

**ASSOCIATE OF APPLIED SCIENCE  
& CERTIFICATE OF ACHIEVEMENT  
PARAMEDIC PROGRAM**

**STUDENT HANDBOOK  
2025-2026**

*Approved by the Nevada Division of Public and Behavioral Health-EMS Program*  
4150 Technology Way, Suite 101  
Carson City, NV 89706  
775-687-7590

# WELCOME!

*“Welcome to Great Basin College’s School of Health Science and Behavioral Health. The programs offered by this school are dynamic professions that offer almost unlimited opportunities and challenges. They play a key role in the delivery of health care. The roles continually diversify and the need for more healthcare providers will be greater than ever in the coming decade. You will be joining more than 400 GBC graduates who are making a difference in the health of their patients and in the dramatic changes taking place within the health care system!*

*The Health Science and Behavioral Health faculty support the Mission of Great Basin College to enrich lives through student-centered educational programs. We are committed to enriching your life and those you care for in the future by preparing you to provide high quality health care and to engage in life-long learning.”*

*Staci Warnert, PhD, RN  
Dean, Health Science and Behavioral Health*

## **Purpose of the Student Handbook**

The purpose of this handbook is to assist you in understanding more fully the policies, practices, and procedures of the Associate Degree Paramedic Program and the Certificate of Achievement Paramedic of Great Basin College. This handbook serves as the source of information about the policies and procedures in the paramedic program. You are required to sign a statement indicating you understand and agree to abide by these policies and guidelines each year that you are in the paramedic program. Because policies and procedures are continuously subject to change by external and internal sources, the paramedic faculty reviews and modifies these policies and practices as necessary. Students will be notified in writing of any changes made during the academic year.

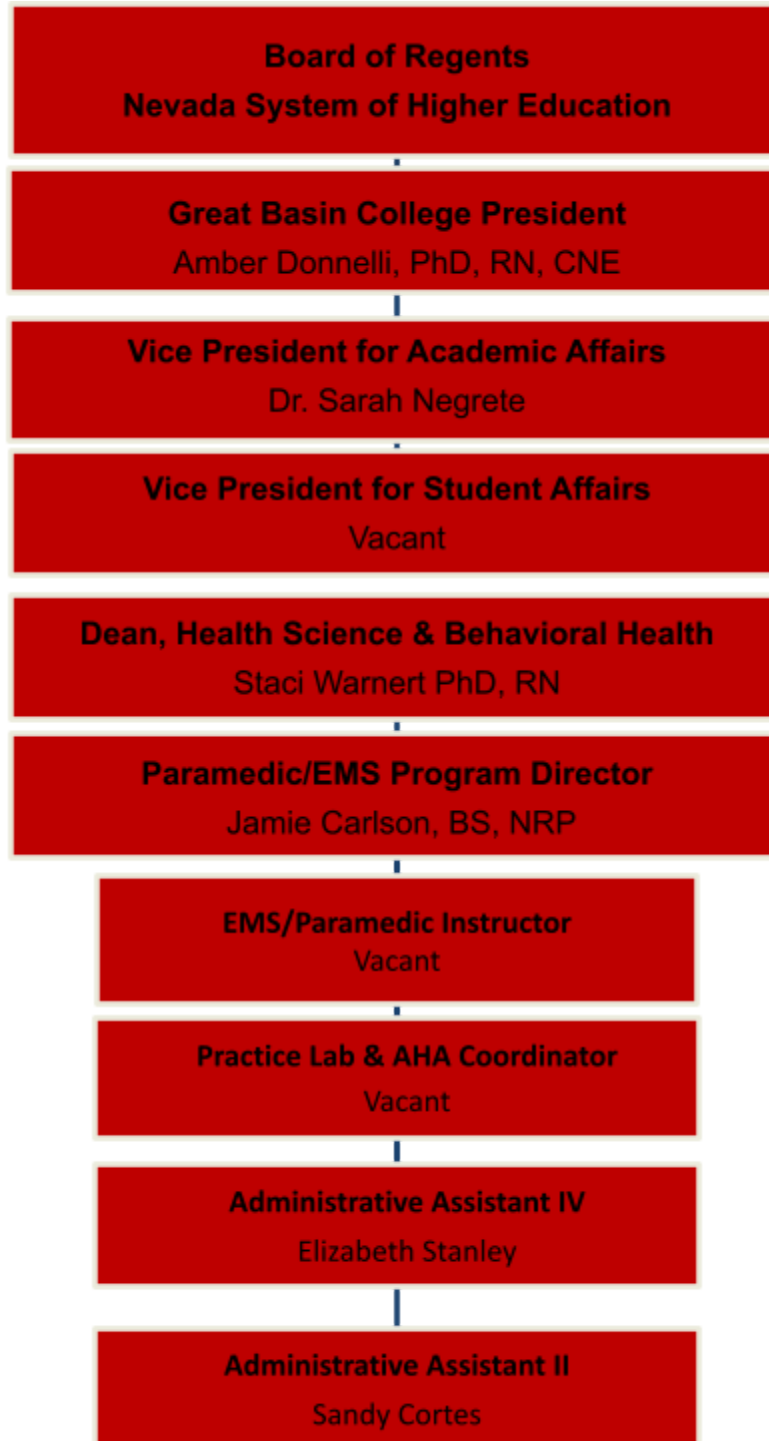
This handbook is not all-inclusive, nor does it replace the Great Basin College *General Catalog 2025-2026* or the Nevada System of Higher Education (NSHE) Board of Regents Code Title 2, Chapter 6, which addresses misconduct. The provisions of this document are not to be regarded as an irrevocable contract between the student and the GBC paramedic program.

