL HOURS

Emergency Department	40
Emergency Department with Physician	60
Critical Care	32
Operating Room	16
Labor and Delivery	16
Pediatric	32
Lab	8
Medical Director	8
Dialysis	8
Psychiatric	8
EMS Field Internship	90
EMS Capstone	90
Total	408

NOTE: Clinical are minimum hours. If the required competencies are not met and documented, more hours may be required.

UNIFORM REQUIREMENTS

- The student must wear an approved picture ID while in the clinical sites that states EMS Intern or Student.
- While in the clinical setting the student must wear a minimum amount of jewelry. Only one pair of stud earrings (in lower lobe of ears) will be accepted. Rings should be kept to a minimum due to the safety factor, especially on the ambulance. Tongue rings are NOT allowed in the clinical setting. No body piercings or tattoos should be visible while in clinical sites.
- The uniform must be cleaned and pressed without damage or stains. Uniforms must not be binding or constricting, but allow for ease of movement while bending or reaching. Shoes should be clean and polished.
- Hair will be kept neat and clean. Long hair must be worn pulled back from the face while in the clinical setting. Extreme hair fashions or ornaments are not permitted. Men should be clean shaven or neatly trimmed.
- Good personal hygiene must be maintained at all times. Cologne/perfume is not permitted. Fingernails must be kept clean and neatly trimmed and must not extend beyond the fingertips. No acrylic nails/extensions or polish is allowed.
- Uniforms will consist of:
 - Black slacks (no jeans)
 - White uniform shirts (no pullovers or polo's)
 - Black belt
 - Black shoes (tennis shoes or dress shoes may not be substituted for EMS footwear)
 - School patch (sewn on the right shoulder)
 - Safety vest (worn during any traffic or unsafe scene, and especially at night)

*Some clinical sites may require a special uniform, such as operating room will require scrubs. The EMS Director must approve any uniform change.

Professional Requirements/Terminal Competencies

“Description of the Profession” from the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions”

In order to be recommended for certification, a graduate of the Kiamichi Technology Center Paramedic Program must meet the following Paramedic Professional requirements (or terminal objectives/competencies).

OBJECTIVE

Administer *basic* emergency skills including, but not limited to: splinting, bandaging, hemorrhage control, and cold applications.

METHODS:

- Receive a National Registry of EMTs certification prior to enrolling in Paramedic class;
- Pass all basic skills competencies;
- Must maintain certification in basic life support for healthcare providers

PREPARATORY OBJECTIVES

The Paramedic will understand the roles and responsibilities of a Paramedic within an EMS system, apply the basic concepts of development, pathophysiology and pharmacology to assessment and management of emergency patients, be able to properly administer medications, start and maintain intravenous therapy, and communicate effectively with patients.

METHODS:

- Pass all theory exams with an 80% average or higher;
- Pass all skill competencies including: IV therapy, medication administrations; (i.e.: IM, IV, SQ, SL, IO, inhalation, intranasal, etc.)
- Conduct a minimum of 20 Capstone Leadership ALS rides and 12 ALS field internship rides with an approved EMS Preceptor;
- Score a minimum of 40 points on the Daily Field Internship Affective Evaluation form on 18 consecutive leadership rides;
- Safely administer parenteral medications to a minimum of 20 patients, 2 IM/SQ, 2 inhaled;
- Safely demonstrate venous access in all age groups to a minimum of 25 patients; including 5 pediatrics and 2 IOs;
- Score a three (3) or higher in the “Communication Skills” section of the Daily Field Internship Affective Evaluation form on a minimum of 20 leadership clinical;
- Pass a final practical scenario examination.

AIRWAY OBJECTIVES

The Paramedic student will be able to establish and/or maintain a patent airway, oxygenate, and ventilate a patient.

METHODS:

- Pass all theory examinations with an average of 80% or higher;
- Pass all skill competencies including: i.e.: OPA, NPA, suctioning, BVM, mask ventilation, Supraglottic airway, ETT (adult & pediatrics), respiratory medication administration, chest decompression, cricothyrotomy, RSI (see skills packet), etc.;
- Pass program's Advanced Cardiac Life Support (ACLS) and Pediatric Advanced Life Support (PALS) courses
- Safely demonstrate endotracheal intubations on a minimum of 5 patients;
- Safely ventilate unintubated patients of all age groups a minimum of 5 times;
- Safely perform a comprehensive treatment plan for a minimum of 18 adult patients with dyspnea/respiratory distress;
- Safely perform a comprehensive treatment plan for a minimum of 2 pediatric patients with dyspnea/respiratory distress;
- Pass the final practical scenario exam.

ASSESSMENT OBJECTIVES

The Paramedic student will be able to take a proper history and perform a comprehensive physical exam on any patient, and communicate the findings to others.

METHODS:

- Pass all theory exams with an 80% average or higher;
- Pass all the patient assessment skills competencies;
- Score a three (3) or higher in the "Communication Skills" section of the Daily Field Internship Affective Evaluation form on a minimum of 18 leadership ride;
- Complete one clinical rotations with approved Medical Director;
- Safely perform a comprehensive assessment on 30 pediatric patients (minimum of 2 in each age group: newborn, infant, toddler, preschool, school-age, adolescent);
- Safely perform a comprehensive assessment on 50 adult patients;
- Safely perform a comprehensive assessment on 30 geriatric patients 65 or older;
- Safely perform a comprehensive assessment on 5 obstetrics patients;
- Safely perform a comprehensive assessment on 40 trauma patients, (6 pediatric and 6 geriatric);
- Safely perform a comprehensive assessment on 20 psychiatric patients;
- Score a minimum of 40 points on the Daily Field Internship Affective Evaluation form on 10 consecutive leadership rides;
- Must pass a final practical scenario exam.

TRAUMA OBJECTIVES

The Paramedic student will be able to integrate pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan for the trauma patient.

METHODS:

- Pass all theory exams with a minimum of 80% average or higher;
- Pass all the patient assessment skills competencies;
- Safely perform a comprehensive assessment on a minimum of 40 trauma patients (6 pediatric, 6 geriatric patients);
- Safely perform a comprehensive assessment on a minimum of one (1) burn patient;
- Must pass a final practical scenario exam.

MEDICINE OBJECTIVES

The Paramedic student will be able to integrate pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan for the medical patient.

