



OKLAHOMA CITY

Paramedicine Department Student Handbook



2024-2025

Please Note: Information included in this handbook is subject to change. Changes will be communicated to students via our learning management system and by communication from faculty.

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Introduction

The Paramedicine Student Handbook serves as a reference for essential program policies and procedures. You should ~~maintain~~refer to this ~~Handbook~~handbook for policies and procedures until graduation ~~as a reference tool~~. Be sure to read this handbook, your course syllabi, and the syllabus supplement carefully to clarify any questions that you may have throughout your program of study.

Graduates of the OSU-OKC Paramedicine program are awarded an Associates ~~of in~~ Applied Sciences ~~Degree~~degree in Paramedicine from Oklahoma State University Oklahoma City (OSU-OKC).

Accreditation

The OSU-OKC Paramedicine program is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).



Mission Statement

To educate students in the profession of Paramedicine, thereby enabling them to provide the highest level of prehospital care, professionalism, and leadership.

Core Values

Our core values include but are not limited to:

- Integrity – Consistently honest and trustworthy
- Compassion – Understanding and caring about the suffering of others
- Accountability – Maintaining responsibility for your actions and mistakes
- Respect – Being polite and behaving in a manner that brings credit to the profession
- Empathy - Calm, compassionate, and helpful demeanor towards those in need

Program Goals

- To prepare competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder levels."
- Maintain 1st time pass rates on the NREMT ALS cognitive and psychomotor exams above 90%
- Maintain job placement for paramedic students above 90%
- Maintain a retention rate of greater than 70% for paramedic students Assessed-assessed

Program Outcomes

- Interpret basic arrhythmias and basic 12-lead ECG.
- Understand the pharmacodynamics and pharmacokinetics of prehospital emergency medications.
- Discuss essential concepts of crew resource management.
- Successfully manage the airway of an emergency patient
- Demonstrate the ability to function as a paramedic Team Leader in an emergency setting.

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Paramedic Functional Job Analysis/Technical Standards

The Paramedic must be a confident leader who can accept the challenge and high degree of responsibility entailed in the position. The Paramedic must ~~have~~:

- ~~-Have~~ excellent judgment and be able to prioritize decisions
- ~~-and act~~ quickly in the best interest of the patient
- ~~-must be~~ self-disciplined
- ~~Be~~, able to develop patient rapport, interview hostile patients, ~~and~~ maintain safe distance, ~~and~~
- ~~R~~ecognize and utilize communication unique to ~~diverse~~ multicultural groups and ages within those groups
- ~~-Must be~~ able to function independently at ~~an~~ optimum level in a non-structured environment that is constantly changing.

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

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

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Commented [SF5R4]: agree

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

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The Paramedic must be cognizant of the impact of medications on pediatric patients based on size and weight, special concerns related to newborns, ~~and~~ geriatric patients, and the physiological effects of aging, such as the way skin can tear in the geriatric population with relatively little to no pressure. There must be an awareness of the high abuse potential of controlled substances and the potential for addiction, therefore, the

Paramedic must be thorough in report writing and able to justify why a particular narcotic was used and why a particular amount was given. The ability to measure and re-measure drip rates for controlled substances/medications is essential. Once medication is stopped or not used, the Paramedic must send back unused portions to ~~an appropriate~~proper inventory arena.

The Paramedic must be able to apply basic principles of mathematics to the calculation of problems associated with medication dosages, perform conversion problems, differentiate temperature readings between centigrade and Fahrenheit scales, be able to use proper advanced life support equipment, and able to locate sites for obtaining blood samples and perform this task, administer medication intravenously, administer medications by gastric tube, administer oral medications, administer rectal medications, and comply with universal ~~pre-cautions~~precautions and body substance isolation, properly disposing of contaminated items and equipment ~~properly~~.

The Paramedic must be able to apply knowledge and skills to assist overdosed patients to overcome trauma through antidotes, ~~and~~ have knowledge of poisons, ~~and~~ be able to administer treatment. The Paramedic must be knowledgeable as to the stages drugs/medications go through once they have entered and the effects s that occurs.

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

The Paramedic is a person who must not only remain calm while working in difficult and stressful circumstances but must be capable of staying focused while assuming the leadership role inherent in carrying out the functions of the position. Good judgement, along with advanced knowledge and technical skills, are essential in directing other team members to assist as needed.

The Paramedic must be able to provide ~~top-quality~~top-quality care, concurrently handle high levels of stress, and be willing to take on the personal responsibility required of the position. This includes not only all legal ramifications for precise documentation, but also the responsibility for using the knowledge and skills acquired in real life-threatening emergency situations.

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

Physical Demands

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

Occupational Risks Statement

Provision of emergency medical services poses inherent occupational risks for EMS responders. Risks include the following:

1. Violence/assaults
2. Verbal threats/aggression
3. Motor vehicle crashes
4. Infectious disease
5. Lifting injuries
6. Sprains and strains
7. Psychological trauma
8. Hazardous chemical exposure
9. Hyper/hypothermia

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Specialty Admission to the Paramedicine Program

NOTE: This information is specific to the students in the Paramedicine program only. Students in the EMT program are not subject to these enrollment requirements.

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Application

1. Be a current OSU-OKC student in good standing; OR Apply to the school here:
<http://www.osuokc.edu/enroll> ~~<http://www.osuokc.edu/enroll>~~
2. Schedule your exam with the OSUOKC testing center here:
<https://osuokc.edu/academics/assessment/schedule-an-exam.html> ~~<https://osuokc.edu/academics/assessment/schedule-an-exam.html>~~ There may be a fee that the testing center charges.
 - a) You should be clear 2-3 hours in your schedule for the testing

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When you arrive at the testing center, you will need to follow the ~~below~~ process below at the beginning of your appointment:

- a) Signing up for EMSTesting.com
 - i. Visiting www.EMSTesting.com
 - ii. Click "create a student account" in the top right
 - iii. Enter your information
 1. There is not a reference ID
 2. Profession is EMS
 3. Course code is **546SL**– There is a \$5 charge for EMSTesting.com at this point to create this account
 4. After you have completed your account creation and verified your account you will see a screen that says "pending school review." At this point, the testing center employee will approve your account.
 - iv. Once logged in, you will see "current assessments" to your left.- You will complete ALL of the assessments/exams on the screen **except for the paramedic entry assessment (AEMT level)**.
3. Once you have completed your paramedic entrance exams, you will then complete the paramedic application here <https://forms.gle/kDyvv1uJWYtrguPk9>
4. Following completion of your application, your packet will be reviewed and upon review, an interview ~~may be~~ will be scheduled, based on review criteria and ranking, not to exceed the top 48 students based on GPA and testing scores.

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Commented [SF7R6]: Remove it. The answer is in the next statement.

Interview

1. The top 48 students determined by the ranking of pre-determined entrance criteria will attend a panel interview to answer a list of standardized questions to determine acceptance into the Paramedicine program.

NOTE: Panelists will take note of professionalism displayed in dress and behavior, as well as in addition to acceptable responses to questions.

Notification of Acceptance

1. Students will receive email notification of acceptance/non-acceptance at least one week prior to mandatory orientation.

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Commented [EB8]: Which email address will be used? Some may appeal not being notified if this isn't clear

Commented [SF9R8]: Okstate email only

Next Steps After Acceptance

The following are requirements after you have been accepted into the OSU-OKC Paramedicine program. See Compliance Checklist on the next page

- a) Complete required vaccinations and documentation
- b) Complete Drug Test
- c) Complete Background Check
- d) Attend Orientation

Transfer of Credits

1. The OSU-OKC campus transfer of credit policy can be found online here: <https://osuokc.edu/catalog>
2. The OSU-OKC paramedicine program does not offer credit for prior life or job experience.
3. Requests for transfer of credits from other accredited institutions and/or licensures and certifications are individually reviewed for equivalency individually.

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Advanced Placement

The Paramedicine Program at OSU-OKC will review advanced placement requests on a case-by-case basis. Student must be a current OSU-OKC student in good standing and may submit the following for consideration:

- –A state EMT license or an NREMT EMT certification
- –Basic Life Support (BLS) for Healthcare Providers,
- –Advanced Cardiac Life Support (ACLS),
- –Pediatric, Advanced Life Support (PALS), or equivalent
- –Letters of support verifying competence or skills
- –Relevant and verified work experience
- Students will test for advanced placement by demonstrating competence in – applicable –courses by passing both the final written and practical exams for each respective course–
- Students will pay an administrative fee per credit hour for approved advanced credit

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NREMT Authorization

The Paramedic Program Director will provide authorization for the student to sit for the NREMT

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paramedic certification exam, providing the student:

- ~~passes~~ Passes all final written and practical exams in the cognitive, psychomotor, and affective domains
- ~~demonstrates~~ Demonstrates all paramedic skills,
- ~~successfully~~ Successfully completes a paramedic field internship

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Commented [EB12]: This seems very vague and open to interpretation

Commented [SF13R12]: Change to 'required paramedic skills'

Compliance Checklist

All documentation must be emailed to cyndrak@okstate.edu and kmpayne@okstate.edu before orientation.

- Annual COVID-19 Vaccination
- InPlace and Platinum Accounts, paid and activated by the student
- Two negative Tuberculosis Skin tests, or one negative blood draw. (TB Gold or T-spot)
 - Date of TB test #1
 - Date of TB test #2
- Hepatitis B 3-shot vaccination series, positive titer showing immunity, or declination form signed within the past 12 months Appendix D
 - Date of Hep Shot #1
 - Date of Hep Shot #2
 - Date of Hep shot #3
 - Or, Date of Blood Titer
 - Applicable Hepatitis B forms, if 3-shot vaccination series is not complete
- Varicella (Chicken Pox) 2-shot vaccination series, or positive titer showing immunity
 - Date of Vaccine #1
 - Date of Vaccine #2
 - Or, dates of Blood Titers
- Two MMR vaccinations OR positive titers showing immunity to measles (rubeola), mumps, and rubella
 - Date of MMR Vaccine #1
 - Date of MMR Vaccine #2
 - Or, Dates of Blood Titers
- Tetanus, diphtheria, and Pertussis (Tdap)
 - Date of Tdap Vaccine/booster (must be within last 10 years)
- Seasonal Influenza vaccination (Not required for summer semesters)
- "Clear" GroupOne criminal background [click here](#) Or find the link on our website. Results are sent directly to the paramedicine program.
- 9-panel urine drug screen completed. Results are sent directly to the paramedicine program.

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- The drug screen form for Compliance Resource Group (CRG) See Appendix C.
- American Heart Association Basic Life Saving (BLS) card. BLS cards are only good for 2 years. The student will be required to attend a new class before expiration. Refresher class is not allowed.
- National Registry Certificate -All paramedic students are required to carry and maintain their National Registry EMT certificate while enrolled in the paramedic program.
- Oklahoma EMT Licensure - All paramedic students are required to carry and maintain their Oklahoma EMT Licensure while enrolled in the paramedic program.

InPlace

Paramedic student's clinical experiences are scheduled and tracked ~~and scheduled~~ in InPlace, an interactive platform for students, schools, and health providers. You will receive an email from InPlace to your okstate.edu email address. You will need to follow the instructions in that email and pay for the annual subscription. **The cost for this annual subscription is \$35** (Subject to change). The vaccinations AND records listed must be completed. If we do not have these records, then you will not be able to attend any clinical shifts during the semester.

All records and vaccinations must be completed and uploaded prior to attendance of ANY clinical shift.

Drug Test

All students are required to complete their drug screen prior to the first day of class. Payment is required at testing and is paid directly to the testing site. The testing site will send the results directly to the clinical coordinator. A "non- negative" or a "positive" drug screen will result in the ~~student's student~~ being Administrative withdrawal-withdrawn (AW) from the course. ~~Said s~~Students, in this case, may re-enroll for a future semester. Any student who has a 'specimen diluted,' results will be required to retest the urine drug screen within 7 days of our office receiving the test results. The student will be responsible for the additional cost of the repeated urine drug screen testing. ~~Any student who is absent from the class or the program for 30 days or greater must re-submit a negative urine drug screen. See Appendix C.~~

NOTE: Any student who is absent from the program for 30 days or greater more must re-submit a negative urine drug screen at the student's expense. See Appendix C.

Background Check

GroupOne National Background check – All students must complete a GroupOne National background check. Any background checks that come back un-cleared (Red Flagged) will be sent to our clinical affiliates for review. **All clinical sites have the right to refuse any student from attending clinical at their facility.**

NOTE: Any student who is absent from the program for 90 days or more must re-submit a background check at the student's expense.

Vaccinations

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Commented [SF17R16]: And will not successfully complete the course.

Commented [EB18]: How does the student know this?

Commented [SF19R18]: Clinical coordinator alerts them.