**IMPORTANT NOTE:** In most cases where a conflict may exist between the guidance in this handbook and the GBC Catalog, the GBC Catalog shall take precedence. However, some unique aspects of paramedic education require policies different from those for other GBC students, for example, student health requirements.

## **Nondiscrimination for Disability**

Great Basin College is committed to providing equal educational opportunities to qualified students with disabilities in accordance with state and federal laws and regulations, including the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. A qualified student must furnish current verification of disability. The Students with Disabilities Office, located in Berg Hall, will assist qualified students with disabilities in securing the appropriate and reasonable accommodations, auxiliary aids, and services. For more information or further assistance, please call 775.327.2336

**Great Basin College  
Health Science and Behavioral Health  
EMS and Paramedicine Program  
Organizational Chart**



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## Building Hours

Building hours vary based on classes and locations. Health Science faculty offices close at 5 pm.

## Building Use Guidelines

Great Basin College maintains open centers available to faculty, staff, students and the local community during normal hours. During those days and hours classes, meetings and special events are scheduled security will have staff on site to provide assistance.

Open access to site facilities is provided with the understanding that:

- All persons will be treated with courtesy and respect;
- All buildings and equipment are used in the manner originally anticipated;
- All persons will comply with any posted signage;
- All persons will follow normally accepted safety and behavior standards.

The offer of open access may be revoked should any person be found to cause damages to any Great Basin College property or be involved in harmful, unsafe or illegal behavior while on GBC property.

## Security

Security and law enforcement on all Great Basin College centers is dependent upon GBC personnel working well with their respective local law enforcement agencies. Knowledge of any crime or emergency should be reported to the center security or center director immediately. Any crime or emergency requiring immediate assistance should be reported immediately to the police or sheriff by dialing 911 on any center phone.

Security may be contacted by dialing the Elko site operator (Dial "0") from any extension and requesting assistance. On the Elko site assistance may be obtained by activating any of the call boxes located on the pathways or phoning the security cell phone at 775-934-4923. If the police department, fire department or ambulance are required to dial 9-911 from any extension and tell the dispatcher of the emergency.

## Fire Evacuation Plan

### Before a fire happens know the following:

- Know the location of the exit nearest your area (evacuation maps posted).
- Know the location of the fire alarm pull box nearest your area.
- Know the location of fire extinguishers in your area.
- Know how to use a fire extinguisher.

### Upon discovery of a fire:

1. Pull the fire alarm and give verbal warning.
2. Call 911.
3. Follow evacuation procedures.
4. Close doors to contain fire and smoke.
5. If it is safe to do so, and you have been properly trained, you may attempt to extinguish the fire.
6. Determine if it is safe to re-enter the building.
7. On the Elko site, notify your respective Vice President. On all other centers notify the Director and the Vice President of Academic Affairs.

## Food and Beverages in Classrooms

Food and beverages will be allowed in the classroom with instructor approval. Food and drink are not allowed in any laboratory.

Microwaves are available in the Leonard Center at the Elko Center. Similar appliances, such as microwaves and refrigerators for student use may be available in other centers. Please request assistance from the Center Director or other center personnel. According to State Health Department regulations, anything placed in any refrigerator must be dated and removed within one week. Open food items left longer or that are not dated will be discarded.