METHODS:

- Pass all theory exams with a minimum of 80% average or higher;
- Pass the patient assessment skills competencies;
- Pass the programs AHA Advance Cardiac Life Support (ACLS) course;
- Perform a comprehensive assessment on a minimum of 20 psychiatric patients;
- Perform a comprehensive assessment on a minimum of 20 adult dyspnea/respiratory distress patients (18 adult; 2 pediatrics)
- Perform a comprehensive assessment on a minimum of 10 patients with syncope;
- Perform a comprehensive assessment on a minimum of 20 patients with abdominal complaints;
- Perform a comprehensive assessment on a minimum of 20 patients with altered mental status;
- Perform a comprehensive assessment on a minimum of 2 patients receiving dialysis;
- Perform a comprehensive assessment on a minimum of 2 burn victims;
- Must pass a final practical scenario exam.

CARDIOVASCULAR OBJECTIVES

- Pass all theory exams with an 80% average of higher;
- Pass all cardiac assessment skills competencies;
- Perform a comprehensive assessment on a minimum of 30 chest pain/ACS patients;
- Complete the basic and advanced 12-lead course;
- Successfully complete 2 cardiac patient team leads in Capstone clinical rotations;
- Must pass a final practical scenario exam.

SPECIAL POPULATION OBJECTIVES

The Paramedic student will be able to integrate pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan for the neonatal, pediatric,

and geriatric patients, diverse patients, and chronically ill patients.

METHODS:

- Pass all theory exams with a minimum of 80% average or higher;
- Pass all skills competencies;
- Pass the program's AHA Pediatric Advanced Life Support (PALS) course;
- Perform an intravenous therapy on a minimum of 5 pediatric patients;
- Safely perform a comprehensive assessment on 30 pediatric patients;
- Safely perform a comprehensive assessment on 30 geriatric patients 65 or older;
- Pass a final practical scenario examination.

AMBULANCE OP OBJECTIVES

- Pass all theory exams with an 80% average or higher;
- Pass all triage scenarios

FIELD INTERSHIP OBJECTIVES

- Conduct 90 hours of field internship with an approved EMS preceptor;
- Successfully perform as an entry level paramedic on 12 ALS internship ALS runs to obtain an attestation from the preceptor to begin Capstone leadership.
- Score a minimum of 40 points on the Daily Field Internship Affective Evaluation form on 20 consecutive leadership rides

CAPSTONE OBJECTIVES

- Conduct 90 hours of Capstone leadership with an approved preceptor;
- Successfully perform as an entry level paramedic on 20 ALS runs with a minimum of 2 cardiac, 2 trauma, 2 medical, 1 geriatric and 1 pediatric patients.

KTC EMS PATIENT CONTACT AND COMPETENCIES

Required Competency	CoAEMSP Recommended	KTC Minimum Requirement
Trauma	40	40
Trauma Pediatric	6	0 (6 recommended)
Trauma Geriatric	6	0 (6 recommended)
Pediatrics	30	30
Newborn	2	2
Infant	2	2
Toddler	2	2
Preschool	2	2
School-aged	2	2
Adolescent	2	2
Medical	60 total	80 Adult 50 Geriatric 30
Medical Pediatric	12	0 (12 recommended)
Medical TIA/Stroke	2	2
Medical ACS (see chest pain below)	2	30
Medical Dysrhythmia	2	2
OB/GYN	0	5
Respiratory Distress/Failure (airway management)	2	20 Adult 18 Pediatric 2
Hypoglycemia/DKA/HHS	2	2
Sepsis	2	2
Shock	2	2
Toxicology Event/OD	2	2
Psychiatric	2	20
Altered Mental Status	2	20
Abdominal Pain	2	20
Chest Pain (see ACS above)	2	0
Syncope, dizziness, weakness	0	10
Burns	0	2
Dialysis	0	2

Field Internship		
EMS intern runs	0	12

Skills		
Intravenous Access	0	25
IV Bolus Medication Administration	20	20
IM or SQ Injection	2	2
Inhaled Medication (MDI, Nebulizer)	2	2
Live Intubation	12	5 (12 recommended)
Intraosseous	0	2
Pediatric IV	0	5
Ventilate a Patient	2	5
Team Leads in Capstone	20	20 successful ALS
Cardiovascular Patient	0	2
Trauma Patient	0	2
Medical Emergencies	0	2
Geriatric Patient	1	1
Pediatric	0	1
<i>CoAEMSP Team Lead Recommendation</i>		
<i>Pediatric Respiratory</i>	1	0
OB/GYN	1	0
Cardiac Dysrhythmia/SCA	1	0
Stroke	1	0
Deliver Neonate care	1	0
Sepsis	1 (Geriatric)	0
Elective	2	0

Minimums approved at the paramedic advisory committee meeting April 26, 2018.

PAC approved again on October 4, 2018

Clinical Rotation Hours	
Laboratory	8
Operating Room	16
ICU/CCU	32
Emergency Department (60 with MD)	100
Psychiatric	8
Obstetrics/L&D	16
Pediatrics	32
Dialysis	8
Medical Director	8
EMS Field	90
Capstone	90

KIAMICHI TECHNOLOGY CENTER

Emergency Medical Services Training Program

EMS STUDENT CONDUCT AND DISCIPLINE

PURPOSE:

Kiamichi Technology Center and the EMS Training Program consider student conduct and discipline to be very serious matters. Kiamichi Technology Center EMS Program (“KTC”) only serves adult students. KTC has established this Policy on EMS Student Conduct and Discipline (“Policy”), which is applicable to all EMS students, full-time and part-time. This Policy explains the standards of conduct and civility expected of our students and also explains the disciplinary actions that may be taken when a student’s conduct violates those standards. Educational opportunities available to students may be cut-short or terminated in instances where a student’s conduct violates the approved standards outlined in this Policy or when a student, for other reasons, cannot fulfill program requirements essential to successful course completion.

In instances involving a student’s dismissal from a course or program, KTC will utilize procedures that are fair and reasonable. Each student is encouraged to cooperate and comply with the standards of conduct set out in the Policy. This Policy is designed to ensure that all students have an opportunity to benefit from educational opportunities available at KTC. Conduct or behavior that violates any of KTC’s policies, rules, regulations or practices, or which interferes with or disrupts the educational process, may be addressed by KTC Advisory Committee and KTC administration. This Policy explains KTC’s standards of conduct, the disciplinary actions that may occur as a result of violations of the standards, and the procedure that will be used when it is necessary to dismiss a student from a course or program.