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Anyone needing a vaccination should contact their private physician ~~to be vaccinated~~, an urgent care, or go to their local county health department. If you have any questions, please contact your physician, or call the [OKC-county County Health Department](#) for an appointment at the following locations:

OCCHD LOCATIONS, ADDRESSES, & HOURS OF OPERATION

North Health Clinic	2700 NE 63rd St	Monday-Thursday 8:00-4:30
South Health Clinic	6728 S Hudson Ave	
West Health Clinic	4330 NW 10th St	Friday 8:00-12:00

Vaccination Cost Information

Adult/Adolescent		Cost Per Dose
Hepatitis A (Vaqta)	2 dose	67.00
Hepatitis B PFS (Engerix-B)	3 dose	47.00
Hepatitis A/B (Twinrix)	3 dose	104.00
Human Papillomavirus - HPV (Gardasil .9)		268.00
Influenza (Flucelvax)		no cost
Influenza (Fluarix)		no cost
Influenza High Dose 65+ (Fluzone)		no cost
Pox (Jynneos)		no cost
Meningococcal (Menquadfi)		144.00
Meningococcal (Menveo)		123.00
Meningococcal B (Bexsero)		186.00
Measels, Mumps, Rubella - MMR II		90.00
Pneumonia (Pneumovax 13)		269.00
Pneumonia (Pneumovax 20)		302.00
Pneumonia (Pneumovax 23)		117.00
Polio (IPOL)		38.00
Rabies (Imovax)	2 dose	382.00
Tetanus, Diphtheria - Td (Tenivac)		33.00
Tetanus, Diphtheria, Pertussus - Tdap (Adacel)		42.00
TB Skin Test		20.00
TB Blood Test (QFT)		40.00
Varicella (Varivax)	2 dose	159.00
Shingles (Shingrix)	2 dose	183.00
COVID-19 12yrs+ (Moderna Spikevax)		115.00
COVID-19 12yrs+ (Pfizer Comirnaty)		115.00

PLEASE NOTE: You may receive live vaccines (MMR or ~~varicella~~Varicella) and a TB skin test on the same day. However, if you receive an MMR and/or ~~varicella~~Varicella vaccination one or more days prior to any TB skin test, you will be required to wait approximately 6 weeks to receive a TB skin test!

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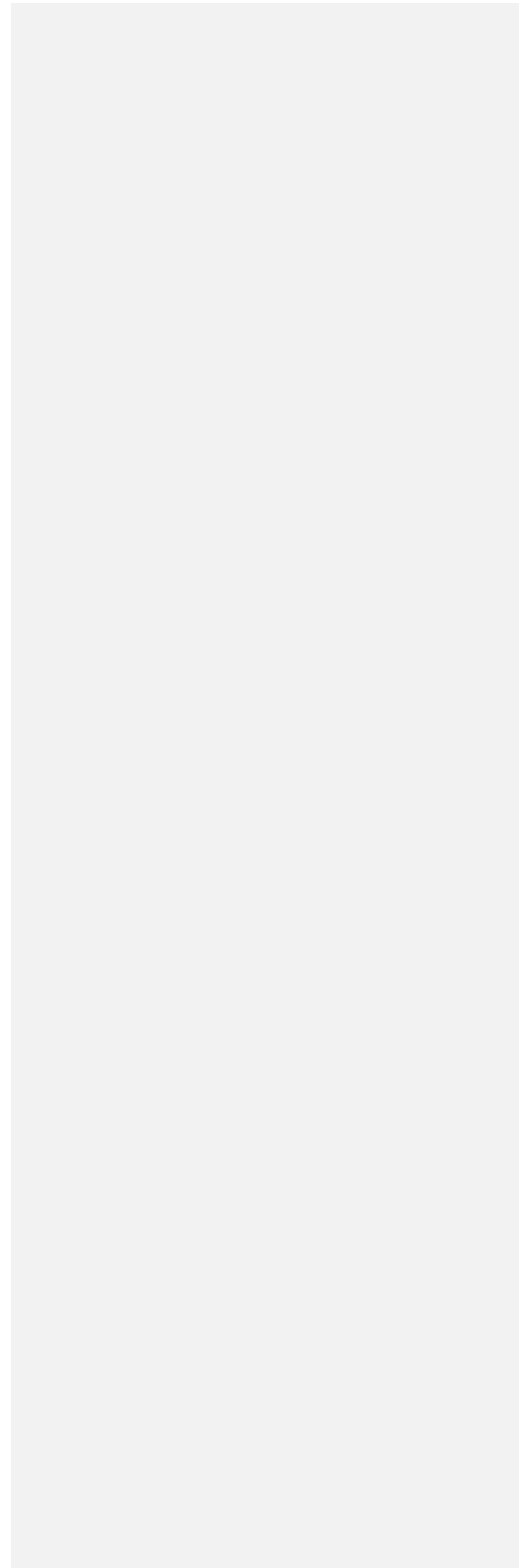
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Additional Vaccine Information

1. Tuberculosis (TB or PPD) Testing - Students are required to have 2-two current TB skin tests at least 1-one week apart. Skin tests are good for 365 days and must be repeated once every year before expiration. If the TB skin test expires, the student will be required to repeat the 2-step process.
 - o Approved Alternative Tuberculosis testing: TB Gold or T-Spot
2. Hepatitis B Virus (HBV) Vaccination ~~(HBV)~~ - 3 shot series. A surface antibody (anti-HBs) (+) or HBsAg (-) blood draw (titer) may be obtained in place of the vaccinations.
 - o Additional information about the Hepatitis B-HBV Vaccination-vaccination (SEE APPENDIX D): when Hepatitis B-VirusHBV is present, it is found in virtually all body fluids and some secretions. It can be transmitted by puncturing the skin with a contaminated instrument or needle, allowing contaminated blood or body fluid to come in contact with an open wound or mucous membrane, through sexual contact, and-or through contaminated blood products. The Hepatitis B-VirusHBV can cause chronic cirrhosis, liver failure, and liver cancer. Health-careHealthcare workers are at high risk for contracting the virus and should be vaccinated.
 - o Hepatitis B has a long incubation period. The vaccination may not prevent Hepatitis-BHBV infection in individuals who have an unrecognized Hepatitis B infection at the time of vaccination-vaccine administration. Additionally, it may not prevent infection in individuals who do not achieve protective antibody titers.
 - o Precautions: Vaccinations should be delayed in individuals who have any febrile illness or active infection and in individuals who are pregnant or nursing.
 - o Hepatitis B Vaccination Refusal (SEE APPENDIX D) - The Hep-BHBV vaccination is the only immunization that may be declined. The Declination form can be requested from the Clinical Coordinator. The Hepatitis-BHBV vaccine is made from parts of the hepatitis B virus. It cannot cause hepatitis B infection. The vaccine is usually given as 3 or 4 shots over a 6-month period. Infants should get their first dose of hepatitis B vaccine at birth and will usually complete the series at 6 months of age. The document is below this policy.
3. Varicella (chickenpox) Vaccination - 2-A two-shot series or a VZV IgG (+) blood draw (titer) may be obtained. Even if you have had or been exposed to Varicella, you would still need to have a titer drawn for verification. "History of disease" written on a shot record is not sufficient.
4. Measles, Mumps, and Rubella (MMR) Vaccination ~~(MMR)~~ - A two-2-shot series or an MMR (IgG) Panel(+) blood draw (titer) may be obtained.
5. Tetanus, Diphtheria, Acellular Pertussis (T-dap) Vaccination - Students are required to get 1-one dose of T-dap every 10 years.
6. Influenza (Flu) Vaccination - Students are required to get 1-one dose of influenza annually. October 15th is the deadline set by our facilities where by-students must show proof of vaccination required to attend clinical. Flu-The flu vaccine is not required for summer EMT classes.
7. COVID Vaccine - Required by our clinical partners. This is an annual requirement that will be due on October 15th, which is set by our facilities where students attend clinical. Declinations can be requested for the annual Covid-COVID vaccine.

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Commented [EB21]: Except COVID

Commented [SF22R21]: reword

Commented [EB23]: Not sure how this is relevant. Consider deleting.

Commented [SF24R23]: agree

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Commented [SF26R25]: Applies to both

| _____

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Paramedicine Program Description

Teaching Methods

A variety of methods will be used and may include lectures, guest lecturers, discussions, audiovisuals, handouts, assignments, student presentations, and small group assignments. Some content will be delivered via the internet using the OSU-OKC online learning platform (Canvas) & www.osuokc.edu

Evaluation Methods

Grades will be determined by a combination of three areas: Cognitive, Psychomotor & Affective Domains.

1. Cognitive -- includes examinations, quizzes, clinical documentation, homework, and online assignments.
2. Psychomotor -- includes clinical objectives and clinical hours as well as lab skills.
3. Affective -- includes the students' display of professional behavior.

NOTE: A student may enroll only two times in any EMSP course required for the Associate of Applied Science in Paramedicine whether they withdraw or fail the course.

Grading:

All classes in the paramedicine program will include two different exam types. In addition to the exam policy below, each course will have its own unique gradebook.

1. Formative exams -

1. These exams are meant to help you learn. You will take this exam in a secure and proctored environment. You will then have a full class review of the exam. You will then retake the same exam and get to keep your highest score. These exams do not determine if you pass or fail any particular course.

2. Summative exams -

- 1.2. These exams are meant to prove that you have learned the material. Each course in the program will have at least one summative exam. You will take this exam in a secure and proctored environment. There will not be a review of this exam (before or after taking it). The exam will have a minimum passing score in order to pass the class. If you meet this score, then you have passed. **If you do not meet the score, you must discuss your progress with your instructor and then retake the exam (or another version) a second time. If you do not pass the exam on the 2nd-second attempt, this will constitute failure of the course.**

Paramedic program summative exams

- i. ECG
 - a. Summative cognitive (written) exam

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- ii. Pharmacology
 - a. Summative cognitive (written) exam
- iii. EMS Operations
 - a. Summative cognitive (written) exam
- iv. P1
 - a. Summative cognitive (written) exam
 - b. Summative psychomotor (skills/scenarios) exam
- v. P2
 - a. Summative cognitive (written) exam
 - b. Summative psychomotor (skills/scenarios) exam
- vi. P3
 - a. Summative cognitive (written) exam
 - b. Summative psychomotor (skills/scenarios) exam
- vii. P4
 - a. Summative cognitive (written) exam (FISDAP Readiness Exam)
 - b. Summative cognitive (written) exam
 - c. Summative psychomotor (skills/scenarios) exam

Skills Testing

Skills testing will be completed during scheduled classroom “Lab” sessions as identified in the course schedule or by the instructor. It is imperative that you take advantage of the ~~classroom laboratory time that is available, so that you can~~ available classroom laboratory time so that you can complete the required skills within the established timelines.

Your skills performance will be evaluated according to criteria printed in the skills checklists, in course materials, and presented during class.

All Paramedic students are expected to assist with setting up and closing down the lab stations in a safe and organized manner, under the direction of your lead instructor and ~~his/her~~ their lab instructors, and should always follow posted Paramedic Lab rules. Please take pride in your Paramedic Lab and help us to ensure that related equipment and supplies are well-maintained and properly stored.

All Paramedic students are required to wear their clinical uniform, bring a stethoscope, and wear their OSU-OKC Paramedic Student Photo I.D. Badge to all scheduled and optional open labs, in order to practice and/or be evaluated.

Student Minimum Competencies

OSU-OKC paramedicine program is a competency-based program and ~~as such,~~ as such, requires students to show competence regarding skills and/or responding to different age ranges with different

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complaints and impressions. It is with the recommendation of the ~~coaemsp~~ CoAEMSP accrediting agency and the advisory board of the ~~paramedicine~~ Paramedicine program that all paramedic students will have 100% of the student competency matrix completed prior to matriculation of the program. - Competency tracking is found in Appendix H.

Retesting Criteria

Retesting/re-evaluation of written and skills objectives will be available, but only as a privilege to be granted when the following criteria have been met.

- All exams are required to be taken. You cannot skip any exams in this program.
 - Failure to complete all exams (1st and/or 2nd attempts) will constitute a failure of the course.
1. ~~1.~~ All exams are either taken utilizing ProctorU, EMSTesting, Canvas Lockdown, or Testing Center. Some exams can be taken at home depending on which semester you are in. However, they will always have to be secure and proctored.
 2. ~~2.~~ All exams are taken online via Canvas, EMSTesting.com, or a proctored testing center approved by the Program.- All exams and attempts must be scheduled during the first week of the semester.- All exams must be taken twice and have two attempts scheduled.- All exams are taken ~~on~~ through a lockdown browser, unless otherwise noted.-
 3. The FISDAP Paramedic Readiness Exam must be passed with a minimum score of 75% and will be taken in the Testing Center on campus. You will be allowed a ~~2nd~~ second chance to take the exam but must score 75% or greater on the ~~2nd~~ second attempt to pass this class. A score below 75% on the ~~2nd~~ second attempt ~~of~~ for the final exam will constitute failure of ~~this~~ the course.
 4. The Comprehensive EMSTesting Final Exam must be passed with a cut score of 72% and will be taken in the Testing Center on campus utilizing Lockdown Browser. You will be allowed a ~~2nd~~ second chance to take the exam but must score ~~with a cut score~~ 72% or greater on the ~~2nd~~ second attempt to pass this class. A score below 72% on the ~~2nd~~ second attempt of the final exam will constitute failure of ~~this~~ the course.
 5. Should you miss the deadline for an exam, you will only be allowed to receive a score of 70% regardless of how you did on the exam. This is to ensure fairness for the rest of the class who completed the exam within the allotted time frame.

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Commented [EB29]: Are these the criteria that need to be met to retest/retake? It reads like this.

Commented [FS30R29]: This needs to be re-worded. All students take both attempts regardless of their initial score.

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Commented [EB31]: I thought all exams had to be taken! (see above)

Commented [FS32R31]: Deadline should change to due date.

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Affective Grading

All students will receive a minimum of two affective evaluations during each semester. One will be at

the ~~half-way point~~halfway point, and the other will be at the end of the course. At any time during the semester, the student may receive additional evaluations based on either positive or negative instances. Any negative evaluations (not competent rating) will result in points lost based on the rubric below.