## **Personal Computer Use**

GBC is not responsible for loss or damage to personal property owned by faculty, staff, or students, including personal computers, which are used or left in the building. The college is also not responsible for any thefts or damages done to vehicles parked on the premises. Most areas of the parking lot and the interior of the building are under video surveillance. If a student's personal computer is used in one of the buildings, a multi-dimensional surge protector (common and transverse spikes) should be purchased and utilized to prevent electrical damage.

## **Children and Non-Students in Campus Facilities**

Great Basin College is committed to providing a place of instruction that is conducive to learning; and that is, to the greatest extent possible, free from distractions. Only enrolled students should be present in classrooms, field trips, fitness center(s) and lab facilities.

## **Pets**

The only pets (dogs, cats, birds, rabbits, ferrets, etc.) that are allowed anywhere on our campus and inside the buildings are those trained and licensed as service animals. Please do not bring any type of animal into any GBC building or clinical-related facility you enter. We will have Security help you remove your animal if needed. Please be courteous to our faculty, staff and students and leave your pets at home.

## **Tobacco Use/Smoking**

Tobacco use and smoking is prohibited in GBC buildings. Please use outdoor designated areas only. In addition, students must comply with all clinical agency policies regarding use of tobacco and smoking while on site.

### Great Basin College Mission Statement

Great Basin College enriches people's lives by providing student-centered, post-secondary education to rural Nevada. Educational, cultural, and related economic needs of the multicounty service area are met through programs of university transfer, applied science and technology, business and industry partnerships, developmental education, community service, and student support services in conjunction with certificates and associate and select baccalaureate degrees.

### Mission of the Paramedic Program

To provide an accessible, student-centered, post-secondary paramedic education that prepares graduates for paramedic practice and ensures that patients within our communities receive a higher level of EMS care by paramedics trained with the highest standards.

### Minimum Expectations Goal of the Paramedic Program

To prepare Paramedics who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.

### Philosophical Concept Basis for Paramedic Program

Paramedic faculty endorse the mission, goal, and outcomes of Great Basin College. The paramedic faculty act on the college mission and values through the pursuit of excellence in teaching, promoting student success, and providing service to rural Nevada citizens to enhance their health and quality of life. The philosophy of the paramedic faculty is rooted in the *core values of holism, caring, diversity, advocacy, integrity, and excellence*. Student learning outcomes of the Associate of Applied Science Degree Paramedic Program and Certificate of Achievement Paramedic curriculum are based on competencies determined by the faculty to be necessary for safe and effective paramedic care.

The faculty designed the associate degree paramedic education program to prepare graduates as providers of paramedic care for individuals and families experiencing common, acute, and chronic health problems, as well as trauma emergencies. As an entry-level paramedic, the AAS and Certificate of Achievement graduate can apply best evidence, available resources, and information technology to assure high quality and safe paramedic care. The AAS and Certificate of achievement graduate can manage direct care for patients and participate as a member of paramedic and interprofessional teams to achieve positive health outcomes for patients. Standards of practice and professional paramedic values are used to guide practice by the AAS and Certificate of Achievement graduate.

The AAS Paramedic and Certificate of Achievement Paramedic program is built on competencies derived from the major concepts the paramedic faculty consider to be central to associate degree and certificate paramedic practice. Those concepts are:

Patient-centered care	Professionalism
Teamwork	Environment and context
Evidence-based practice	Clinical reasoning
Quality improvement	Safety

The faculty value paramedic education as a life-long dynamic process in which the learner is an active participant, and in which education is the responsibility of both the learner and the paramedic faculty. The faculty provide a learning environment that is responsive to a range of individual learning styles, needs, rates of learning, and abilities. The curriculum, teaching strategies, and educational experiences are evidence-based and support the development of critical thinking, problem solving, and analytical reasoning. The faculty value open, honest communication with students and strive to provide a culture of learning in which guidance and evaluation promote self-esteem and confidence in the student.

The faculty based the curriculum on the guidelines that learning best occurs when instruction is organized in a manner that leads the learner from simple to complex concepts and skills with experiential opportunities to apply learning throughout the process.