REFERENCES IN POLICY:

Reference to “Administrator” or “Administration” means an EMS Director, Campus Director, Deputy Superintendent, Superintendent or the KTC staff member to whom the Administration has delegated the responsibility for student discipline.

Reference to the “Superintendent” refers to the Superintendent of KTC or the Superintendent’s designee.

Reference to “dismissal” or “removal” means the total, permanent and final expulsion of a student from a course or program.

NOTIFICATION OF POLICY:

A copy of this Policy shall be distributed to each EMS student during the orientation held at or around the time of his or her entry into the program and annually for continuing part-time option programs. Each EMS student is responsible for compliance with the standards of conduct set forth in the Student Code of Conduct. A copy of this Policy shall also be included in the Kiamichi Technology Center EMS Program Student Handbook (located on ICAT). Questions as to the application or interpretation of any provision in the Policy should be presented to the Administrator.

I. STUDENT CODE OF CONDUCT:

The following conduct occurring at KTC, at any location designated for clinical practice, while attending KTC EMS (DL sites included) events, while in KTC vehicles, or occurring outside of normal school day or off KTC or DL sites property will result in disciplinary action, including but not limited to the possibility of dismissal:

1. Arson;
2. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by making or transmitting or causing or allowing to be transmitted, any telephonic, computerized or electronic message;
3. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, religion, ancestry, national origin, disability, gender or sexual orientation by broadcasting, publishing or distributing or causing or allowing to be broadcast, published or distributed, any message or material;
4. Cheating;
5. Commission of a violent offense;
6. Being arrested for any offense;
7. Conduct that threatens or jeopardizes the safety of others;
8. Disruption of the educational process or operation of the school;
9. Extortion;
10. Failure to attend assigned detention, alternative school or other disciplinary assignment, without approval;
11. False reports or false calls;
12. Fighting;
13. Forgery;
14. Gambling;
15. Harassment, intimidation, and bullying;
16. Hazing (initiations) in connection with any school activity;
17. Immorality;
18. Inappropriate attire;
19. Inappropriate behavior or gestures;
20. Inappropriate public behavior;

21. Indecent exposure;
22. Intimidation or harassment because of race, color, religion, ancestry, national origin, disability, gender or sexual orientation, including but not limited to:
 - (a) assault and battery;
 - (b) damage, destruction, vandalism or defacing any real or personal property; or threatening, by word or act, the acts identified in (a) or (b);
23. Obscene language or gestures;
24. Physical or verbal abuse of another person;
25. Plagiarism;
26. Possession or use of a caustic substance not related to course or program work;
27. Possession or distribution of obscene material;
28. Possession, threat or use of a dangerous weapon, including firearms, knives, and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.);
29. Use, possession, distribution, sale, conspiracy to sell or possess or being in the chain of sale or distribution, or being under the influence of alcoholic beverages (including low-point beer as defined by Oklahoma law, i.e., 3.2 beer) and/or a controlled substance while indirectly or directly participating in any KTC class, clinic, program workshop, function, activity, or component thereof;
30. Use, possession or distribution of, or conspiracy to use, sell or possess, a drug or illegal chemical substances, as define in the Student Handbook;
31. Testing positive for drugs or alcohol or refusing to fully participate in or cooperate with a drug or alcohol test when instructed to do so by KTC personnel;
32. Possession of illegal and/or drug related paraphernalia;
33. Profanity;
34. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers;
35. Sleeping, eating or refusing to work in class;
36. Theft;
37. Threatening behavior (whether involving written, verbal or physical actions);
38. Truancy;
39. Use of tobacco in any form in an unauthorized location;
40. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school;

41. Using racial, religious, ethnic, sexual, gender or disability-related epithets;
42. Use of the school's technology resources (i.e., computers, electronic mail, internet, and similar resources) in a manner prohibited by policies and regulations, or in any manner not authorized by school officials or in violation of law;
43. Vandalism;
44. Violation of the Board of Education or KTC policies, rules or regulations;
45. Vulgarity;
46. Willful or reckless damage to school property;
47. Willful disobedience of a directive of any school official;
48. Arrest or conviction of a felony or of crime involving moral turpitude under federal or state law;
49. Conduct that is inconsistent with the rules and principles of morality which relate to the practice of EMS Healthcare, EMT Code of Conduct, and/or the responsibilities of a student;
50. Conduct that evinces a conscious disregard for indifference to the health, safety, or welfare of a patient; and/or
51. Conduct that is unprofessional, including but not limited to (a) inaccurate recording, falsifying or altering of patient records; (b) administering medications and/or treatments in a negligent manner; (c) misappropriating supplies, equipment, and drugs; (d) leaving an assignment without properly advising appropriate personnel; (e) violating the confidentiality of information or knowledge concerning a patient; (f) conduct detrimental to the public interest; or (g) being disrespectful or discriminating against a patient on any basis in the rendering of emergency medical services;
52. Conduct that has an immediate negative effect on the educational process, or the effectiveness or reputation of KTC.

D. READMISSION

A dismissed EMS student is eligible to be readmitted upon proper application for readmission. However, the Administration may consider the student's program theory, affective, and classroom grades prior disciplinary and incident record in determining whether to grant an EMS student's request for readmission. KTC reserves the right to refuse the re-enrollment of a student based on his/her past performance/behavior in the program.

GRIEVANCE POLICY

Kiamichi Technology Center Grievance Procedure for Filing, Processing and Resolving Alleged Complaints Not Pertaining to Discrimination located in the KTC student handbook.

1) DEFINITIONS

- A. **Discrimination Complaint:** A written complaint alleging any policy, procedure or practice which discriminates on the basis of race, color, national origin, sex (including sexual harassment), religion, age or disability.
- B. **Grievant:** Any person enrolled in or employed by KTC ("KTC") who submits a complaint alleging discrimination based on sex (including sexual harassment), race, color, national origin, religion, age or disability. Sexual harassment is a prohibited type of sexual discrimination under Title IX for which a grievance under this policy can be filed with the Title IX Coordinator. For purposes of any complaint alleging a violation of Section 504, in addition to those identified as possible grievants in this paragraph, members of the public may also be potential grievants. For purposes of this policy, a parent or guardian's complaint or grievance shall be handled in the same manner as a student's complaint would be.
- C. **Title IX, ADA, Titles VI and VII and 504 Coordinator(s):** The person(s) designated to coordinate efforts to comply with and carry out responsibilities under Title IX of the Education Amendments of 1972, the Americans with Disabilities Act, Titles VI and VII of the Civil Rights Act of 1964, as amended, Section 504 of the Rehabilitation Act of 1973 and any other state and federal laws addressing equal educational opportunity. The Coordinator(s) under Title IX, ADA, Titles VI and VII and 504 is responsible for processing complaints and serves as moderator and recorder during hearings. The coordinator of each statutory scheme shall be the KTC human resources manager.
- D. **Respondent:** The person alleged to be responsible for the alleged discrimination contained in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.
- E. **Day:** Day means a working day when KTC's main administrative offices are open. The calculation of days in complaint processing shall exclude Saturdays, Sundays and legal holidays.