1. Comply with program policies and procedures.
2. Adhere to the EMT Code of Ethics.
3. Exhibit professional and appropriate behavior that reflects positively on the profession and college in the classroom, lab, and clinical settings.

Affective Grading

1. Clinical Documentation and scheduling:
 - a. ~~minus 5 point~~5-point deductions for each week the following documentation is late
 - o Immunizations
 - o Clinical documentation for EMT/paramedic
 - b. ~~minus 10 point~~10-point deductions for rescheduling of any clinical unless waived by the Clinical Coordinator
2. Attitude/Professionalism:
 - a. ~~minus 10-point~~ deductions for each 'not competent' affective rating
 - o Clinical
 - o Lab
 - o Classroom
 - b. 5-point deduction for not wearing ~~No~~-clinical uniform in lab ~~minus 5 points~~
3. Attendance:
 - a. 10-point deduction for Tardiness to ~~Clinical-clinical~~ minus 10 points (sent home if more than 30 min)
 - b. 15-point deduction for No call/~~No~~-no show to clinical ~~minus 15 points~~
 - c. 10-point deduction for Leaving early from clinical ~~minus 10 points~~

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Based on the summative affective evaluation performed by the lead instructor at the end of the course, the lead instructor may award additional points for documented exceptional affective performance, not to exceed 15 points.

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Points may be lost for other items that are not listed and at the sole discretion of the lead instructor.

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Attendance

You must attend and participate in at least 80% of all scheduled classes, without exception, as established by the Oklahoma State Department of Health (OSDH), and per the OSU-OKC Paramedicine Program Policies. Students must sign in on their respective Course and Sign-in Sheet at the "start" of each class and the "end" of each class. For the clinical rotations, 100% of the minimum hours required (in specific areas) must be attended and completed. Failure to attend at least 80% of all scheduled Paramedic course classes will result in administrative withdrawal (AW) and a final grade of 'F' (Fail).

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Commented [EB33]: These are not the same thing. AW or F

Commented [SF34R33]: Time dependent? Early enough for an AW that's what you get or too late you get an 'F'?

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AI Policy

The artificial intelligence (AI) policy is decided by each instructor for their course. Please refer to each respective syllabus for specific policies.

Email Requirement

All students are expected to utilize their OKState email accounts. Much of the communication within the class is done via email. It is expected that any email sent to the student is received and read within 48 business hours. Consequently, please allow 24-48 business hours for all instructors to read and respond to emails sent to them.

Commented [EB35]: 48 business hours is 6 days. ???

Commented [SF36R35]: Should just be 48 hours.

Computers are available on campus for email usage if students are unable to access the internet while off campus.

Technology Requirements

As noted in the Course Catalog, all students are required to own or have access to a personal computer with high-speed internet access. Students who do not own a personal computer are responsible for ensuring that they have access to a computer at a time when work can be completed and must have rights to download and install software, as needed, for classes. Access to OSU-OKC computer labs are limited to the posted hours of operation ([syllabus addendum](#)).

Technology Specific to this Program:

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- Chromebooks will not work for this program.
- Microsoft Word. You will use Microsoft word to create the documents for the discussion boards and to complete the worksheets, when prompted.
- OSU-OKC Canvas Software – This is available through Canvas website and is utilized for video capture. There is also a Canvas app available for your smartphone.
- ActoMust be able to record videos and upload to unlisted YouTube for sharing. This will be used for all skills and discussion posts.
- Must be able to install and utilize LockDown Browser and Respondus Monitor.

[Minimum requirements here.](#)

- Activate and pay for accounts in Platinum and InPlace web programs for clinical tracking

If you have technical difficulties, contact [the](#) OSU-OKC's help desk for further assistance at 405.945.6767.

Technology Loan

Students may have the ability to check out tablets stored in the lab while on campus. The purpose of this policy is for students who may not own their own tablet or computer to take tests or input skills while on campus. These tablets may never be checked out ~~over night to~~ [overnight by](#) students.

- The instructor must be present in order to check out the tablets for students.
- The student and/or instructor must write their name on the provided ~~check-out~~ [checkout](#) form located outside the tablet cabinet before checking out a tablet.
- When returning the tablet.
 - Each tablet must be powered off and plugged in before securing [it](#) in the cabinet.
 - The instructor must be present and will place his or her initials in the appropriate column noted on the sign-out sheet.

Misuse/Abuse

- Students or instructors who damage a tablet, as a result of inappropriate use, may be held liable for the cost of replacing the table.
- Any students or instructors found to be using the tablet on inappropriate websites may be subject to probation or dismissal from the program.

Accidents/Malfunctions:

In the event that one of the tablets becomes broken by a student/instructor, the Lab Coordinator, Lab Instructor, and Program Director must be notified via email as soon as possible.

Uniform Policy

Students shall always wear their uniform while in class, clinical, or lab. Students are to always maintain a look of professionalism while on campus or clinical. ~~If upon inspection the student in class, at lab, or clinical site, is found to be out of compliance with this uniform policy, upon inspection, the student in class, at the lab, or clinical site, is found to be out of compliance with this uniform policy, they will be sent home. The lab or clinical shift is required to be rescheduled for a later date.~~ **Loss of affective points will be incurred according to the Affective Grading policy.**

When on ambulance ~~clinical~~ ~~clinical~~, the student will wear their navy 5.11 Tactical EMT pants, black boots that go above the ankle, black leather or tactical belt, white under shirt, clinical shirt with patches and name tag, OSU I.D. badge, trauma shears, pen light, pen and pad, watch with a second hand, and stethoscope. If the student is missing any of these items, they will be sent home from the clinical. The OSU patch is placed on the right sleeve and the EMT patch on the left sleeve for Paramedic

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students.

Uniform

- **When at any clinical site other than an ambulance, you are to wear the approved OSU- OKC scrubs.** You may wear any shoes you wish, as long as they cover the whole foot, i.e. no sandals.
- Plain white tee shirts are worn under the black clinical uniform.
- While sitting down, no portion of the leg should be visible while wearing any of the uniforms. Tall black socks must be worn.
- Any hats, ~~or~~ beanies, or other cold-weather gear must NOT have any brand names ~~or flashy colors~~ and should be all black or all navy.
- Under no circumstances are any agency-specific clothing or apparel to be worn while on a clinical or on the OSU-OKC campus, i.e. Fire Department/EMS/hospital hats, jackets, under shirts, badges, radios, etc. If you are on campus or at a clinical site, you are a representative of OSU-OKC, not a public safety agency. Agency-specific clothing may cause confusion on scene and be a distraction. This means tee-shirts, hats, hoodies, etc. This is a violation of the program and will result in disciplinary action.
- Uniforms may only be worn during or commuting to/from your scheduled OSU-OKC Paramedicine class time, events, labs, field shifts, or clinical shifts. While commuting to and from the above activities, you may not wear any portion of the OSU-OKC Paramedicine uniform that is identifiable to this program into liquor stores or establishments that primarily serve alcohol. You may wear the uniform to a restaurant during lunch break for the program, but you may not consume alcohol while wearing the uniform at any time whatsoever. You are not allowed to function as an EMT or paramedic student with this program unless on a scheduled clinical or field shift. If you find yourself in a situation where you must assist a member of the public, while not on a scheduled OSU-OKC field or clinical shift, you may only do so as a Good Samaritan and cannot have your uniform on. There can be no usage of alcohol or tobacco products at any time while wearing the program uniform.
- Must have a clean-cut appearance. All clothing must be wrinkle- and stain-stain-free.

Hair

- Men must be clean-shaven in that they do not have facial hair that dips below the lip line.
- All those with long hair must have their hair tied up in some form ~~in-so~~ that the hair cannot hang in front of the student's face.
- There should be no headbands or any type of headwear while at clinical, in class, or in the Allied Health building at OSU-OKC.
- No unnatural hair color.

Jewelry

- All earrings must either be removed or replaced with some form of stud earring.

Other

- Exemptions may be sought from the Office of Access and Community Impact.

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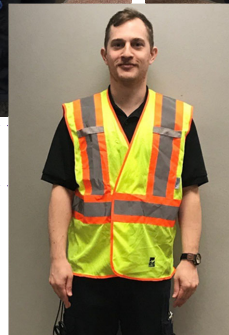
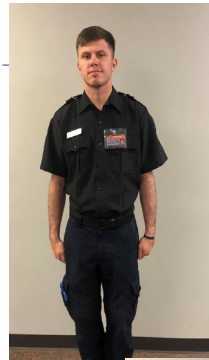
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- Not all facilities require you to cover your tattoos, however some do. If you have a large visible tattoo, you will need to be prepared to cover it if required by a specific hospital or agency.
- No fake nails. Nails should be kept neat and trimmed short.
- Also required for uniforms is the need for your own box of non-latex EXAM gloves. The approximate cost for a box is around \$15.

Black Paramedic Uniform

- OSU-OKC patch on right sleeve
- EMT (no basic) patch on left sleeve (paramedic students)
- Name-plate over right shirt pocket flap
- Student ID badge on left shirt pocket flap
- All uniforms must be neatly pressed and free of wrinkles
- Purchase uniforms from SpecialOps Uniforms, 505 N Portland Ave, 405-946-3504
- Black Paramedicine shirt with black epaulette covers with orange piping with "Paramedic Student" embroidered in orange
- ~~5.11~~ Tactile Dark Navy EMS pants (men's or women's). -No other pants allowed
- Black leather or tactical belt
- Black, polishable boots that cover the ankle
- Trauma shears
- Pen Lightlight
- Stethoscope
- All Paramedicine students are required to purchase their own gloves for lab



Vest

- For all Paramedicine clinicals ~~you need to have an ANSI-approved~~, you need to have an ANSI-approved safety vest.
- This vest must be worn on all scenes worked in the roadway (for example, a motor vehicle collision).
- The vest can have no writing on it.
- Can be purchased anywhere.

Scrubs

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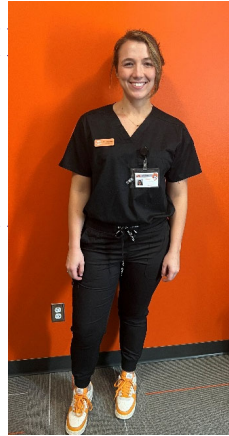
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- Paramedic students are required to wear scrubs to all hospital clinicals.
- Paramedicine patch on the right sleeve and your EMT patch on the left sleeve (no basic).
- The student is required to wear plain black scrub bottoms and tennis shoes.
- The ~~name plate needs to be worn over the right chest~~ nameplate needs to be worn over the right chest, and the student ID needs to be visible.



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Cold Weather Uniform Policy

- For clinical shifts (i.e., hospitals), students must wear the required scrubs. They may also wear a ~~long sleeve~~ long-sleeved undershirt that must be either plain black or plain white. Other jackets and sweatshirts must be removed once they enter the clinical site.
- For field EMS shifts, students must wear the required EMT pants and black button-up EMS shirt. They may also wear a ~~long sleeve~~ long-sleeved undershirt that must be either plain black or plain white. Hats and/or beanies may also be worn, but they must be plain navy or plain black. Students may also wear plain black or navy windbreaker-type jackets. Any jacket that is worn must have an OSU-OKC patch sewn on the right sleeve to be able to be easily identified as a student.
- Plain black or navy winter gloves may also be worn.

NREMT Patch

OSU-OKC Patch



Special Accommodations

OSU-OKC complies with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Students with disabilities who seek accommodations must make their request by contacting the Office of Services to Students with Disabilities located on the first floor of the Student Center Office 112 or call 945-3385. All accommodations must be approved by the Office of [Services to Students with Disabilities](#)[Access and Community Impact](#).

The following specific points pertain to those involved in Paramedic training and education programs:

1. Students cannot be discriminated against based on a disability in the offering of educational programs or services.
2. There can be no accommodation during screening, evaluation, or course examinations that will compromise or fundamentally alter the evaluation of skills that are required to function safely & efficiently in the profession.

The following are accommodations that are not allowed in the Paramedicine Program because they ~~are not in compliance~~ do not comply with the essential job functions of a Paramedic.

1. Students are not allowed additional time for final exams & skills that have a time frame specified by a third-party test provider (FISDAP, Platinum, etc.).
2. Students are not allowed to have the NREMT exam given by an oral reader as accommodation.
3. Students must answer all written test questions as written. ~~No explanation of the question can be provided by the test proctor or any other individual.~~ The test proctor or any other individual can provide no explanation of the question.

Clinical Requirements

Each student is required to attend clinicals each semester. Clinical rotations enable the student the opportunity for actual hands-on experience under the guidance of a qualified instructor or preceptor. In addition, they are designed to teach the student professionalism, work ethic, and accountability.

There is a strong clinical component to this program which will involve time spent in emergency departments, ambulances, and other specific clinical sites relevant to this program. -Students are responsible for adherence to all policies in the Clinical Handbook section. -All clinical and lab data ~~is~~ are scheduled and tracked online via Platinum. This is a requirement for the entire Paramedicine program, ~~and, -This~~ is a separate cost from the student's regular fees. ~~SEE PAGE 23~~. This fee is subject to change based on Platinum's current pricing.

All clinical sites require OSU-OKC students to be signed up on InPlace so they are able to track where students are. The fee to sign up for InPlace is also a student responsibility and costs ~~\$35~~. This fee is subject to change based on InPlace.

Please be aware that any lapse in your education here at OSU-OKC will require that you resubmit

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background checks and drug tests in order to maintain compliance with our clinical affiliates.