Paramedic faculty have considered professional standards, best practices, guidelines and competencies in developing an evidence-based curriculum to prepare graduates of the Great Basin College AAS and Certificate of Achievement

Paramedic program as entry-level Nationally Registered Paramedics. The curriculum is designed and organized using the program student learning outcomes listed below as the basis for all activities related to the teaching/learning process, including delivery of instruction, learning activities, and evaluation of student progress.

### **Paramedic Program Student Learning Outcomes**

Upon completion of the AAS and Certificate of Achievement Paramedic Program, the graduate will have accomplished the following six program student learning outcomes:

1. Demonstrate integration of cognitive knowledge, skills proficiency, and critical thinking skills as an entry level Nationally Registered Paramedic.
2. Apply therapeutic and professional communication skills when working with patients, patients' significant others, colleagues, other health care providers and members of the community.
3. Incorporate the professional attributes of integrity, empathy, self-motivation, self-confidence, communication, teamwork and diplomacy, respect, patient advocacy and safe delivery of care into practice.
4. Recognize the importance of research and scientific inquiry to promote continuous, quality improvement in prehospital health care delivery.
5. Recognize and acknowledge that the emerging roles and responsibilities of the Paramedic include public education, health promotion, and participation in injury and illness prevention programs.
6. Assume the role of leadership as an advanced life support provider and role model for other EMS providers.

Student achievement of the program learning outcomes is demonstrated through competencies that are composed of the cognitive, affective, and psychomotor domains of learning. Students must be successful in each domain to complete the course. Competency statements at both the program and course level are used to evaluate students' achievement of course and program student learning outcomes. Competencies required for each Program Student Learning Outcome are listed below.

### **Program Student Learning Outcomes and Competencies**

Curriculum Standards are based directly on the National Highway Traffic Safety Administration in cooperation with the U.S. Department of Health & Human Services Public Health Service, Health Resources & Human Services Administration (HRSA) Paramedic National Standard Curriculum.

All students graduating from GBC's EMS - Paramedic program will demonstrate the following competencies as stated in the National Emergency Medical Services Education Standards, December 2021.

1. Demonstrate integration of cognitive knowledge, skills proficiency, and critical thinking skills as an entry level Nationally Registered Paramedic.
  - a. Integrate scene and patient assessment findings with knowledge of epidemiology and pathophysiology to form a field impression.
  - b. Develops a list of differential diagnoses through clinical reasoning to modify the assessment and formulate a treatment plan.
  - c. Deliver care within expected timeframe.
  - d. Revise the plan of care based on an ongoing evaluation of patient outcomes including recognition of alterations to previous patient conditions.
  - e. Demonstrate safe performance of psychomotor skills for efficient, safe, and compassionate patient care.
  - f. Accurately document all aspects of patient care.
  - g. Anticipate risks and predict and manage potential complications.
  - h. Prioritize patient care.
2. Apply therapeutic and professional communication skills when working with patients, patients' significant others, colleagues, other health care providers and members of the community.
  - a. Provide patient-centered transitions of care and hand-off communications to ensure safe, uninterrupted medical care.
  - b. Use patient care technologies, information systems/technologies, and communication devices to support safe paramedic practice.

- c. Apply patient care technologies as appropriate to address the needs of a diverse patient population.
  - d. Evaluate intra and interprofessional communication and teamwork for the purpose of delivering safe, evidence-based, patient-centered care.
3. Incorporate the professional attributes of integrity, empathy, self-motivation, self-confidence, communication, teamwork and diplomacy, respect, patient advocacy and safe delivery of care into practice.
    - a. Implement conflict resolution principles as needed.
    - b. Practice within the legal and ethical frameworks of paramedic practice.
    - c. Serve as a patient advocate.
  4. Recognize the importance of research and scientific inquiry to promote continuous, quality improvement in prehospital health care delivery.
    - a. Monitor patient outcomes to evaluate the effectiveness and impact of paramedic care.
    - b. Interpret information about outcomes of care for populations served in a variety of healthcare systems
    - c. Provide recommendations to close identified gaps between local and best practice.
  5. Recognize and acknowledge that the emerging roles and responsibilities of the Paramedic include public education, health promotion, and participation in injury and illness prevention programs.
    - a. Provide patient teaching that reflects patient-centered concepts including developmental stage, age, culture, patient preferences, and health literacy consideration.
    - b. Implement paramedic interventions directed at the attainment, intervention, and maintenance of physical and mental health and the prevention of illness across the life span in a variety of clinical settings.
  6. Assume the role of leadership as an advanced life support provider and role model for other EMS providers.
    - a. Apply management skills and knowledge of the rules and principles of delegation when working with other health care team members.
    - b. Apply management and supervisory skills to the care of diverse patients in a variety of healthcare settings
    - c. Initiate a plan for ongoing professional