2) PRE-FILING PROCEDURES

Prior to the filing of a written complaint, the student or employee is encouraged to visit with KTC's Title IX, ADA, Titles VI and VII and 504 Coordinator and reasonable efforts should be made at this level to resolve the problem or complaint.

3) FILING AND PROCESSING DISCRIMINATION COMPLAINTS

- A. The grievant submits a written complaint to the coordinator stating the basis, nature and date of the alleged discrimination, the names of persons responsible (where known) and the requested action. If the coordinator is the person alleged to have committed the discriminatory act(s), then the complaint should be submitted to the superintendent for assignment. Complaints must be submitted within 20 days of the alleged violation or date the grievant became knowledgeable of the alleged violation. Complaint forms are available from the office of KTC's Title IX, ADA, Titles VI and VII and 504 Coordinator.

- B. The coordinator conducts an investigation within ten (10) days of receiving the complaint, to the extent reasonably possible, which may include, but not be limited to, conducting interviews of the grievant, the respondent and any witnesses, as well as reviewing documentation. While interviewing the respondent, the coordinator shall ask the respondent to (a) confirm or deny facts; (b) indicate acceptance or rejection of the grievant's requested action; and (c) outline alternatives.

As to complaints of discrimination by students and school employees, the coordinator will disclose the complaint, the identity of the grievant and information regarding the respondent only to the extent necessary to fully investigate the grievance and only when the disclosure is required or permitted by law. If a grievant wishes to remain anonymous, the coordinator will advise him or her that such confidentiality may limit KTC's ability to fully respond to the complaint. If a grievant asks to remain anonymous, the coordinator will still proceed with his/her investigation.

- C. The respondent will submit a written answer to the coordinator within 10 days of the date of the grievant's complaint, to the extent reasonably practicable.
- D. Within five (5) days after receiving respondent's answer, the coordinator will refer the written complaint and respondent's written answer to the deputy superintendent for a hearing. If any person charged with decision making responsibility at any level of this grievance procedure is the person alleged to have committed the discriminatory act(s), then a different decision maker will be appointed to maintain impartiality. The coordinator will schedule the hearing with the grievant, the respondent and the deputy superintendent. The hearing will be conducted within ten (10) days after the coordinator receives respondent's answer.
- E. At the hearing, the deputy superintendent will review the information collected through the investigation and may ask for additional oral or written evidence from the parties and any other individual he/she deems relevant. The coordinator will make arrangements to audiotape any oral evidence presented. In circumstances involving allegations of sexual harassment, the coordinator may determine that it is appropriate and reasonable to separate the individual who is allegedly being sexually harassed from the alleged harasser in the hearing.
- F. Within five (5) days after the hearing, the deputy superintendent will issue a written decision to the grievant, respondent and coordinator.
- G. If the grievant or respondent is not satisfied with the decision, he or she must notify the coordinator within five (5) days and request, in writing, an appeal to the superintendent. The written appeal shall contain a specific statement of the basis for the appeal.
- H. Within five (5) days after receiving the appeal, the coordinator will refer the appeal and the evidentiary record created below to the superintendent. The coordinator will schedule a hearing with the grievant, respondent and superintendent within ten (10) days of receiving the appeal.
- I. The superintendent will act as an intermediate level of appeal by reviewing the deputy superintendent's decision and the oral and written evidence presented below and making a decision. At the hearing, the superintendent may ask for additional oral or written evidence from the parties and any other individual he or she deems relevant. The coordinator will make arrangements to audiotape any oral evidence presented.
- J. Within five (5) days after the hearing, the superintendent will issue a final decision in writing to all parties involved.
- K. If the grievant or respondent is not satisfied with the decision, he or she must notify the coordinator, in writing, within five (5) days and request an appeal to the board of education. The written appeal shall

contain a specific statement of the basis for the appeal.

- L. The coordinator will notify the board of education, in writing, within five (5) days after receiving the request for an appeal. The coordinator will place the appeal on a board agenda within 30 days from the date of notification to the board of education.
- M. The board will act as an appellate body by reviewing the decisions and the oral and written evidence presented below and making a decision. At the board meeting, the board may ask for oral or written evidence from the parties and any other individual it deems relevant. The coordinator will make arrangements to audiotape any oral evidence presented. Within five (5) days of the meeting, the board will issue a final decision in writing to all parties involved.

4) GENERAL PROVISIONS

- A. Extension of time: Any time limits set by these procedures may be extended by mutual consent of the parties involved. The total number of days from the date the complaint is filed until the complaint is resolved shall be no more than 120 days.
- B. Access to Regulations: Upon request, KTC shall provide copies of any KTC regulations prohibiting discrimination on the basis of race, color, national origin, religion, sex, age or disability.
- C. Confidentiality of Records: Complaint records will remain confidential, to the extent allowed by law, unless permission is given by the parties involved to release such information. All complaint records will be kept separate from any other records of KTC. No complaint record shall be entered in any personnel file unless adverse employment action is taken against an employee. Complaint records shall be maintained on file for at least three (3) years after complaint resolution.
- D. Representation: The Grievant and the Respondent may have a representative assist them through the grievance process and accompany them to any hearing.
- E. Retaliation: No reprisals or retaliation will be allowed to occur as the result of the good faith reporting of a discrimination complaint.
- F. Basis of Decision: At each step in the grievance procedure, the decision maker will take or recommend the taking of appropriate measures based on the facts, as revealed by the investigation and hearing, taken as a whole and the totality of the circumstances, such as the nature, extent, context and gravity of the activities or incidents.
- G. Section 504 Due Process Procedures: For information concerning due process procedures under Section 504, the grievant should contact the 504 coordinator.

SEE PAGE 45 FOR GRIEVANCE FORM

GRIEVANCE FORM

1. Name and Address of Charging Party (Grievant):

2. Date: _____

3. Phone numbers where Grievant may be reached:

Home: _____

Office: _____

Other: _____

4. Statement of grievance (please provide as detailed a statement as is possible and feel free to attach supplemental pages if necessary for a complete understanding of your concerns):

5. Please identify any documents or other materials, which support your grievance. If documents or materials are in your possession, please attach copies to this grievance.