Clinical Rotation Shifts-

The paramedic courses include required clinical shifts totaling 560 clock hours where you will complete performance objectives in local emergency departments, hospitals, and ambulance services. There ~~are~~is generally a wide variety of clinical sites, dates, and shift times available for these paramedic clinical rotations. All confidentiality forms must be signed prior to scheduling clinical shifts. Forms will be available during orientation.

CLINICAL FOR P1 SEMESTER	HOURS
• BLS EMS Internship ***	24+
• Emergency Department ***	36
• Pediatric Assessment (OU Children's ED Triage)	8
• <u>OU Adult ED Triage</u>	8
• TOTAL P1 CLINICAL HOURS	76

CLINICAL FOR P2 SEMESTER	HOURS
• Field EMS ***	36
• Cardiac Hospital Shadow	8
• Emergency Department	24
• Psychiatric	12
• Trauma ICU	12
• <u>Trauma ER</u>	<u>12</u>
• TOTAL P2 CLINICAL HOURS	104

CLINICAL FOR P3 SEMESTER	HOURS
• Field EMS ***	12
• Fire Department	12
• Poison Control Center	4
• Dialysis	8
• ICU ***	12
• Emergency Department ***	24
• OSU Football Games (Fall semesters only) moved to P4 for online students (2 games)	12
• <u>Emergency Department Physician Internship ***</u>	<u>30</u>
• TOTAL P3 CLINICAL HOURS	114

CLINICAL FOR P4 SEMESTER	HOURS
• Field Internship	180+
• OR Rotation	8
• Pediatric Emergency Department	24
• Pediatric ICU	12

• Labor & Delivery ***	24
• Baptist Trauma Shadow	8
• <u>Medical Director Gatekeeper</u>	<u>10</u>
• TOTAL P4 CLINICAL HOURS	266

TOTAL CLINICAL HOURS FOR PARAMEDIC PROGRAM **560**
HOURS

*** Indicates that this clinical *may* be eligible to be completed in or near the hometown of distance learners. –This would be contingent upon contractual agreements with the requested EMS, FD, or clinical agency.–

Program Cost

TUITION AND FEES

Tuition for OSU-OKC is currently	\$157.45/credit hour.
Campus General Fees:	Spring/Fall \$35
	Summer \$25
Online Course Fee (per credit hour for online/hybrid courses)	\$10
Paramedicine Lab fees (P1, P2, P3, and P4)	\$55
Paramedicine Student Liability Insurance Fee	\$16.00/yr

*Must be paid every semester. Students are responsible if tuition is not paid prior to scheduling clinical.

**The total cost of tuition and fees to sit for the NREMT Paramedic exam is approx. \$7,350 (excludes costs below). For the Paramedic Program degree (74 credit hours for the A.A.S. degree), the cost is approx. \$11,800.00 (excludes costs below). The most up-to-date up-to-date fees are here:

<https://osuokc.edu/cost-aid/cost-attendance/index.html>

<http://www.osuokc.edu/future/costs>

ESTIMATED OUT-OF-POCKET EXPENSES:

Paramedic Textbooks- One time <u>One-time</u> purchase P1-P4 –(includes FISDAP)	\$550
EMS Testing/Platinum Fee	\$200
Textbooks for ECG, Pharmacology, ACLS, PALS	\$369
EMS Operations textbooks	\$180
Uniforms	\$280
Stethoscope	\$30
CPR Card—Approximately	\$50
Group One Background Check	\$45
Urine Drug Screen	\$30
InPlace Fee	\$35
Gloves	\$15
TOTAL:	\$ 1,789

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<https://osuokc.edu/cost-aid/cost-attendance/index.html>

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Approximate total “additional” fees/costs required beyond the tuition are \$1,789_
All prices are subject to change based on the publishers and distributors.

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Degree Sheet

OKLAHOMA STATE UNIVERSITY - OKLAHOMA CITY

PARAMEDICINE A.A.S.

Associate in Applied Science

Degree Sheet

2024-2025 Catalog

General Education Courses			20 Credit Hours	Credit Hours	Prerequisites
BIOL	1515	Human Anatomy and Physiology		5	[R] ICSM 0113
ENGL	1113	English Composition I		3	[R] [W]
Select One:				3	
ENGL	1213	English Composition II			ENGL 1113
ENGL	2333	Introduction to Technical Report Writing			ENGL 1113
SPCH	1113	Introduction to Speech Communication			[R] [W]
Select One:				3	[R] [W]
HIST	1483	U.S. History to 1865			
HIST	1493	U.S. History since 1865			
Select any 3 credit hour College Level Math course					
MATH				3	Varies
POLS	1113	American Government		3	[R] [W]

Technical Occupational Specialty			50 Credit Hours		
EMSP	1143	EMS Operations		3	None ♦
EMSP	1148	Emergency Medical Technician		8	Advisor Approval ♦
EMSP	1234	Pharmacology		4	BIOL 1515
EMSP	1246	Paramedic Care I		6	EMSP 1148, Department Head Approval Pre/Coreq: BIOL 1515
EMSP	1263	ECG Interpretation		3	Pre/Coreq: BIOL 1515
EMSP	1348	Paramedic Care II		8	EMSP 1246
EMSP	2549	Paramedic Care III		9	EMSP 1234, EMSP 1263, EMSP 1348
EMSP	2559	Paramedic Care IV		9	EMSP 2549

Total to Graduate 70

ADDITIONAL GRADUATION REQUIREMENTS:

- 2.0 Graduation/Retention GPA
- 15 credit hours earned in residence at OSU-OKC
- Students must complete the prerequisite course with a grade of 'C' or better to advance to the next course in the required sequence

NOTES LEGEND:

- ♦ Courses are part of an embedded certificate
- FA= Fall, SP=Spring, SU=Summer
- [R] Reading Proficiency/Placement
- [W] Writing Proficiency/Placement
- [M] Math Proficiency/Placement

Academic Dishonesty or Misconduct

Academic dishonesty is behavior in which a deliberately fraudulent misrepresentation is employed to gain undeserved intellectual credit, either for oneself or for another. Academic misconduct is behavior that results in intellectual advantage obtained by violating a specific standard, but without deliberate intent or use of fraudulent means. Academic dishonesty or misconduct cases are governed by the [OSU-OKC Campus Student Code of Conduct](#).

It is important to us, the Paramedicine profession, and consumers of the healthcare system, that assessments utilized for this course are a true measure of individual student ability to perform competently as a Paramedic. Your first step, if you suspect or believe that a violation has occurred, is to address your concern to a faculty member.

Student Plan of Improvement Contracts

~~A student who~~ If a student fails to meet the behavioral or academic requirements of the Paramedicine program, the student contract procedure will be initiated. Students placed on plans of improvement may be subjected to random drug testing at their expense.

Removal of Clinical Privileges

While providing any BLS care as a licensed EMT or ALS care as a paramedic student, you are working under the medical direction of the Paramedicine Program Medical Director. If, at any time, the Medical Director believes that your ability to provide this care may jeopardize the safety of yourself, your crew, the patient, or the public, the Medical Director reserves the right to immediately withdraw these clinical privileges immediately. The Medical Director has sole discretion regarding when or if clinical privileges will be reinstated.

- ~~a. Students may appeal withdrawal of clinical permission to the Medical Director directly to a) provide clarifying information about the inciting incident b) ask of the withdrawal of clinical permission to the Medical Director directly to a) provide clarifying information about the inciting incident and b) ask for a~~ plan of improvement for permissions to be reinstated.
- ~~b. Students who do not have clinical permissions are prohibited from attending clinicals until permissions are reinstated.~~
- ~~c. Students who do not have clinical grades will fail the course.~~

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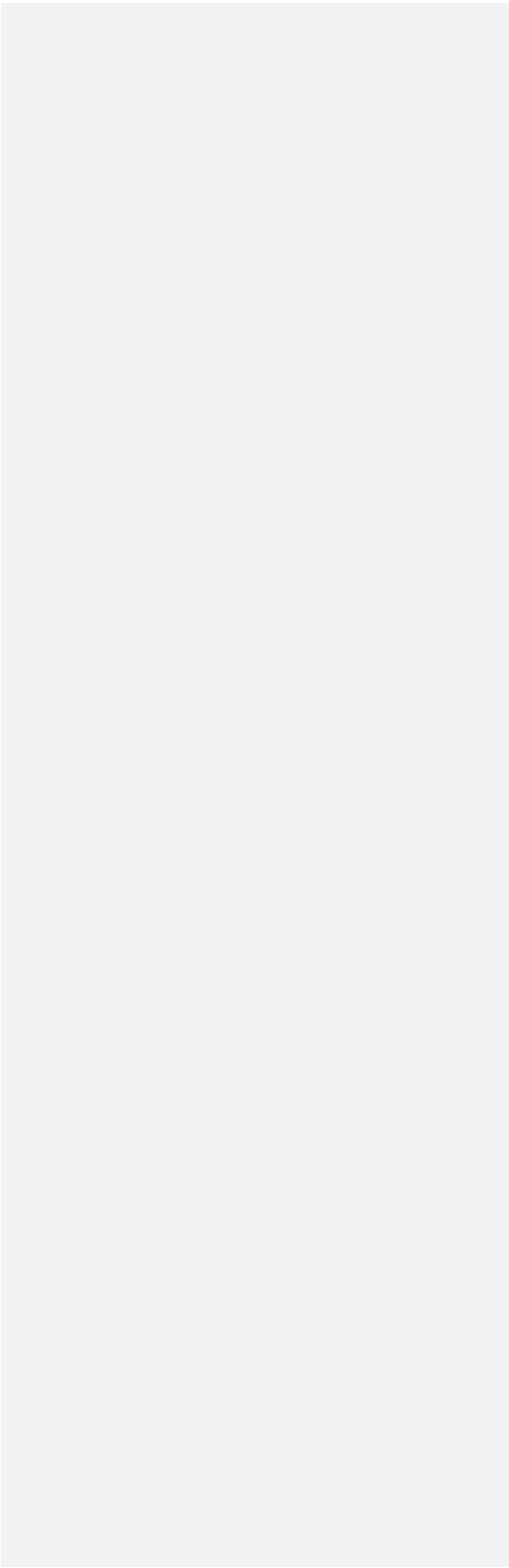
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Failure of Competence in the Affective Domain

- a-1. For instances of a poor affective evaluation, students will receive individual counseling from instructor(s) and/or program director, and documented on Student Counseling and Contract Form (APPENDIX B)
- b-2. The contract will be presented in writing for student review and signature. -All parties receive a copy. -The contract shall be enforced even if it is not signed after it is presented to the student.
- e-3. The length of the contract will be stipulated and may be extended if terms are not met satisfactorily.
- e-4. Contracts may be continued into the next semester, or until the student graduates.
- e-5. Serious violations involving patient safety will result in immediate probation or dismissal from the program. Any such dismissal can be appealed pursuant to the OSU OKC Academic Discipline, Procedures and Grievances outlined in Section IV Subsection D of the Academic Dishonesty or Misconduct policy, available under Section II of the [Student Code of Conduct](#).

Interruption of Normal Progression

Upon acceptance into the paramedicine program, [A-a](#) student must successfully complete the EMSP courses required for the Associate [of in](#) Applied Science in Paramedicine within a three-year period - (6 semesters), including [the](#) summer semester, [and](#) beginning with the first enrollment in EMSP 1246 Paramedic Care 1.-

- Interruption of normal progression occurs when the [student](#):
 - Does not achieve a grade of "C" ([70%](#)) or better in any program course.
 - Withdrawal from any EMSP course necessary for the Associate [of in](#) Applied Science degree [program](#).
 - Request for permission to pause program progression for a period not to exceed two (2) semesters.
 - Submits a non-negative urine drug screen (UDS) during the program.
 - Incurs a criminal conviction that makes the student ineligible to apply for state licensure or participate in clinical rotations including (but not limited to) act of violence, abuse, theft, illegal use of weapons, or illegal use or possession of a controlled substance.
- A student who has been placed on a Plan of Improvement [and](#) does not comply with all required activities in the contract, and fails to successfully complete the paramedicine course [will not be allowed to re-apply to the program](#).

Readmittance

Students may request to rejoin the program under the following conditions:

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☛ has not repeated more than one course due to failure or withdrawal,

☛ has not violated any patient safety requirements,

☛ is not on a contract,

☛ meets the GPA requirement,

☛ will graduate within 6 semesters from the first enrollment of EMSP 1246-

☛ A student may enroll only two times in any EMSP course required for the Associate of in Applied Science in Paramedicine whether they withdraw or fail the course-

A student who does not meet all of the readmittance criteria may reapply to the Paramedicine program to begin all Technical/Occupational courses- (see [Page 24](#)) in the Paramedicine program under the following conditions:

☛ At least a full year has elapsed since the interruption in the program

☛ Is subject to all program admission criteria, including interview

NOTE: -Any student who is absent from the program for 30 days or greater must re-submit a negative urine drug screen at the student's expense. -Any student who is absent from the program for 90 days or more must re-submit a background check at the student's expense.