## Student Evaluations of Faculty and Learning Outcomes

Toward the end of each paramedic course, students will be asked to complete evaluation instruments. An analysis of the student responses is sent to faculty members after the completion of the term and the recording of grades. This data assists the faculty in self-improvement of their teaching and helping future students achieve course learning outcomes. The information is also used as part of the determination of the faculty member's tenure and salary increases. Students are expected to carefully weigh their assessments and evaluate the faculty member.

## Essential Eligibility Guidelines for Participation

The functional abilities adopted by Great Basin College's AAS & Certificate of Achievement Paramedic Program are generally accepted norms common to paramedic, nursing, and radiology programs. The functional abilities refer to those cognitive, affective, and psychomotor abilities and competencies required for satisfactory completion of all aspects of the paramedic program. These functional abilities are non-domain specific (i.e., physical and mental activities and attributes needed by a paramedic to practice safely in terms of essential paramedic functions, with or without accommodations). Applicants to the AAS and Certificate of Achievement Paramedic Program and students continuing through the paramedic program must demonstrate competence in the following categories of behavior in order to successfully meet program learning objectives:

### Physical Abilities:

- Gross motor skills
- Fine motor skills
- Physical endurance
- Physical strength
- Mobility

### Sensory Abilities:

- Visual
- Tactile
- Olfactory (smell)
- Hearing

### Cognitive Abilities:

- Reading
- Arithmetic
- Emotional stability
- Analytical thinking
- Critical thinking

### Interactive Abilities:

- Interpersonal skills
- Communication skills
- Integrity

## Admission Criteria

Admission to the Paramedic Program is a separate process from admission to Great Basin College. Enrollment to the program is limited, and students are admitted only in the Fall Semester. Selection is made using a point system. To be eligible for admittance, students are required to be certified in the state of Nevada as an EMT or AEMT and must meet all functional abilities (see appendix). Eligible students will be numerically ranked according to total points received using the selection criteria below. Total points will be determined after the spring grades from the spring prior to fall entry have been posted at GBC. Please note that applicants are responsible for ensuring official grades for non-GBC coursework are submitted to the GBC Registrar. Admission will be offered to the applicants with the highest points based on program capacity. Meeting the minimum application criteria does not guarantee admission to the program. Additional points will be awarded for veteran applicants and students in the CTE pathway program.

Prerequisite courses/Certification Nevada EMT or AEMT, or NREMT EMT or AEMT and Reciprocity application submitted to Nevada EMS for certification	1 point EMT 2 points AEMT
Points	From 0-2
General Education Recommended Courses (required for AAS) (MATH 120 or higher, ENG 101, 102, HMS 200, PSY 101, PSC 101, FA/HUM) Recommended Courses (required for Certificate of Achievement) (MATH 120 or higher, ENG 101 or higher, and Human Relations course)	3 points for A, 2 for B, 1 point for C for each course completed.
Points	From 15-0

Veteran of Armed Forces or Reserves	Yes	No
Points	1	0

\*To qualify as a Resident GBC student, a student must have completed 15 credits from GBC

*Residency	GBC Student	Nevada Resident	Non-Nevada Area
Points	3	1	0

Healthcare Experience	Experience as an EMT/AEMT working in a healthcare setting. 1 point 1 year 2 points 2-4 years 3 points 5 or more years Must include a resume and include experience in a letter of interest.
Points	0-2

High School Health Science I and II	Must include high school transcripts demonstrating completion of Health Science I and II with a C or higher
Points	0-1

Note: the highest grade achieved for courses taken more than once will be used

## Admission Information

Great Basin College's Paramedic Program consists of a prescribed set of Emergency Medicine Services (EMS) classes and co requisite courses which must be completed in sequential order and may be taken only by those students who have been accepted into the paramedic program. Enrollment in the paramedic program is limited, and students are admitted only in the fall semester. Selection is made using a point system. Additional points will be awarded for veteran applicants and students in the CTE pathway program. Application to the program is done annually with an application deadline of May 31 each year. Students are admitted yearly in the Fall semester. The program length is 12 consecutive months including summer and winter semester coursework. The application process and selection of students is completed by the HSBH Admission and Progression Committee. Non-EMS students may not take any of the courses that are designated as EMS 200 through EMS 219 prior to admission to the AAS degree or Certificate of Achievement in Paramedic program. Students who have declared Paramedic as their major are designated as pre-paramedic students. Students who have applied for and been accepted into the AAS or Certificate of Achievement in Paramedic Program are designated Paramedic students.