6. Please identify what action or relief you are seeking as a result of this grievance.

Signature of Grievant

**IF, AS A RESULT OF A DISABILITY, YOU NEED ASSISTANCE IN COMPLETING THIS FORM,
PLEASE CONTACT KTC'S HUMAN RESOURCE MANAGER,
JAY WARREN
P.O. BOX 548, WILBURTON, OK 74578-0548
TELEPHONE: (918) 465-2323 / FACSIMILE: (918) 465-3666
FOR ASSISTANCE OR ACCOMODATION**

KTC PARAMEDIC FORMS

STUDENT HANDBOOK POLICY

I am knowledgeable of the information provided in the current KTC STUDENT HANDBOOK. It is my intention to remain familiar with its contents and abide by the rules and regulations of the Student Handbook and the Campus.

My Instructor, or a KTC Representative, has discussed the contents of the handbook and have provided instructions for locating the handbook online.

A printed copy of this handbook was not given to me at this time; however, I am aware that upon request I can obtain a hardcopy of the handbook at no cost.

The online electronic copy is available for viewing or printing by visiting the KTC website at www.ktc.edu

Check here to request a hardcopy at this time.

Printed Name: _____

Student Signature: _____

Parent / Guardian Signature: _____
(High School Students Only)

Date Signed: _____

If requested, a hardcopy was provided to the above student on _____

By _____

Career Major Renewal Worksheet

For 2018-2019 Approval Year

10/10/2018 - 3:26:03 PM

Major: **Paramedic (FY19)**

Hours: 1210

Major Code: HL0010010

Financial Aid Approved in 18-19

ODCTE Name: Paramedic

OCAS 1: 9317

ODCTE Name 2: Paramedic - Advanced

OCAS 2: 9397

CIP CODE 510904

SOC CODE 29-2041.00

Program Code: HL0016004

Pathway: Therapeutic Services

Cluster: Health Science

Do Not Show in Catalog

Teach Out Only

Course Description	Code	Hrs	Seq	OCAS	Academic Credit	O/H/L/A/P	Notes	Del									
Anatomy and Physiology	HL00046	120	1	5333	None	<input type="checkbox"/>		<input type="checkbox"/>									
Paramedic Preparatory/Pharmacology	HL00348	134	2		None	<input type="checkbox"/>		<input type="checkbox"/>									
Paramedic Airway Management, Respiration and Artificial Ven	HL00210	32	3		None	<input type="checkbox"/>		<input type="checkbox"/>									
Paramedic Patient Assessment	HL00211	25	4		None	<input type="checkbox"/>		<input type="checkbox"/>									
Paramedic Cardiovascular	HL00546	180	5		None	<input type="checkbox"/>		<input type="checkbox"/>									
Paramedic Medicine	HL00545	67	6		None	<input type="checkbox"/>		<input type="checkbox"/>									
Paramedic Trauma/Shock	HL00125	105	7		None	<input type="checkbox"/>		<input type="checkbox"/>									
Special Patient Populations for the Paramedic	HL00146	90	8		None	<input type="checkbox"/>		<input type="checkbox"/>									
EMS Operations for the Paramedic	HL00128	28	9		None	<input type="checkbox"/>		<input type="checkbox"/>									
Paramedic Comprehensive Program Review	HL00571	21	10		None	<input type="checkbox"/>		<input type="checkbox"/>									
Paramedic Clinical Preceptorship/Leadership	HL00147	408	11		None	<input type="checkbox"/>		<input type="checkbox"/>									
<table border="0" style="width: 100%;"> <tr> <td style="width: 12.5%;">Atoka</td> <td style="width: 12.5%;">Durant</td> <td style="width: 12.5%;">Hugo</td> <td style="width: 12.5%;">McAlester</td> <td style="width: 12.5%;">Idabel</td> <td style="width: 12.5%;">Poteau</td> <td style="width: 12.5%;">Spiro</td> <td style="width: 12.5%;">Stigler</td> <td style="width: 12.5%;">Talihina</td> </tr> </table>									Atoka	Durant	Hugo	McAlester	Idabel	Poteau	Spiro	Stigler	Talihina
Atoka	Durant	Hugo	McAlester	Idabel	Poteau	Spiro	Stigler	Talihina									
Emergency Medical Services																	

- | | |
|---|---|
| <input type="checkbox"/> Adding or Removing Courses (Write in New Courses or Attach)
<input type="checkbox"/> Add Financial Aid Approval
<input type="checkbox"/> Gainful Employment Study Attached for NEW Financial Aid Approved Majors Not Offered Last Year.
<input type="checkbox"/> Add or Remove Campuses - Cross Through Campuses to Remove - Hand Write Campuses to Add
<input type="checkbox"/> Committee has verified that all instructors are certified to teach this major on requested campuses.
<input type="checkbox"/> Corrected Errors Only - No Other Changes
<input type="checkbox"/> RENEW WITH NO CHANGES FOR 2018-2019
<input type="checkbox"/> DELETE THIS MAJOR FOR 2018-2019 | <input type="checkbox"/> Modifying Course Hours (Show on Grid Above)
<input type="checkbox"/> Remove Financial Aid Approval
<input type="checkbox"/> Reason for Modification Attached (If modified in any way, a reason explaining why changes were necessary must be attached. This should include how changes will benefit the student.)
<input type="checkbox"/> Add or Remove Programs - Cross Through or Write In |
|---|---|

Program CM Coordinators Signature - Date

Directors Signature - Date

SAMPLE

PARAMEDIC STUDENT CONTRACT

I, _____ have read and understand the rules and regulations of the Kiamichi Technology Center and the Paramedic Program and agree to abide by these policies. I also understand the following minimum requirements for successful completion of this program.