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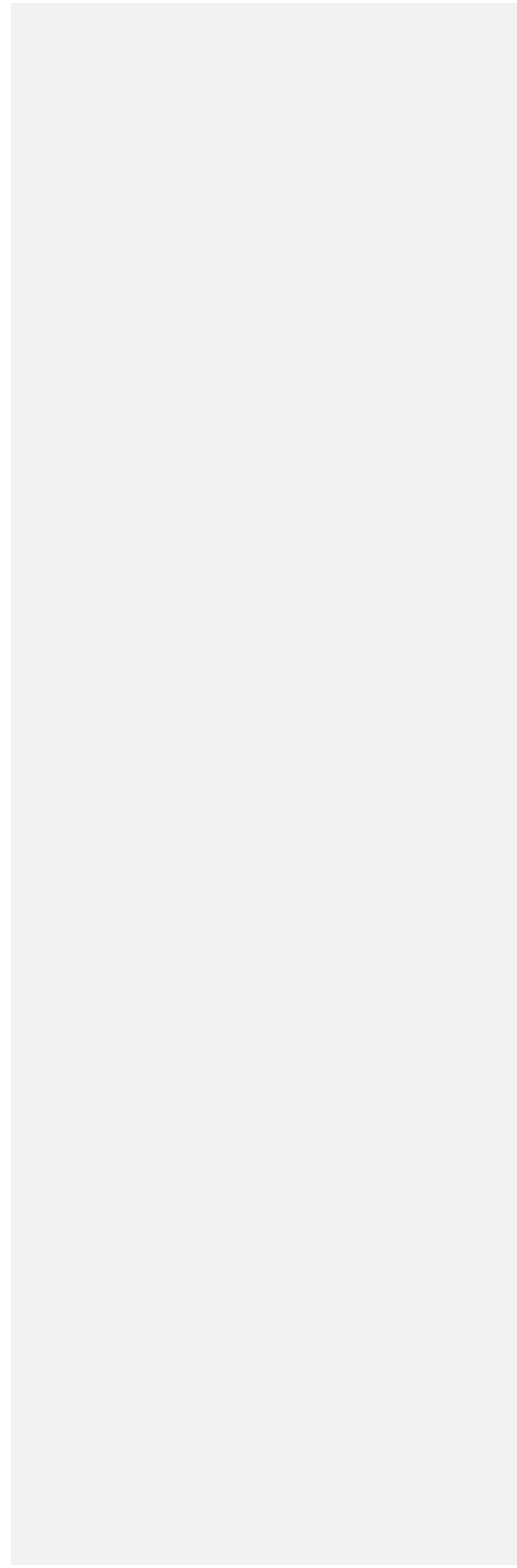
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LAB HANDBOOK



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Paramedicine Labs

Students in the paramedicine program are able to learn and practice skills in a simulated environment. -Students should follow all of the policies in the handbook in the lab environment.

- Students must wear uniforms to labs in accordance with the dress code.
- Students must follow the attendance policy in the course syllabus.
- —The paramedicine program relies on technology ~~and therefore~~, ~~and therefore~~, the use of it is allowed in the classroom and lab setting. It is expected that students will use their personal ~~device devices~~ (phones/iPads/laptops/etc.) for lab purposes and not for personal use during their lab.
- The paramedicine program also ensures that each student is provided with every opportunity to learn and advance through the use of technology and therefore allows the student to temporarily “check out” an iPad or tablet to be utilized for the duration of their class meeting time.
- Students receive affective grades in the lab.

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Paramedicine Rooms and Information

RM 1301(classroom) – This is typically utilized as a lecturing classroom, ~~however~~, ~~however~~, when it is not being used for this function, it is often utilized as an area in which simulations/skill evaluations will be conducted. Students are allowed in this area during their designated class meeting times.

RM 1502 (simulation lab)– This is a large room dedicated specifically to lab simulation and often used for more high-fidelity simulations that may include but are not limited to responding to a 911 call and transporting a simulated patient inside a simulated ambulance. Students are allowed in this area only during their designated lab meeting times or with ~~lab coordinator~~ the lab coordinator's approval/supervision.

RM 1502A (debriefing)- This room is used for debriefing with students following participation in a high-fidelity simulation and incorporates the use of audio/visual feedback. Students are allowed in this area only ~~with paramedicine personnel supervision~~ under the supervision of paramedicine personnel.

RM 1503 (skills flex lab)– This is known as the skills flex lab and is generally utilized for more individualized lab experiences or static psychomotor skills such as learning how to splint an injured extremity, control bleeding, etc. It is also used for simulations as necessary. Students are allowed in this area only during their designated lab meeting times or with ~~lab coordinator~~ the lab coordinator's approval/-supervision.

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RM 1600 (A&B) – These rooms are often referred to as “lab closets” or “supply closets”. They are designed to house all medical equipment, simulation materials (including mannequins), and training supplies needed in the education of EMS students. Students are NOT allowed in this area without paramedicine ~~personal~~ personnel supervision. Any unscheduled or unapproved use of the paramedicine rooms listed above will result in disciplinary action.

Lab Safety

It is the expectation that students are to wear gloves and other PPE while performing ANY type of skills while in lab. It is within the Paramedicine Program policy that students will provide their own medical grade gloves.

It is the expectation that students are aware of the locations of emergency exits on each floor. In an event of any emergency, contact: OSU – OKC Safety and Safety (405) 945-3253

Needle Stick Guidelines

- All sharps will be handled safely and disposed of properly. In the event of a “clean” needle stick, the guidelines below will be followed:
 - Immediately inform an instructor or the lab coordinator.
 - Wash the affected area with soap and water.
 - Render first aid as needed.
 - Complete an Accident/injury form and return it to the Safety & Security Office
 - Seek medical treatment as deemed necessary.

Eye Exposure Guidelines

- All students will perform all skills in a safe manner. However, in an event where there is an exposure to the eye, the guidelines below will be followed:
 - Immediately inform an instructor or the lab coordinator
 - Wash the affected area with running water.
 - Render first aid as needed.
 - Complete an Accident/injury form and return it to the Safety & Security Office
 - Seek medical treatment as deemed necessary.

***** Under no circumstances are students to use any of the lab equipment to treat and/or diagnose a medical condition *****

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Inventory and Supplies

It is expected that students will help the lab instructors maintain the cleanliness of the lab and supply closet. Each piece of equipment will have a designated place, and the storing of equipment should be done in a proper manner. If a student is not familiar with where a piece of equipment goes, they need to ask their instructors and simply not put it in a random place. If a student is made aware of equipment not in working order, they are to report it to their instructor immediately.

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Recycling Equipment

Students are to work with lab instructors and the lab coordinator to ensure that all equipment that can be recycled and repackaged should not be thrown away. Instructors will collect any item that can be recycled by the end of the day and place it in a designated equipment recycling bin. Items include but are not limited to: -IV saline locks, IV tourniquets, extension sets, needle-less syringes, medication vials, clean ET tubes, etc.

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Clean-up Guidelines

As part of their responsibilities, students will assist in breaking down and cleaning lab equipment before leaving for the day. The following cleanup protocols should be strictly followed:

- Return chairs to their correct locations, ensuring that all rolling chairs are adjusted to their maximum height for uniformity.
- Stack non-rolling chairs neatly and in an organized manner.
- Ensure tables are returned to their designated spots
- Remove all tape and electrodes from supplies and manikins after use.
- Clean manikins of any residue, such as adhesive, using soap and water as needed
- Dispose of all trash and wrappers appropriately, unless they are intended as props for simulations.
- Use sharps containers for disposing of needles and broken glass. Under no circumstances should regular trash be placed in biohazard sharp boxes.

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IV and Medication Administration

EMS students and instructors are not allowed to start IVs on each other. They are not allowed to give each other medications that are stored in the lab, ambulance or available to the program.

- Any EMS student or instructor ~~are~~is not allowed to start IVs on each other. IVs are only to be started on mannequins or IV task trainers.
- The EMS lab houses many medications, some of which are dangerous if not used properly. Most of the medication is stored in the supply closet in the lab. However, there are several medications that are kept under lock and key.
- ~~The~~The succinylcholine and etomidate that is available to students in the EMS supply closet has been replaced with water and labeled on the bottom of the containers "H2O".
- EMS students or instructors are not allowed to take or administer medications that are stored in the lab, ambulance, or available to the program to each other. The medication is only to be simulated or given to manikins.

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Skills Trainers

BLS Skills:

All BLS skills listed below will have all the necessary items needed located in room 1503. Most items will be located inside the rolling cabinets and will be properly labeled. All other items will be located inside the lab storage closet.

- Inserting OPA/NPA_u
- Performing oral suctioning_u
- Clearing FBAO – adult/child/infant_u
- Assembling oxygen tank regulator_u
- Administering oxygen via nasal cannula/ facemask/non-rebreather_u
- Assembling and applying CPAP_u
- Ventilating an adult/pediatric/and neonate with a BVM_u
- Inserting Supraglottic airway_u
- Apply a tourniquet.
- Apply a cervical collar.
- Perform Spinal Motion restriction.
- Lift and transfer a patient to the stretcher.
- Splint a suspected long bone/joint injury.
- Stabilize an impaled object.
- Dress and bandage a soft tissue injury.
- Apply an occlusive dressing to an open wound to the thorax.
- Assess Vital signs.
- Perform a comprehensive physical assessment.
- Perform CPR – Adult/pediatric/ neonate.
- Perform uncomplicated delivery_u

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ALS Skills:

All ALS skills listed below will have all the necessary items needed located in room 1502 or in the lab closet. Most items will be located inside the rolling cabinets and will be properly labeled.

- Establish IV/IO access.
- Administer IV Infusion/bolus medication.
- Administer IM injections.
- Perform oral endotracheal intubation.
- Perform endotracheal suctioning.
- Perform FBAO removal using Magill Forceps
- Perform needle decompression on the chest.
- Perform synchronized cardioversion, transcutaneous pacing, and defibrillation.

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If any items that are needed are not located inside room 1502 or 1503, please let your lab instructors know, and they will go to the lab closet and get the needed items.

Simulated Monitors

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iSimulate

- (Alsi version) – an ~~ipad~~ iPad is placed inside a soft carrying case that can simulate a cardiac monitor. Students are to use the monitor as if they were hooking up a real patient to a real monitor.
- (realti version) – there are a total of 3 of these simulated monitors. These monitors are inside a harder carrying case to simulate a cardiac monitor. With these versions you are also able to switch views from real monitors like life pak 15, zoll x series, and more.
- Aside from the simulated monitors, the paramedicine program also has real cardiac monitors that are capable of, but not limited to, live shocks!

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BLS Kits

Through the progression of the program, students will be running simulated medical/trauma scenarios with either mannikins or live humans ~~role-playing as simulated patient~~role-playing as simulated patients. It is the responsibility of every student to maintain their ~~bls-BLS~~ kits as if they were running real 911 calls. The ~~bls-BLS~~ kits are orange or red bags located inside the rolling tables in room 1503.

ALS Kits

Through the progression of the paramedic program, students will be running simulated medical/trauma scenarios with either mannequins or live humans ~~role-role~~-playing as simulated ~~patient~~patients. It is the

responsibility of every paramedic student to maintain their ~~als~~ALS kits as if they were running real 911 calls. The ~~als~~ALS kits are multicolor bags located inside the rolling tables in room 1502. These bags should be zip tied at the end of every lab and placed in the correct rolling table that is labeled for the student's class.

Ambulance Simulator

To enhance the realism of an ~~out-of-hospital~~out-of-hospital scenario. The ~~osu-oke~~OSU-OKC paramedicine Paramedicine program has a simulated ambulance that is equipped with a real stretcher and an autoloader. The ambulance simulator is also able to mimic the movement of ~~ambulance using an~~ambulance using an air compressor. The ambulance simulator is also fully stocked as if it were a true functioning 911 ambulance. It is the expectation and responsibility of the students to make sure that the ambulance is fully stocked prior to running a simulated 911 call.

Stock Room

The OSU-OKC Paramedicine program has an entire simulated stock room that mimics that of many EMS services. It is the responsibility of the students to maintain their BLS/ALS kits using the bins in the stockroom. Students are not to take any other equipment in the storage room unless it is in one of the designated bins. All bins are labeled appropriately, and it is the expectation that students maintain the organization and cleanliness of the stockrooms. There are other clear totes in the storage room that may contain the needed equipment but make sure to ask any instructor or lab coordinator prior to getting anything out of the totes.

Cardiac Monitor and AED Policy

Students have the opportunity to use the cardiac monitor/defibrillators. These cardiac monitor/defibrillators are "live" and will deliver the dialed-up amount of energy upon discharge.

- A faculty/staff member, adjunct instructor, or a lab instructor must be present to check out the device to a student and when a student is using the device.
- The student must adhere to the rules of safe use of a cardiac monitor/defibrillator.
- They will ensure that the environment is safe and there is no risk for sparks, presence of combustible materials, or an oxygen-enriched atmosphere.
- They will also ensure that the defibrillation cables are securely attached to the appropriate connections on the ALS ~~mannikins~~.
- They must also ensure that nobody is contact with the mannikin or associated equipment by verbally stating "all clear" and by visually assessing that nobody is in contact with the ~~mannequin-mannikin~~ or associated equipment.
- Preferably, the energy setting would be set to the lowest level, but as this does simulate the reality of using the device, it is acceptable to use higher energy levels on the appropriate ALS mannikins. This is at the discretion of the instructor.
- It is the responsibility of the instructor and fellow students to stop the student from discharging the defibrillator upon noticing that they have the ability to cause harm to another individual or themselves. For example, a loose connection or someone touching the mannikin or equipment.

Upon checking out the device, the student or instructor must inspect the device to make sure that all attachments (4-lead cables, 12-lead cables, pulse ox sensor, etc.) ~~A~~are all present and in working order. The attachments are not interchangeable between devices and should remain with the appropriate

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device unless directed to remove them by an instructor. They shall also do this prior to checking in the device. If ~~at any time, there are attachments that are missing or in need of repair the student and/or instructor shall notify the lab coordinator as soon as is~~, at any time, there are attachments that are missing or in need of repair, the student and/or instructor shall notify the lab coordinator as soon as feasible.