### Suggested Course Sequence: AAS Emergency Medical Services –Paramedic

PREREQUISITE			BLOCK	CREDITS
Current Nevada EMT/AEMT Certification , Provider CPR & Admission to the program			N/A	N/A
<b>FIRST SEMESTER- Fall</b>				
EMS	200	Fundamentals of Paramedic Medicine	1	3
EMS	204	Principles of Anatomy & Pathophysiology	N/A	4
EMS	206	Principles of Pharmacology/Medication And Venous Access for the Paramedic	2	3
EMS	207	Airway Management and Ventilation for Paramedics	2	2
EMS	209	Patient Assessment for Paramedics	2	2
EMS	210	Principles of Cardiology for Paramedics	2	3
MATH	---	116, 120, 120E, 126, 126E <i>or higher</i>	N/A	variable
ENG	---	100, 101, or 107	N/A	variable
<b>TOTAL CREDITS</b>				23+
<b>WINTER SEMESTER</b>				
EMS	212	Paramedic Trauma Emergencies & International Trauma Life Support (ITLS)	1	3
<b>TOTAL CREDITS</b>				3
<b>SECOND SEMESTER- Spring</b>				
EMS	211	Paramedic Care for Medical Emergencies (ACLS)	1	3
EMS	214	Pediatrics & Special Considerations for Paramedics & Pediatric Advanced Life Support (PALS)	1	3
EMS	215	Assessment-base Management & Operations for the Paramedic	2	3
EMS	216	Hospital Clinical Experience for the Paramedic	2	6
ENG	---	102 or 108 or Higher	N/A	3
<b>TOTAL CREDITS</b>				18
<b>SUMMER THIRD SEMESTER</b>				
EMS	219	Paramedic Field Internship	N/A	8
<b>TOTAL CREDITS</b>				8
<b>FOURTH SEMESTER- Fall</b>				
Science	***	Select from General Education Requirements	N/A	3
PSC	101	Introduction to American Politics	N/A	3
HMS	200	Ethics in Human Services <i>or</i>	N/A	3
PSY	208	Psychology of Human Relations	N/A	3
HUM	***	Humanities or Fine Arts	N/A	3
<b>TOTAL CREDITS</b>				12
<b>Minimum Required Credits for AAS Paramedic</b>				64

The total prerequisite general education and paramedic courses for AAS Paramedic is minimum of 64 credits. Of that total, 43 credits are in paramedic course credits. The total number of clinical credit hours included in the paramedic credits is 14. The program clinical hours total a minimum of 630 contact hours in clinical settings. These clinicals have specific patient contacts that must be met per CoAEMSP minimum competency requirements.

### Suggested Course Sequence: Certificate of Achievement –Paramedic

PREREQUISITE			BLOCK	CREDITS
Current Nevada EMT/AEMT Certification , Provider CPR & Admission to the program			N/A	N/A
<b>FIRST SEMESTER- Fall</b>				
EMS	200	Fundamentals of Paramedic Medicine	1	3
EMS	204	Principles of Anatomy & Pathophysiology	1	4
EMS	206	Principles of Pharmacology/Medication And Venous Access for the Paramedic	2	3
EMS	207	Airway Management and Ventilation for Paramedics	2	2
EMS	209	Patient Assessment for Paramedics	2	2
EMS	210	Principles of Cardiology for Paramedics	2	3
ENG	---	100, 101, or 107	N/A	variable
BUS	110	**Human Relations Credit **	N/A	variable
<b>TOTAL CREDITS</b>				21+
<b>WINTER SEMESTER</b>				
EMS	212	Paramedic Trauma Emergencies & International Trauma Life Support (ITLS)	1	3
<b>TOTAL CREDITS</b>				3
<b>SECOND SEMESTER- Spring</b>				
EMS	211	Paramedic Care for Medical Emergencies (ACLS)	1	3
EMS	214	Pediatrics & Special Considerations for Paramedics & Pediatric Advanced Life Support (PALS)	1	3
EMS	215	Assessment-base Management & Operations for the Paramedic	2	3
EMS	216	Hospital Clinical Experience for the Paramedic	2	6
MATH	---	116, 120, 120E, 126, 126E <i>or higher</i>	N/A	variable
<b>TOTAL CREDITS</b>				21+
<b>SUMMER THIRD SEMESTER</b>				
EMS	219	Paramedic Field Internship		8
<b>TOTAL CREDITS</b>				8
<b>Minimum Required Credits for Certificate of Achievement Paramedic</b>				50