1. Maintaining a minimum of 80% average in all education domains, pass each individual course, and pass all practical skills with 100%.
2. Minimum of 75% score on the ODCTE final course on-line Paramedic test (with only two retests allowed). Failing the final test three times constitutes the student retaking the entire class again.
3. Completion of 100% of the clinical hours, competencies and documentation 2 weeks before the final test.
4. Attend 90% of the total classroom/lab hours (68 hours maximum absences) for Paramedic, (maximum 12 hours for A & P).
5. Complete all homework and/or other assignments in the required time.
6. Have all financial arrangements concluded with the school.
7. Abide by all KTC "Student Cell Phone" usage policy.
8. Abide by KTC Substance Abuse and Drug Testing Policy.
9. Maintain respectful, professional and ethical behavior, appearance and attitude through the entire class and clinical setting.
10. Successfully complete the KTC Anatomy and Physiology Program and each course listed in the plan of study.
11. Successfully complete KTC's AHA ACLS and PALS and 12-lead ECG courses.
12. Read, understand, and agree to abide by the terms of the Student Code of Conduct.

Student's Signature Date

Witness' Signature Date

Instructor's Signature Date

**Kiamichi Technology Center
EMS Division
Confidentiality Acknowledgement**

Through my association within any of the clinical sites during the time spent as an employee, agent, independent contractor, volunteer, physician, student, or approved observer, I understand that patient information in any form (paper, electronic, oral, etc.) is protected by law. I also understand that any breach of patient confidentiality can have severe ramifications up to and including termination of my relationship with said clinical site as well as possible civil and criminal penalties. I will only access, use or disclose the minimum amount of patient information that I am authorized to access, use or disclose and that is necessary to carry out my assigned duties. I will not improperly divulge any information that comes to me through the carrying out of my assigned duties, program assignment or observation.

This includes but is not limited to:

- I will not discuss information pertaining to any patient with anyone (even my own family) who is not directly working with said patient.
- I will not discuss any patient information in any place where it can be overheard by anyone who is not authorized to have this information.
- I will not mention any patient's name or disclose directly or indirectly that any person is a patient except to those authorized to have the information.
- I will not describe any behavior, which I have observed or learned about through association within said clinical sites except to those authorized to have this information.
- I will not contact any individual or agency outside said clinical site to get personal information about an individual patient unless a release of information is signed by the patient or by someone who has been legally authorized by the patient to release information.
- I will not use confidential clinical site business related information in any manner not required by my job or disclose it to anyone not authorized to have or know it.
- I will not access information concerning any patient in whose care I am not directly involved other than as established by my job description.
- I understand my responsibility to take action when faced with a privacy concern or become aware of a potential violation of our policies and standards. This includes:
 - RECOGNIZE** the concern and nature of the situation
 - RESPOND** appropriately
 - REPORT** the issue to someone who can assist in resolving the matter

I understand that my agreement to maintain the confidentiality of patient information is a condition of my continued position/service by said clinical sites. I understand that failure to maintain confidentiality is basis for disciplinary action, including termination of position/ service.

With my signature, I indicate I have read and understand this Acknowledgement.

Printed Name: _____

Signature: _____ Date: _____

Return signed to instructor

KTC Paramedic Program

I, _____, have read and understand the following Technical Standards. As a student in the Paramedic Program, I am able to perform each of these requirements without restrictions.

TECHNICAL STANDARDS

- Assist in lifting and carrying injured and/or ill persons to and from the ambulance.
- Engage in pushing and/or pulling to assist in extrication of a patient pinned beneath and/or inside a vehicle, and in vehicles with electrical hazards.
- Walk, stand, lift, carry, pull, push and balance in excess of 125 pounds without assistance, (250 pounds with assistance).
- Stoop, kneel, bend, crouch and crawl on uneven terrain to gain access to a patient.
- Climb stairs, hillsides, and ladders to gain access to a patient.
- Communicate verbally in person, via telephone and radio equipment.
- Work in chaotic environments with loud noises and flashing lights.
- Perform patient assessments implement treatment; calculate weight and volume ratios under threatening time constraints.
- Work effectively in low light, confined spaces, extreme environmental conditions and other dangerous environments while ensuring patient safety and remaining calm.
- Locate the scene of an emergency by reading maps and responding safely and quickly to the location as directed by the dispatcher while observing traffic ordinances.
- Perform fine motor movements to perform IV insertion and surgical procedures within the paramedic's Scope of Practice while in stressful situations and under threatening time constraints.
- Perform major motor movements as required to operate the ambulance stretcher, long spine board, Kendrick's Extrication Device, scoop stretcher, traction splint, and long bone immobilization devices.

Printed Name: _____

Signature: _____ Date: _____

Return signed to instructor.

**KIAMICHI TECHNOLOGY CENTER
EMS TRAINING PROGRAM**

PROGRAM PRE-TESTING STATEMENT

I, _____ have received and understand my results from the Work Keys (or equivalent) test administered at the beginning of the Emergency Medical Technician (EMT) or Paramedic course.

KTC Staff Comments/Recommendations:

Student's Comments:

I have received and understand the comments and recommendations the KTC Staff has given to help me successfully complete the EMS program.

Student's Signature Date

Instructor's Signature Date



KIAMICHI TECHNOLOGY CENTER EMS TRAINING PROGRAM

9-WEEK AFFECTIVE CLASSROOM EVALUATION

Student: _____ Instructor: _____

Date: _____ Campus: _____

Evaluation Area	Evaluation Criteria	Points Possible	Points Awarded
Professional Behavior	Maintains professionalism and ethics in behavior and appearance. Adheres to dress code and practices good hygiene. Assumes responsibility for own behavior, works within current scope of practice, and follows specific instruction. Displays sincerity, gentleness, and respect to classmates, Instructors and staff. Demonstrates initiative in seeking new learning experiences and takes responsibility for own learning. 20-18= excellent, 17-16= needs improvement, 15-0= not acceptable	20	
Punctuality	Arrives on time, stays within assigned area, attends full class day. Arrives prepared to learn with all textbooks and classroom materials. 20-18= excellent, 17-16= needs improvement, 15-0= not acceptable	20	
Time Management	Student is ready to learn when class begins, completes all assignments "homework, test, clinical documentation" on time. Utilizes class and skills practice time appropriately to maximize learning and performance. 20-18= excellent, 17-16= needs improvement, 15-0= not acceptable	20	
Communication	Communicates with and addresses staff, peers, and faculty with respect and in a professional manner. Uses good communication techniques when participating in class discussions, during lab/skills practice and when completing written assignments, i.e. Homework, clinical documentation. 20-18= excellent, 17-16= needs improvement, 15-0= not acceptable	20	
Critical Thinking	Demonstrates progressively increased competence with procedures and has the ability to manage stressful situations appropriately. When given a series of information is able to process that information and conclude a solution. When performing a series of steps are able to correct and overcome obstacles without becoming distracted. 20-18= excellent, 17-16= needs improvement, 15-0= not acceptable	20	

Total Points: **100** _____

100-90 = excellent

89-80 = needs improvement

79-0 = not acceptable

Grading Guidelines

1. Deduction of 3 points for each minor incident and 5 points for each major occurrence.

2. Students must maintain an 80% average in each of the following:
 - a. Classroom didactic (test/quizzes/homework/etc.) or theory
 - b. Affective
 - c. Clinical

3. Students that do not have a minimum 80% average in each area, will be placed on probation or dismissed from the program. (see handbook for guidelines)

4. Students should strive to maintain a 100% average in the affective area. If the affective grade for a 9-week period falls below 80% the student will be placed on probation. If the student does not achieve an 80% affective grade on the next evaluation he/she may be dismissed from the program regardless of the overall course average.