▲ Accidents/Malfunxions

In the event of an accident involving energy delivery to a student or instructor, the lab coordinator and program director should be notified as soon as feasible. In the event that medical attention is needed, the instructor should call 911 and then immediately notify security ~~immediately~~. If BLS is required, the instructor(s) can begin CPR and should deploy any publicly available AED in the building. The instructor(s) shall refrain from any advanced care and shall not use the cardiac monitor/defibrillator on a victim.

If there is an equipment malfunction or the device does not operate at all, the instructor should notify the lab coordinator of said issue as soon as feasible. The device should be marked as to what the malfunction is and placed back in the locked cabinet in the lab closet, until a repair can be made.

▲ Audio/Visual Recording

The paramedicine program utilizes debriefing software that allows the recording of students as they run simulated scenarios and ~~provide~~ provides an audio/visual either live or as a recorded view. This is all done using a web-based program known as KBport. It is ~~the expectations that students should conduct themselves professionally as in the clinical setting since all interactions~~ expected that students will conduct themselves professionally in the clinical setting since all interactions can be recorded.

▲ Platinum Planner

Students are to use the skills tracker portion of platinum to ensure that they are obtaining all the appropriate lab goals for their individual class. All lab skills will require a certain *minimum* amount of *successful* peer reviewed attempts. Certain skills will require an instructor sign-off to be considered competent. It is the expectation and responsibility that students have 100% of the lab goals in order to pass the class.

Open Labs

It is expected that students *must* attend at least 80% of class time ~~in order to~~ to pass. If a student misses any lab day, it is the expectation that they must work with the lead instructor to make up what they may

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have missed during their absence.

The ~~osu-oke~~OSU-OKC ~~paramedicine~~Paramedicine programs offers many open lab days to provide additional time for students to catch up on skills or provide further practice. Open labs do not make up for any absences, but provides more time to practice skills. To view all open lab days for the entire month/semester:

1. Log into platinum
2. Click on [the labs-Labs](#) tab
3. Using the filter dropdown click on “available labs”

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Open lab ~~Lab expectations~~Expectations

- Students will attend in full uniform.
- Students will recruit an additional student at the same time to provide peer-to-peer evaluations.
- Student will provide a list of objectives of what they would like to accomplish during open labs.
- Students will report inability to attend a scheduled open lab to the lead instructor/lab coordinator just as an absence to a regularly scheduled lab.
- Failure to comply with open lab expectations may result in a lost of affective points.

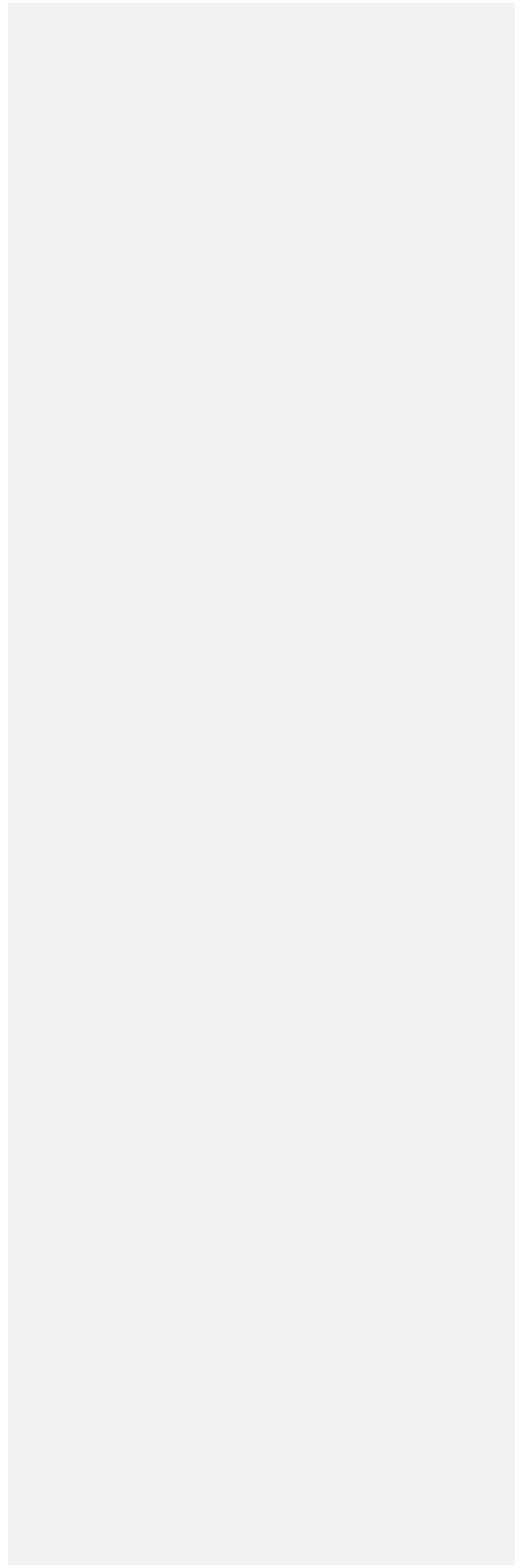
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Lab Evaluations

At the end of each lab day, every student is expected to provide a site evaluation of the lab facilities. It is expected that students are to be honest of the evaluation to provide the further improvement of the program. Students will also receive a professional behavioral evaluation by either the lead or any of the lab instructors. Evaluations are located at the bottom of the page.

Prior to exiting class, students are to “lock” their shift after doing the “site evaluation”. The “lock” button is located on the top of the page that is in an blue box.

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CLINICAL HANDBOOK



Introduction to Clinical Rotations

This clinical handbook has been designed and developed to assist the students in the clinical setting to complete the Paramedicine AAS at OSU-OKC. Clinical rotations are an integral part of the Paramedicine A.A.S. degree. A failing grade in the clinical portion of any course in the program will cause a failing grade in the course.

Clinical Evaluation Methods

Identical to coursework in the program, [as](#) described on [page 12](#), students in the clinical environment are evaluated by a combination of three areas:

- **Cognitive**, which includes examinations, quizzes, clinical documentation, homework, and online assignments.
- **Psychomotor**, ~~which includes~~ [skills, which include](#) clinical objectives and clinical hours, as well as lab skills.
- **Affective**, which includes the students' display of professional behavior.

Clinical Objectives

TERMINAL OBJECTIVE:

YOU MUST PRINT THESE OBJECTIVES AND GIVE TO YOUR PRECEPTOR AT THE BEGINNING OF EACH SHIFT!!!

The student must demonstrate the ability to perform a comprehensive assessment on patients.

- The paramedic student will be able to successfully lead and coordinate a medical and trauma scenario for adult patients
- The paramedic student will be able to explain detailed pathophysiology as it relates to the intensive care patient.
- The paramedic student will be able to integrate the principles of pharmacology, poisons, and EMS as they relate to the Poison Control Center.
- The paramedic student will be required to successfully complete a Physician Internship with a local Emergency Department Physician.
- The paramedic student will be able to integrate the principles of anatomy, physiology, and EMS as they relate to the dialysis patient.
- The student should safely, and while performing all steps of each procedure, successfully intubate as many live patients as possible.
- The student should safely, and while performing all steps of each procedure, successfully access the venous circulation at least 10 times on live patients of various age groups.
- The student should effectively, and while performing all steps of each procedure, ventilate at least 10 live patients of various age groups.
- The student should perform a comprehensive patient assessment on at least 10 minor trauma patients.

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- The student should perform a comprehensive patient assessment on at least 15 chest pain patients.
- The student should perform a comprehensive patient assessment on at least 2 dialysis patients.
- The student should safely, and while performing all steps of each procedure, properly administer medications at least 5 times to live patients in a variety of age groups. This objective only applies to those having completed EMS Pharmacology.
- The student should practice monitoring and interpreting all ECG rhythm strips for any all patients that are hooked up to ECG monitoring.
- The student should perform a comprehensive patient assessment while also formulating a treatment plan and coordinating medical care on at least 25 patients.

Clinical Attendance and Scheduling

For all educational activities in a clinical setting, students must always be identified as a student by proper uniform, name tag and student ID badge. Students must work under the supervision of your designated preceptor (Nurse, paramedic, etc.) and maintain your student role when providing patient care, with the understanding that all patient care is being performed under the license of the medical director. Each semester it is increasingly difficult for EMS educators to find adequate clinical placement for the number of students we serve. For this reason, each student is held accountable to strict guidelines regarding the scheduling of clinical rotations.

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Scheduling

The ~~clinical-Clinical coordinator-Coordinator~~ will send out a calendar to the Paramedic students at the beginning of the semester for students to report availability for clinicals that works best for them. -The availability calendars are used as a tool when scheduling clinicals, but availability may change.- It is imperative for students to return the availability calendar by the due date.

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The ~~clinical-Clinical coordinator-Coordinator~~ will schedule every student for all clinical and field shifts. If the students give limited availability, the ~~clinical-Clinical coordinator-Coordinator~~ will assign the clinical time and location based on availability. Students are expected to schedule ALL personal appointments and activities so as not to interfere with clinical time. It is the student's responsibility to notify their instructor and the clinical coordinator prior to the scheduled shift of unavoidable absence or tardiness. Failure to comply with the above could result in points deducted in the affective domain.

It is the student's responsibility to find another student with whom they can swap clinical shifts if there is a schedule conflict. -The student will notify the clinical coordinator via email regarding the swap at least seven days in advance. Once the swap is submitted, the clinical coordinator will review for approval.

In case of emergency, students must call either their instructor or the clinical coordinator first and then follow up with an email prior to the beginning of the shift. Extenuating circumstances will be considered on a case-by-case basis. A medical statement or release may be requested for any clinical

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absence. Any missed clinical hours must be made up. The student is responsible for rescheduling the clinical with the clinical coordinator. The clinical time and location will be assigned by the clinical coordinator based on availability.

A no call / no show to any clinical rotation may adversely affect the affective evaluation of the student and may result in a failing grade for the clinical portion of the course.

Early departure from a clinical is considered a missed clinical and must be made up. Never leave a clinical early without notifying the preceptor or clinical instructor. -Any approved clinical changes and rescheduling must allow seven business days ~~to be completed by the clinical coordinator~~ for the Clinical Coordinator to complete them.

Clinical Conduct Expectations

When your hospital shift begins at 0700, P2-P4 students need to report directly to their unit at 0645. P1 students are the only students who will meet at the designated area of their preceptor's choice before going to your assigned unit (at 0645). If you are late (by even one minute), your preceptor will send you home, and you will have to reschedule for a later date.

OSU-OKC clinical instructors will contact students 24 hours before each clinical shift via group text and designate one area to meet before ~~the start of starting~~ your clinical. (This location should always be the cafeteria unless otherwise noted). This ~~in turn, in turn,~~ will give you the preceptor's contact number ~~for you to reach them while on your way to clinical or while at clinical if a situation was so you can reach them while on your way to clinical or while at clinical if a situation were~~ to occur.

If you do not hear from your clinical instructor within 24 hours before a clinical, you are not to go to that clinical. Triage shifts will be signed off by the RN you are assigned, and you will not have a clinical Instructor for that day. Students will meet with their clinical instructors 30 minutes before the clinical is over. At that time, your clinical instructor will perform the electronic instructor signoff in your clinical scheduler platform (Platinum). This location to meet should be the same place as where you meet in the morning.

Inclement Weather

In case of inclement weather: If the OSU-OKC campus is open then all clinical shifts are assumed to remain as scheduled. However, if the OSU-OKC campus is closed ~~then,~~ the clinical shift will be canceled. In the event that a student is already at their scheduled clinical, they may stay at the clinical site until their regularly scheduled end-of-shift time arrives or until ~~you they~~ are not needed and when the threat has cleared. -Students will need to ensure their emergency contact information is kept current with their O-key accounts

Lunch and Breaks

Students, when taking lunch, only take a maximum of 30 minutes to eat lunch either in the cafeteria or in the break room of their respective units. Students are not to call or be called by other students or instructors to organize lunch. Students need to ask their nurse in that unit for permission and only when it is not busy.