The total prerequisite general education and paramedic courses for the Certificate of Achievement Paramedic is a minimum of 50 credits. Of that total, 43 credits are in paramedic course credits. The total number of clinical credit hours included in the paramedic credits is 14. The program clinical hours total a minimum of 630 contact hours in clinical settings. These clinicals have specific patient contacts that must be met per CoAEMSP minimum competency requirements.

#### Advanced Placement Policy

Great Basin College **does not** allow advanced placement into the Paramedic Program. All students accepted into the program are required to complete the full course of study, regardless of previous education, training, or experience. This policy ensures that all students meet the required competencies and standards as outlined by CoAEMSP and the National EMS Education Standards.

#### Experiential Learning Policy

Great Basin College **does not** offer or accept credit for experiential learning in the Paramedic Program. All students must complete the required coursework, clinical, and field experiences as outlined in the program curriculum to ensure consistency, competency, and compliance with CoAEMSP accreditation standards and the National EMS Education Standards.

#### Curriculum and Course Sequencing

All paramedic courses must be taken in required sequence. Because of the critical relationship between time and learning, the paramedic faculty believes students must make full use of classroom, lab, and clinical experiences. Students are expected to meet all class, lab, and clinical requirements. Course work not completed will negatively impact student grades. Students are required to seek assistance promptly from the paramedic faculty when and if they experience any degree of academic or clinical difficulty. If personal matters are interfering with academic or clinical efforts, the classroom and/or clinical instructor should be kept informed.

The faculty reserves the right to change certain aspects of the course syllabus, such as the schedule of assignments, grading procedures, or course materials. However, no changes will be made without informing students in a timely and clear manner. It is not anticipated there will be major changes in the content of a syllabus once a course begins.

### **Description of Required Paramedic Courses**

- EMS 200      FUNDAMENTALS OF PARAMEDIC MEDICINE**  
This course prepares the student to understand the roles and responsibilities of a paramedic in the national standard curriculum. It will cover Scene safety and wellness when practicing in the field. The course also provides information on injury prevention and the use of protective equipment needed to protect the paramedic in the field. It will provide the student with an understanding of the medical-legal and ethical issues which will impact them in their career.
- EMS 204      PRINCIPLES OF ANATOMY & PATHOPHYSIOLOGY**  
This course prepares the student to understand basic medical terminology, microscopic and gross anatomy and physiology. The course is designed to go beyond what is covered in the anatomy and physiology review of each section in the national standard curriculum.
- EMS 206      PRINCIPLES OF PHARMACOLOGY/MEDICATION ADMINISTRATION AND VENOUS ACCESS FOR THE PARAMEDIC**  
This course prepares the student to understand and to be able to integrate the principles of pathophysiological pharmacology and the assessment findings to formulate a field impression and implement a pharmacologic management plan for patients in the teamwork, considering legal and ethical responsibilities of the paramedic in the management of patients in crisis and at the end of life.
- EMS 207      AIRWAY MANAGEMENT AND VENTILATION FOR PARAMEDICS**  
Students successfully completing this course will demonstrate a behavioral, cognitive, and psychomotor understanding of, and proficiency with, basic and advanced airway management.
- EMS 209      PATIENT ASSESSMENT FOR PARAMEDICS**  
This course introduces the Paramedic student to a comprehensive physical examination and assessment, which includes history taking, clinical decision making, communications, and documentation.
- EMS 210      PRINCIPLES OF CARDIOLOGY FOR THE PARAMEDIC**  
This course prepares the Paramedic student to identify single and multi-lead cardiac rhythms and treat those rhythms considered to be life-threatening with electrical therapy. The skills taught include defibrillation, cardioversion, and cardiac rhythm interpretation. It will also prepare the student to assess, manage, and treat various cardiovascular emergencies that includes ventricular fibrillation, bradycardia, tachycardia, myocardial infarction, cardiogenic shock, pulmonary edema, angina pectoris, congestive heart failure, hypertension, PEA (pulseless electrical activity), and asystole.
- EMS 211      PARAMEDIC CARE FOR MEDICAL EMERGENCIES AND ACLS**  
This course prepares the Paramedic to identify, assess, manage, and treat various medical emergencies. Topics include Neurology, Endocrinology, Allergies and Anaphylaxis, Gastroenterology, Urology, Toxicology, Environmental Conditions, Infectious and Communicable Diseases, Behavioral and Psychiatric Disorders, Gynecological and Obstetrical Emergencies and associated pharmacological interventions.
- EMS 212      PARAMEDIC TRAUMA EMERGENCIES**  
This course prepares the student to identify, assess, manage, and treat various types of trauma emergencies. Topics include Trauma Assessments, Mechanism of Injury, Soft-Tissue Trauma, Burns, Head and Face Trauma, Spinal Trauma, Thoracic Trauma, Abdominal Trauma, and Musculoskeletal Trauma. Skills include trauma assessment, splinting, bandaging, spinal immobilization, IV therapy, chest decompression, and associated pharmacological interventions.