Current 9-week Affective grade _____

Affective grade average _____

Instructor Comments

Student Comments

Student Signature

Instructor Signature

SAMPLE

KTC EMS PATIENT CONTACT AND COMPETENCIES

Student Name _____ Date _____

Name of Reviewer _____ Campus _____

Required Competency	KTC Minimum Requirement	Total Completed	Initials
Trauma	40		
Trauma Pediatric	0 (6 recommended)		
Trauma Geriatric	0 (6 recommended)		
Pediatrics	30		
Newborn	2		
Infant	2		
Toddler	2		
Preschool	2		
School-aged	2		
Adolescent	2		
Medical	80 Total		
	Adult 50		
	Geriatric 30		
Medical TIA/Stroke	2		
Medical ACS (see chest pain below)	30		
Dysrhythmia	2		
OB/GYN	5		
Respiratory Distress/Failure	20 Adult 18 Pediatric 2		
Hypoglycemia/DKA/HHS	2		
Sepsis	2		
Shock	2		
Toxicology Event/OD	2		
Psychiatric	20		
Altered Mental Status	20		
Abdominal Pain	20		
Chest Pain (see ACS above)	0		
Syncope, dizziness, weakness	10		
Burns	2		
Dialysis	2		

Field Internship	Minimum Requirements	# Completed	Initials
Third Rides	12		

Skills	Minimum required	# Completed	Initials
Intravenous Access	25		
IV Bolus Medication Administration	20		
IM or SQ Injection	2		
Inhaled Medication (MDI, Nebulizer)	2		
Live Intubation	5 (12 recommended)		
Intraosseous	2		
Pediatric IV	5		
Team Leads in Capstone	20 successful ALS		
Cardiovascular Patient	2		
Trauma Patient	2		
Medical Emergencies	2		
Geriatric Patient	1		
Pediatric	1		

Clinical Rotation Hours		Location	Total/Initials
Laboratory	8		
Operating Room	16		
ICU/CCU	32		
Emergency Department	100		
	60 MD		
	40 RN		
Psychiatric	8		
Obstetrics/L&D	16		
Pediatrics	32		
Dialysis	8		
Medical Director	8		
EMS Field	90		
Capstone	90		

I hereby certify that the student listed above has successfully documented and completed all the required clinical hours, skills, competencies and contacts for the paramedic program.

Clinical Coordinator

Date



**KIAMICHI TECHNOLOGY CENTER
PARAMEDIC TERMINAL COMPETENCIES**

Name of Student:

Campus:

We hereby certify that the candidate listed above has successfully completed all the Terminal Competencies required for graduation from the KTC Paramedic Education program as a minimally competent, entry-level Paramedic and as such is eligible for State and National Certification written and practical examination in accordance with our published policies and procedures.

Program Requirements successfully and fully completed on:

Written Examinations (list those courses that require final exam:

1. Anatomy and Physiology
2. Paramedic Preparatory
3. Paramedic Airway Management and Ventilation
4. Paramedic Patient Assessment
5. Paramedic Medical Emergencies I
6. Paramedic Medical Emergencies II
7. Paramedic Trauma Emergencies
8. Special Populations for the Paramedic
10. Paramedic Operations
11. Advanced and Paramedic clinical preceptorship
12. Paramedic Comprehensive Final Exam

Initials:

_____ Practical Skills Sheets (all program skills sheets, plus final exams sheets)

_____ Clinical Tracking Records (attached are all required areas, completed required skills repetitions, competencies, etc.)

_____ Field Internship Tracking Records (number of team leads, achieved objectives, competencies, etc.)

_____ Affective Learning domain evaluations

_____ Student Counseling Forms

Card Course/Certifications required prior to graduation

Date

Bob Page Basic and Advanced 12-Lead/Capnography course

AHA ACLS Certification

AHA PALS Certification

After Graduation Outcomes

National Registry of EMTs and State Certification on:

Employed performing Paramedic Duties at:

Employer Survey completed as of:

Graduate Survey completed as of:

Program Signatures:

Lead Paramedic Instructor _____ Date: _____

Clinical Coordinator: _____ Date: _____

Program Director: _____ Date: _____

Medical Director: _____ Date: _____

Certified Background Check

All KTC EMS students are required to have a certified background check completed prior to the start of clinicals. Many states and health care agencies require certified background checks for students serving in area health care agencies. The process may take as long as six weeks and so it is advisable to begin the process as soon as possible.

The Paramedic Program has made arrangements with Certified Background to background checks. Access to clinical facilities may be denied based on information from the criminal background check.

Instructions for completing the certified background check are located on the following page.

Order Instructions to order your Certified Background Check

<https://mycb.castlebranch.com/>

1. In the upper right hand corner, enter the Package Code that is below.

Package Code **ki72** background check

About

- **About CastleBranch**

Kiamichi Technology Center - EMS has partnered with CastleBranch, one of the top ten background check and compliance management companies in the nation to provide you a secure account to manage your time sensitive school and clinical requirements. After you complete the order process and create your account, you can log in to your account to monitor your order status, view your results, respond to alerts, and complete your requirements.

You will return to your account by logging into [castlebranch.com](https://mycb.castlebranch.com/) and entering your username (email used during order placement) and your secure password.

Order Summary

- **Payment Information**

No payment will be required to process your order.

Accessing Your Account

To access your account, log in using the email address you provided and the password you created during order placement. Your administrator will have their own secure portal to view your compliance status and results.

Contact Us

For additional assistance, please contact the Service Desk at 888-723-4263 or visit <https://mycb.castlebranch.com/help> for further information.

**AFFIDAVIT OF LAWFUL PRESENCE BY PERSON
MAKING APPLICATION FOR A LICENSE, PERMIT OR CERTIFICATE**

I, the undersigned applicant, being of lawful age, state that one of the following statements is true and correct: (Check which of the following statements apply.)