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Conduct Expectations

- Remember, safety and professionalism are your first priorities on each of these clinicals.
- Always review and understand your clinical objectives for each assigned shift. Students should only concentrate on the given shift and not objectives in the future.
- No student can perform any skill in the field that has not been signed off by an instructor at OSU-OKC. It is imperative that you understand these objectives and discuss them at each shift with your clinical Instructor, nursing staff, or ambulance preceptor.
- At a minimum, you must wear gloves any time you are working with a patient. BSI must be addressed prior to any patient contact. If there is an increased risk for exposure, you must follow the procedure of the clinical facility, such as the need for eye protection or a gown.
- Should you be injured or become ill while at a clinical site, your first call should be to your clinical Instructor if you have one. Your next call needs to immediately be to your instructor. The next call would be 405-945-3352, you must leave a detailed voicemail about what happened.
- Remember that we are guests at every one of these facilities. It is perfectly normal to disagree with your clinical instructor, preceptor, nursing staff, or even physicians. What is not acceptable is to argue with them or to be unprofessional. State your case in an educated and professional manner when discussing topics with clinical staff. If you still disagree, bring the matter to your clinical Instructor. If you still disagree, then take the matter to the clinical coordinator. Never under any circumstances should you create a 'scene' or argue with any staff. If you do, you will be told to leave the facility, your clinical hours will not count, and you may face an administrative write-up.
- Students must always wear seatbelts when riding in any emergency vehicle. Students must wear an ~~ANSI-approved safety vest while on~~ [ANSI-approved safety vest while on the](#) scene of any incident on any street or highway. This is a federal regulation of all EMS/Public safety vehicles
- Students are to stay busy at all times. Helping the staff of the unit to which they are assigned in any way they can. Students are not to be sitting unless told to by the nurse or physician they are following. Students are not allowed to document on computers, tablets, or phones at any time while on their clinical.
- Documentation should take place on a notepad during the shift and entered electronically after the shift is over. You are given 48 hours to complete any documentation of patient skills performed that day.
- Students need to ensure they complete all tasks in your clinical scheduler platform (Platinum). For example: evaluations, signing off on all patients and narratives. Students will ask the nurse they are assigned with that day to complete the professional behavioral evaluation in your clinical scheduler platform (Platinum).
- **While providing any BLS or ALS care as a paramedic student, you are working under the medical direction of the Paramedicine Program Medical Director ("Director"). If, at any time, the Director believes that your ability to provide this care may jeopardize the safety of yourself, your crew, the patient, or the public, the Director reserves the right to withdraw these clinical privileges immediately. The Medical Director has sole discretion regarding when or if clinical privileges will be reinstated. See Interruption of Normal Progression**

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Platinum Planner

Platinum is the online skills and competency tracking software that OSU-OKC utilizes within the Paramedicine Program. It is a requirement of the program that all students utilize the skills tracker and scheduling feature within your clinical scheduler platform (Platinum). Several important procedures must be followed in order to maintain consistency across the program.

One hour before the end of each clinical, your preceptor will designate an area to meet with you to ensure the following is completed:

- Professional behavior evaluation (this is completed by the nurse from the unit you were attending).
- Ensure all patients are signed off. For those not observed by the clinical preceptor or nurse, they can skip the 0-2 rating and click N/A. The only exception is physician internship and gatekeeper shifts. Ensure all evaluations are completed. Complete all documentation following each shift (you have 48hrs to complete documentation. DO NOT document during your hospital clinical shift.
- All skills and patient documentation completed while on clinical must be entered into your clinical scheduler platform (Platinum) within 48 hours of the end of the clinical shift.

Hospital Unit and field locations are listed in your clinical scheduler platform (Platinum).

Smoking/Tobacco

Smoking and tobacco use are prohibited on clinical, including e-cigarettes or vapes. Anyone disregarding the tobacco policy will be removed from clinical.

Hospital Parking

St. Anthony's ~~hospital~~ Hospital -- Park only in the parking garage on the top floor that is uncovered. Covered parking is only for patients.

OU -- P1 students should get a parking application for OU clinicals at the beginning of the semester. You will receive a parking pass and a map for OU clinicals.

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“On-Duty” Paramedic Students

Paramedic students may have the ability to complete clinical hours as well as clinical competencies while “on-duty” at their paid/volunteer EMS place of employment. The purpose of this policy is to outline the requirements necessary to allow students to accomplish these tasks.

- The student must be working on a state-approved advanced life support (ALS) fire apparatus or transport ambulance. This fire apparatus or ambulance must be in service and be actively ready to respond to 911 emergency calls for service.
- A clinical affiliation agreement must be in place between the agency and the school.
- The medical director for the agency and the school must both approve in writing.
- The student must be supervised at all times by an agency-approved licensed paramedic.
- The student must visibly wear his/her OSU-OKC student ID badge and clearly identify themselves as a paramedic student when providing any patient care.
- Students must continue to adhere to all other policies and procedures set forth in the student handbook and course syllabus.
- In general, students who wish to acquire clinical competencies while on-duty cannot be reassigned to other duties once they have begun patient care. Students must maintain patient care until care is properly transferred to the transport paramedic.
- In terms of medical care, the agency must still be able to provide the normal level of advanced life support while their employee is acting in a student role.
- The paramedic preceptor must complete the appropriate end of shift evaluations as well as document the student’s arrival and departure time from the shift.
- Students must enter all clinical competencies into their patient tracking software.
- The above policy does **NOT** apply to your field capstone internship.

Paramedic students may have the ability to complete clinical hours ~~as well as~~ and clinical competencies while “on-duty” at their paid/volunteer EMS place of employment. The purpose of this policy is to outline the requirements necessary to allow students to accomplish these tasks.

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Physician Internship (Paramedic 3)

Students are required to complete a physician internship during EMSP 2549 - P3. For this reason, each student is held accountable to strict guidelines regarding processes in choosing a preceptor and scheduling the clinical rotations. The procedures are as follows:

Physician Approval Requirements

- Physicians must have an active Oklahoma MD or DO license.
- Physician shifts must occur in the emergency department.
- Your classroom instructor, clinical coordinator, Paramedicine program director, and the Paramedicine medical director must approve physician.

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Internship Approval Requirements

- The clinical coordinator will provide the physician internship contract to the students in EMSP1348 (P2). There is a physician list available, if needed.
- It is the student's responsibility to find a physician. You should not be ~~cold calling~~ cold-calling any hospitals. When seeking out a physician, remember to always be professional.
- Once your instructor approves the contract, it will be emailed to the clinical coordinator. The clinical coordinator will then send it to the program director for approval.
- Students must coordinate with their preceptors to figure out scheduling dates. All dates and shift times must be on the contract when turned in. The following information must include the hospital, physician's name, date, start time, end time and location of each shift. Make sure the physician's email and number are legible.
- Students must complete 30 hours or 3 shifts, whichever is greater, with their physician.
- The students must allow up to 7 days for the clinical coordinator to add the schedule into the scheduling software.
- Once received, the clinical coordinator will then schedule all the dates, times and location of each shift into the scheduling software.
- Any approved clinical changes and rescheduling must allow 7 business days to be completed by the clinical coordinator.
- Any internship shift that needs to be dropped must be done through the scheduling software per the student's request. Once the drop request is submitted, the clinical coordinator will review the request to approve or deny. If the drop request is denied, the student is responsible for still attending their scheduled clinical.
- Once a student is scheduled for an internship, they must attend, except in the case of an emergency. Extenuating circumstances will be considered on a case-by-case basis.

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If any clinical is missed, the students must email their instructor and the clinical coordinator. This email will need to explain all the actions that led up to not attending the clinical. Any missed clinical hours must be made up. The student is responsible for rescheduling the clinical with the clinical coordinator.

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Field Internship (Paramedic 4)

Students are required to complete a field internship (capstone) in their final semester. For this reason, each student is held accountable to strict guidelines regarding processes in choosing a preceptor and scheduling of clinical rotations. The procedures are as follows:

Approval requirements Requirements of preceptorPreceptor:

- Preceptors must have 2 years' experience working as a paramedic in the field
- Preceptor will be required to submit a current resume
- Preceptor must be first approved by classroom instructor, clinical coordinator, Paramedicine program director and Paramedicine medical director
- The preceptor must be approved by their EMS agency
- Preceptor must complete OSU-OKC's Paramedicine Preceptor Training provided by OSU-OKC Paramedicine Program prior to internship start

The classroom instructor will discuss the following with their class:

- how to find a preceptor
- start date
- completion date
- how the contract must be filled out
- signatures
- submission of contract
- scheduling

The clinical coordinator will provide the contract to the students at the beginning of EMSP2549 P3 semester via email

- Students will be responsible for finding their own preceptor for internship.
- Students will turn the completed contract into their instructor on week 14 of EMSP2549 -(P3).
- Once approved by the instructor, the instructor will submit it to the program director for approval.
- Once approved by the program director, the contracts will be turned into the clinical coordinator.
- The clinical coordinator will get approval from each EMS agency.
- Upon approval, each preceptor will be required to complete a 4-hour preceptor training. Training will be set up by OSU-OKC IT department and then emailed to each individual preceptor by the clinical coordinator. In addition, the clinical coordinator will create an account

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in our scheduling software for each preceptor.

- The clinical coordinator will notify the instructor via email when the training is sent out to the preceptor. Currently, it is the instructor's responsibility to make sure the training is completed in a timely manner.
- The clinical coordinator will notify the instructor once the preceptor completes their training.
- Students must coordinate with their preceptors to figure out scheduling dates. All dates must be submitted via email to the clinical coordinator. The agency name, preceptor name, date, start time, end time and location of each shift must be included for the clinical coordinator.
- Once received, the clinical coordinator will then schedule all the dates, times and locations of shifts into Platinum.
- The students must allow 7 days for the clinical coordinator to add the schedule into our scheduling software, if the shift is sooner than 7 days, it will not be scheduled. If the shift is not in our scheduling software, you cannot attend.
- Once a student is scheduled for an internship, they must attend, except in case of an emergency.
- If any clinical shift is missed, the students must email their instructor and the clinical coordinator. This email will need to explain all the actions that led to not attending the clinical shift. Any missed clinical hours must be made up. The student is responsible for rescheduling the clinical with the clinical coordinator.
- Any internship shift that needs to be dropped must be done through our scheduling software per the student's request. Once the drop request is submitted, the clinical coordinator will review the request to approve or deny. If the drop request is denied, the student is responsible for still attending their scheduled clinical.
- Any approved clinical changes and rescheduling must allow 7 business days to be completed by the clinical coordinator.
- All shift documentation and evaluation must be completed in Platinum before leaving clinical site
- Once the student has completed all the required team leads and their instructor informs them of completion, the student may then request to drop any remaining shifts from their internship in our scheduling software.

What is a Team Lead?

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- To be counted as a successful Team Lead, the Paramedic Student must conduct a comprehensive assessment, establish a field impression, determine patient acuity, formulate a treatment plan, direct the treatment and direct and participate in the transport of the patient to a medical facility, transfer care to a higher level of medical authority, or termination of care in the field. The management of the patient contact should be completed with minimal to no prompting from the preceptor.
- For the Capstone Field Internship to meet the breadth of the paramedic profession, team leads must include transport to a medical facility and may occasionally include calls involving transfer of care to an equal or higher level of medical authority, termination of care in the field, or patient refusal of care. Capstone Field Internship team leads cannot be accomplished by simulation.
- Your focus should be 100% on demonstrating competency in Team Leadership.
- In your skills tracker, successful team leads will be marked as such based upon the Team Lead skill. The Team Lead skill must be marked as “successful” for the Team Lead to count towards your minimum of 20 successful Team Leads.
- No paramedic student intern shall be substituted for staffing during their capstone internship and must always be the 3rd rider on a transport advanced life support ambulance. A paramedic intern is allowed to be on duty and get paid by their employer, work their regular shift and earn internship skills and assessments ONLY when the paramedic student intern is NOT considered part of the normal crew and is riding as a 3rd rider.

*****NO paramedic student intern shall be substituted for ALS staffing. However, a paramedic student may get paid by their employer, work their regular shift, and earn internship time, skills and ALS assessments; this may only happen, if and ONLY if the student is NOT considered part of the “normal” crew. The student shall only earn time and credit for skills when considered a “3rd rider.”**

OR Clinical Rotation (Paramedic 4)

Students are required to complete an OR rotation in their final semester.

- You must be on your P4 Field Internship (Capstone) before signing up for an OR shift.
- You must be approved by your instructor to sign up for the OR shift.
- Department orientation must be completed
- The OR rotation will have to be scheduled 14 days prior to the shift
- The shift will be from 0700-1700.

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Operating Room Goals:

- 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 live patients.
- The student should effectively, and while performing all steps of each procedure, ventilate live patients of various age groups.
- The student should not be focused solely on getting intubations but should also be focused on airway management as a whole. The student should attempt to discuss the airway plan for each patient encountered and why that particular plan was chosen. For instance, why are they receiving an ETT instead of an LMA or vice versa? Why are they receiving these particular medications to facilitate intubation and maintain sedation?

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Operating Room Objectives:

- Attend the scheduled clinical shifts, as specified, on time, in proper uniform, with neat personal appearance, and behave in an appropriate and professional manner.
- Perform successful intubations of the trachea (to include checking for proper placement of the tube).
- Correctly document each of the intubations in your skills tracker.
- Assist with assessing and maintaining airway and breathing in unconscious patients.
- Assist the staff with management of patients and equipment and their request and discretion by cooperating, following their instructions, and by using tact and courtesy in interactions with their patients, their family members, and staff.
- When available and permitted by the anesthesiologist, nurse anesthetist or nursing staff, the student should:
 - Perform patient assessment (to include inspection, palpation, auscultation and percussion of the chest).
 - Administer oxygen using available adjunct equipment such as masks, cannulas, catheters, etc.
 - Perform peripheral intravenous insertions.
 - Perform nasopharyngeal and oropharyngeal suctioning; perform aseptic and atraumatic suctioning of patients with endotracheal or tracheostomy tubes.
 - Administer IPPV via bag-valve-mask or demand-valve unit, and with appropriate oropharyngeal or nasopharyngeal airway.
 - Perform cardiopulmonary resuscitation.
 - Insert a supraglottic airway, i.e. King airway, iGel, laryngeal mask airway (LMA), or a Combitube/PTL airway.
 - Remove an obstructing foreign body from the airway.
 - Cricothyroidotomy

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- Thoracic decompression.



OKLAHOMA CITY

Appendix

Appendix A: Attestation Forms



OKLAHOMA CITY

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Paramedicine Student Handbook Attestation

I understand that the Oklahoma State University - Oklahoma City Paramedicine Student Handbook is available to me on the Oklahoma State University - Oklahoma City website. I understand that I have the responsibility to read and adhere to the policies contained in this handbook and any updated policies posted on the Oklahoma State University - Oklahoma City web page during my paramedicine education at Oklahoma State University - Oklahoma City.