_____ I am a United States citizen.

_____ I am a qualified alien under the federal Immigration and Nationality Act and am lawfully present in the United States. (Alien or Admission # _____)

I state under penalty of perjury under the laws of Oklahoma that the foregoing is true and correct and that I have read and understand this form and executed it in my own hand.

If you are applying to renew a license, permit, or certificate, please write your number: _____
Current license, permit, or certificate #

**INSTRUCTIONS FOR USE OF THE AFFIDAVIT OF LAWFUL PRESENCE BY
PERSON MAKING APPLICATION FOR A LICENSE, PERMIT OR CERTIFICATE**

The person signing this form must read these instructions carefully.

1. If the person executing this form is receiving services and not making an application for a license, permit or certificate, this form should **not** be used but rather, either the form titled, "Affidavit of Lawful Presence by Parent or Guardian of Person Receiving Services" or the form titled "Affidavit of Lawful Presence by Person Receiving Services" should be used.
2. If the person executing this form is a citizen of the United States then that person should check the box to the left of the statement, "I am a citizen of the United States." If the person executing this form is not a citizen of the United States but is a qualified alien under the federal Immigration and Nationality Act and is lawfully present in the United States then that person should check the box to the left of the statement, "I am a qualified alien under the federal Immigration and Nationality Act and am lawfully present in the United States."
3. In the space after the word "Date" the person executing this form should write today's date. The person executing this form should indicate the city and state where they are actually located when they sign this form.
4. Within the context of the execution of this form, the term "penalty of perjury" means the willful assertion of the fact of either United States citizenship or lawful presence in the United States as a qualified alien, and made upon one's oath or affirmation and knowing such assertion to be false. Making such a willful assertion on this form knowing it to be false is a crime in Oklahoma and may be punishable by a term of incarceration of not more than five (5) years in prison. Additionally, one who procures another to commit perjury is guilty of the crime of subornation of perjury and may be punished in the same manner, as he would be if personally guilty of the perjury so procured.

Oklahoma State Department of Health ODH Form (No. pending)
November 20, 2007



Oklahoma Tax Commission Compliance and EMT Professional Licensing

THE STATUTE:

Effective July 1, 2000, a new law went into effect requiring professional license applicants to be reviewed by the Oklahoma Tax Commission for income tax compliance. This tax review is to be conducted before a state license can be renewed. The Oklahoma Tax Commission has established a section, the Professional Licensing Compliance Unit, to assist taxpayers with this new law. Agencies such as the Oklahoma State Department of Health- EMS Division who issue licenses are to submit a list of individuals who are applying for license renewal or reinstatement. This list must be verified for income tax compliance by the Professional Licensing Compliance Unit. Licensees who appear to be not in compliance will be contacted directly by the Oklahoma Tax Commission in an attempt to resolve any issues prior to notification of the licensing agency. If resolution is not achieved; notification will be made to the licensing agency that a "Tax Hold" is in place. In this event, the individual's license, *including an EMT license, may not be renewed or reinstated until the Tax Commission releases its "hold"*.

WHAT DOES "IN COMPLIANCE" MEAN?

An Applicant will be considered "in compliance" if all income tax filing obligations have been met and balances paid in full. If the applicant has an outstanding obligation, they will be considered "in compliance" if one of the following arrangements is made:

- All past due returns are filed and paid.
- Reports are filed and a payment program is arranged.
- The applicant is on a current payment program.
- A legal protest has been filed on an assessment.
- The applicant is making reasonable effort in working with the Oklahoma Tax Commission to resolve an issue.

WE ARE HERE TO HELP.....

The Professional Licensing Compliance Unit can be reached by phone at (405) 522-6800. Assistance can also be obtained at the one of the offices listed under "*Contact us*" on the tax commission website, <http://www.oktax.state.ok.us/>. Email should be directed to: license-review@tax.ok.gov. Should an emergency or priority issue arise, you can fax the Oklahoma Tax Commission at (405) 522-4275.

Questions regarding EMT licenses should be directed to the EMS Division at (405) 271-4027, or emailed to ems@health.ok.gov.



Student Liability Record

I, _____, hereby understand and certify to the following:

- Waive all responsibility on behalf of the Skills Lab Setting and Clinical Rotation Sites for any liability related to accidents, which said student might incur while in training and/or while participating in any activities related to participation as part of the training program.

- Understand that my presence in these facilities is voluntary and for the purpose of training; therefore, I cannot be considered an employee for the purpose of Workman's Compensation or other insurance.

Signature

Date

PARAMEDIC DOCUMENTATION RECEIPT **POLICY**

Print Your
Name _____

Campus/Location _____

	Document/Policy (or found on ALCA) <small>(please initial)</small>	Date Received
KTC Paramedic Handbook Campus handbook can be found on web page @ www.ktc.edu (Available upon request)	_____	_____
EMT Program Goals & Objectives	_____	_____
Course Descriptions & Hours	_____	_____
Course Tuition	_____	_____
General Guidelines and Completion Requirements	_____	_____
Grading Policy	_____	_____
Health Policy	_____	_____
BSI Policy & Post-Exposure Protocol	_____	_____
KTC Substance Abuse and Drug Testing Policy	_____	_____
EMS Student Conduct and Discipline Guidelines	_____	_____
Grievance Policy	_____	_____
Terminal Objectives/Competencies	_____	_____
Terminal Competencies Evaluation	_____	_____
KTC Communicable Disease Policy	_____	_____

PARAMEDIC DOCUMENTATION RECEIPT FORMS

Print Your Name _____ Campus/Location _____

	Forms Received <small>(please initial)</small>	Date Received
Course Agenda	_____	_____
Master Calendar	_____	_____
Campus Handbook Request Form	_____	_____
Campus handbook can be found on web page @ www.ktc.edu (Available upon request)	_____	_____
Plan of Study Form	_____	_____
Paramedic Student Contract	_____	_____
Confidentiality Acknowledgement	_____	_____
Technical Standards	_____	_____
Pre-testing Statement	_____	_____
9 Week Affective Evaluation	_____	_____
Patient Contacts and Competencies	_____	_____
Terminal Competencies	_____	_____
Certified Background	_____	_____
Citizenship Form (OSDH-EMS Affidavit)	_____	_____
Oklahoma Tax Commission Compliance	_____	_____
Student Liability Record	_____	_____