STUDENT NAME (print): _____ DATE: _____

STUDENT SIGNATURE: _____

Oath of Confidentiality

I understand that any patient/family/simulation information to which I have access, either through records, direct client contact, or caregiver/student conferences, is privileged and shall be held in strict confidence. I will not access information concerning any patient in whose care I am not directly involved.

I will ensure the privacy of all information by documenting only on appropriate procedural forms, which will be kept secure according to agency policy. When such information is included in written assignments, I will ensure that the information is written in such a way as to prevent any connection with specific patients/families.

I further agree to abide by all policies and procedures of the agency to which I am assigned, with utmost concern for the privacy, security, and well-being of the patients/families I am privileged to visit. If I am found to be in violation of the above confidentiality requirements, disciplinary action by the facility and/or the Oklahoma State University - Oklahoma City Paramedicine Department may result. I certify by my signature below that I have read and agree to the above requirements regarding client/family information.

STUDENT NAME (print): _____ DATE: _____

STUDENT SIGNATURE: _____

Appendix B: Student Counseling Form



Committee on Accreditation
of Educational Programs for the
Emergency Medical Services Professions



Student Counseling Form

Program Number:

Date:

Program Name:

Course Number:

Student Name:

Course Start Date:

Reason for Counseling:

	Class	Lab	Clinical	Field
Attendance				
Academic Performance				
Skill Acquisition/Performance				
Affective Behavior				
Administrative Probation (financial/other)				

This student has been counseled regarding the following:

Previous Performance Improvement Plan (PIP) Completed:

Y ☐ N ☐ Date:

Previous Counseling:

Y ☐ N ☐ Date:

Dismissal:

Y ☐ N ☐ Date:

Student Comments:

Student Signature:

Date:

Faculty Signature:

Date:

Program Director Signature:

Date:

Appendix C: Drug Screen



AUTHORIZATION FOR SERVICES

300 N. MERIDIAN, STE. 105 – OKLAHOMA CITY, OK 73107
405.943.6465 FAX 405.943.6460

Hours of Operation: Mon. – Fri. 8:00am – 5:00pm

*****DONOR MUST BRING PHOTO IDENTIFICATION*****

DATE: _____ TIME: _____

EMPLOYER NAME: OSU – OKC

PROGRAM (circle): NURSING CARDIOVASCULAR DIETITIC EMS

OFFICE USE ONLY

***USE ALERE COC**

****COLLECT \$30 FROM
STUDENT**

STUDENT PRINTED NAME: _____

STUDENT SOC. SEC. / ID#: _____

STUDENT SIGNATURE: _____

REASON FOR TEST

 X OTHER

DRUG TESTING SERVICES

OSU/OKC NON-DOT DRUG SCREEN (ALERE COC)

INSTRUCTIONS

- Please have a photo ID ready to present when you arrive for your collection.
- You will be providing a urine sample for a drug test – please drink enough fluids to ensure you can provide a sample when you arrive for your drug screen collection.
- The cost of the drug screen is \$30 and must be paid in cash prior to taking the test.
- We do not need a list of Rx medications at this time. If something shows up on your test you will be contacted by a physician to discuss Rx medications prior to your test results being reported to OSU-OKC.
- By paying for and submitting to testing, you authorize CRG Laboratories to release result of your test to OSU-OKC.

Appendix D: Hepatitis B Attestation



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Hepatitis B Vaccination Information

Hepatitis B Virus, when present, is found in virtually all body fluids and some secretions. It can be transmitted by puncturing the skin with a contaminated instrument or needle, allowing contaminated blood or body fluid to come in contact with an open wound or mucus membrane, through sexual contact and through contaminated blood products. The Hepatitis B Virus can cause chronic cirrhosis, liver failure, and liver cancer. Health care workers are at high risk for contracting the virus and should be vaccinated.

Hepatitis B has a long incubation period. The vaccination may not prevent Hepatitis B infection in individuals who have an unrecognized Hepatitis B infection at the time of vaccination administration. Additionally, it may not prevent infection in individuals who do not achieve protective antibody titers.

Precautions: Vaccinations should be delayed in individuals who have any febrile illness or active infection and in individuals who are pregnant or nursing.

Adverse Reactions: The most frequently reported adverse reactions are injection site soreness, fatigue, headache, and dizziness.

Immunization schedule: The usual immunization regimen consists of three (3) injections of vaccine given according to the following schedule: #1: at elected date, #2: 30 days later, #3: 6 months after the first injection, Booster: 5 years later. Antibody test is recommended one month after third injection.

I, _____, have read and understand the above Hepatitis B vaccine information. I understand that if I have not been previously immunized for Hepatitis B, I will need to A) begin the injection series and follow the above schedule for the remaining injections and the antibody test, or B) decline in writing. I further understand that if I do not receive the Hepatitis B vaccine according to the schedule or do not sign the "Hepatitis B Vaccination Refusal" form, I will be unable to schedule and attend any clinical shifts.

Student Signature

Date Signed

Appendix D: Hepatitis B Waiver



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Hepatitis B Vaccination Refusal (Declination Form)

I have been informed of my risk of acquiring Hepatitis B and the damage that this disease can do. I have been instructed on the value of being vaccinated for the disease. I have been informed that, as an EMS Student, I am considered high risk for being exposed to blood or body fluids that are potentially contaminated with Hepatitis B, and that vaccination is a safe and effective method of prevention.

I, _____, choose _____ to take the Hepatitis B Vaccine at this time _____
_____ OR have begun the 3-shot series, but not yet completed it _____.

Student Signature

Date Signed

Appendix E: Physician Internship Contract



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Physician Internship Contract Oklahoma State University–Oklahoma City

To be eligible to sit for the National Registry exam and receive Paramedic certification, Paramedic students must complete 30 hours or 3 shifts, whichever is greater, of internship with one emergency department physician of their choice. The student will perform patient assessments, develop diagnoses, and perform skills and patient interventions under the guidance of the physician. The physician will provide feedback over the performance of the student in order to further develop the student's medical proficiencies.

If these terms are acceptable, this contract should be signed by both, the physician preceptor and the student intern.

Clinical Shift Dates & Times: _____, _____, _____

Physician's Name: _____ Signature of Physician: _____

Physician's phone #: _____ Physician's email address: _____

Student's Name: _____ Signature of Student: _____



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**Oklahoma State University – Oklahoma City
Physician Provider Confidentiality and Security Agreement**

The purpose of this agreement is to help you understand your duty regarding confidential information. As a physician's intern, you may have access to confidential information including patient, financial or business information obtained through your association with

Name of Hospital

Confidential information is valuable, sensitive, and protected by law and by strict policies. The intent of these laws and policies is to assure that confidential information will remain confidential, that is, it will be used only as necessary to accomplish the health center's mission. Your responsibilities for protecting confidential information are outlined below.

Accordingly, as a condition of and in consideration of my access to confidential information, I promise the following:

1. I will not access confidential information for which I have no legitimate need to know.
2. I will not in any way divulge, copy, release, sell, loan, review, alter, or destroy confidential information except as properly authorized within the scope of my association with _____.
Name of Hospital
3. I accept responsibility for all activities occurring under my password.
4. I will not seek personal benefit or permit others to benefit personally by any confidential information or use of equipment available through my work assignment.



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5. I will respect the ownership of proprietary software and not operate any non-licensed or non-supported software on any computer.
6. I understand that all electronic communication systems and all information transmitted by, received from or stored in these systems is the property of _____.
Name of Hospital
7. I also understand that all electronic communication may be monitored and is subject to audit.
8. I understand that my failure to comply with this agreement may result in disciplinary action, which might include, but is not limited to, termination of internship and/or loss of my privileges within _____.
Name of Hospital

By signing this agreement, I acknowledge that I have read, understood, and will conform to the responsibilities outlined above.

Student Signature

Printed Name

Date

Appendix F: Capstone



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Paramedic Internship Contract Oklahoma State University–Oklahoma City

To be eligible to sit for the National Registry exam and receive Paramedic certification, Paramedic students must complete a minimum of 20 successful 'Team Leads.'. Team Leads are defined as 911 calls for emergency in which the Paramedic Intern performs all patient assessments while simultaneously performing and/or delegating all interventions and treatments without regular prodding or intervention by the Paramedic Preceptor. Each of these Team Leads shall take place with a single Paramedic Preceptor at an approved EMS agency affiliated with OSU-OKC. The student will perform patient assessments, develop diagnoses, and perform skills and patient interventions under the guidance of the Paramedic Preceptor. The Paramedic Preceptor will provide feedback over the performance of the student in order to further develop the student's medical proficiencies. The student must also select a secondary Paramedic Preceptor as a backup.

If these terms are acceptable, this contract should be signed by both the Paramedic Preceptor and the student intern.

Paramedic Preceptor's Name (Primary): _____ Signature: _____

Email _____ Phone # _____

Paramedic Preceptor's Name (Secondary): _____

Email _____ Phone # _____

Student's Name: _____ Signature of Student: _____



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**Oklahoma State University – Oklahoma City
Provider Confidentiality and Security Agreement**

The purpose of this agreement is to help you understand your duty regarding confidential information. As a Paramedic intern, you may have access to confidential information including patient, financial or business information obtained through your association with

EMS Agency

Confidential information is valuable, sensitive, and protected by law and by strict policies. The intent of these laws and policies is to assure that confidential information will remain confidential, that is, it will be used only as necessary to accomplish the health center's mission. Your responsibilities for protecting confidential information are outlined below.

Accordingly, as a condition of and in consideration of my access to confidential information, I promise the following:

1. I will not access confidential information for which I have no legitimate need to know.
2. I will not in any way divulge, copy, release, sell, loan, review, alter, or destroy confidential information except as properly authorized within the scope of my association with _____.
EMS Agency
3. I accept responsibility for all activities occurring under my password.
4. I will not seek personal benefit or permit others to benefit personally by any confidential information or use of equipment available through my work assignment.
5. I will respect the ownership of proprietary software and not operate any non-licensed or non-supported software on any computer.



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6. I understand that all electronic communication systems and all information transmitted by, received from, or stored in these systems is the property of _____.

EMS Agency

7. I also understand that all electronic communication may be monitored and is subject to audit.

8. I understand that my failure to comply with this agreement may result in disciplinary action, which might include, but is not limited to, termination of internship and/or loss of my privileges within _____.

EMS Agency

By signing this agreement, I acknowledge that I have read, understood, and will conform to the responsibilities outlined above.

Student Signature

Printed Name

Date

Shaded Area for Paramedicine Office use only

Date Received: _____ Approved/Rejected Instructor Initials: _____

Date Reviewed: _____ Program Director Initials: _____

Date Filed: _____ Clinical Coordinator Initials: _____

Appendix G: Vaccine Exemption Form



OKLAHOMA CITY

Vaccination Exemption Form

OSU-OKC's clinical health partners require COVID-19 and Influenza vaccinations as a condition of attending clinicals at their facilities. Students/staff who cannot be vaccinated due to medical conditions or sincere religious objections may request an exemption from this requirement. Please note that if you are seeking a religious exemption, it must be based upon sincerely held religious beliefs and cannot be based upon personal preference, concerns about the possible effects of the vaccine, or social, political or economic philosophies. To request a recognized exemption, return this completed form to the department administrative assistant for signature, then upload to myClinicalExchange.

Requestor Name: Click or tap here to enter text. **Course:** Choose an item. **Term:** Choose an item. **Year:** Choose an item.

I am requesting a ☐ Religious ☐ Medical exemption for:

- ☐ COVID-19 Vaccination, or
☐ Influenza Vaccination, or
☐ **Both** COVID-19 Vaccination *and* Influenza Vaccination

Religious Exemption

I **hereby certify** that I have (1) a sincere religious objection to receive the required vaccination(s), and (2) attached to this form a written and signed statement detailing the religious basis for my objection to receive the required vaccination(s) and the religious principle(s) that guide my objection to receive the required vaccination(s).

Requestor Signature: _____ Date: _____

Medical Exemption

A student/staff member may be considered for an exemption from the vaccine requirement if the student has been advised by their health care provider that they are unable to receive the required vaccination(s) due to medical contraindication. To be considered, a request for a medical exemption from the vaccination requirement must be certified below by a licensed, treating medical provider (*i.e.*, a licensed physician, nurse practitioner, physician's assistant, or other licensed health care provider).

I **hereby certify** that my patient, listed above, should not receive the COVID-19 vaccine for the following reason:

- ☐ History of previous anaphylactic reaction to a COVID-19 vaccine or any component of the vaccine.
☐ Other: (please specify) _____
Note: History of allergy to other vaccines/medications/food (*e.g.*, egg/shellfish) does not qualify as a reason for an exemption to the COVID-19 vaccine.

I **hereby certify** that my patient, listed above, should not receive the Influenza vaccine for the following reason:

- ☐ History of previous anaphylactic reaction to any component of the vaccine.
☐ History of egg allergy.
☐ History of Guillain-Barré syndrome within six weeks of receiving a previous vaccine. Date of reaction: _____
☐ Other: (please specify) _____

Provider Signature: _____ Date: _____

Provider Name: _____ Phone: _____

Address: _____

Received by (printed name/signature): _____ Date: _____

Appendix H: CoAEMSP Performance Improvement Plan



Committee on Accreditation
of Educational Programs for the
Emergency Medical Services Professions



Performance Improvement Plan (PIP)
Confidential

Student Name:

Date:

Program Name:

Course Number:

Course Start Date:

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

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

1.	
2.	
3.	

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

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

1.	
2.	
3.	

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

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

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

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

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