- EMS 214      PEDIATRICS AND SPECIAL CONSIDERATIONS FOR THE PARAMEDIC AND PALS**  
This course prepares the Paramedic to identify, assess, manage, and treat age related emergencies, and other special challenges. The student will also be introduced to the concept of assessment-based management. Topics include Neonatology, Pediatrics, Geriatrics, Abuse and Assault, and Patients with Special Challenges.
- EMS 215      ASSESSMENT BASED MANAGEMENT AND OPERATIONS FOR THE PARAMEDIC**  
This course will contain the principles of Assessment Based Management that will teach the paramedic student how to implement a plan for patients with common complaints. The course will also prepare the Paramedic to the concepts of medical incident command, ambulance and rescue operations, hazardous materials, incident, and crime scene awareness.
- EMS 216      HOSPITAL CLINICAL EXPERIENCE FOR THE PARAMEDIC**  
This course allows the paramedic student to apply learned classroom skills and knowledge in the hospital and other clinical care environments. The student will function under the direction of a nurse or physician preceptor.
- EMS 219      PARAMEDIC FIELD INTERNSHIP**  
This course is designed to introduce the paramedic student to Advanced Life Support (ALS) prehospital operations. The student will also become familiar With procedures and care provided by paramedics in the field. Each student will be a third person on a paramedic rescue unit and will work directly with a paramedic preceptor.

### **Definition of Clinical and or Clinical Experience**

For the purposes of the Paramedic Program at Great Basin College, the term clinical or clinical experience refers collectively to all supervised practical experiences, including hospital-based clinical rotations, field internships, and capstone experiences. Any reference to “clinical” within program materials, policies, or communications should be understood to encompass all of these components unless otherwise specified.

## SECTION 3- -ACADEMIC POLICIES AND PROCEDURES

### GBC Academic Regulations

All faculty and students are responsible for following the Great Basin College regulations and guidelines as printed in the Great Basin College Catalog 2025-2026.

### Academic and Professional Dishonesty

Academic dishonesty (“cheating”) involves all methods or techniques that enable a student to gain unfair advantage in the clinical or classroom setting (see the Great Basin College Catalog for the definition of cheating in the Academic Honesty section). Cases of academic dishonesty ordinarily result in a grade of F for the assignment and/or the course, in accordance with published course policies. The violation may lead to the student’s dismissal from the Great Basin College Paramedic Program and, in some cases, dismissal from Great Basin College. GBC and NSHE policies and procedures related to student conduct and academic honesty will be followed. Academic and/or professional dishonesty may occur in a variety of situations, including but not limited to the following:

#### Individual Assignments, Quizzes, Tests, and Examinations

Copying from a neighbor’s paper during the exam (quiz or test); talking or sharing information during an exam; using crib notes when taking a closed book examination; arranging for another person to substitute in taking an examination; giving or receiving unauthorized information when taking an examination.

#### Plagiarism

Plagiarism is knowingly representing the work of another as one’s own, without proper acknowledgement of the source. The only exceptions to the requirement that sources be acknowledged occur when the information, ideas, etc., are common knowledge. Plagiarism includes, but is not limited to, submitting as one’s own work the work of another person or work obtained from a commercial writing service; quoting directly or paraphrasing closely from a source (**including the Internet**) without giving proper credit; using figures, graphs, charts, or other such material without identifying the sources.

#### Use of Artificial Intelligence (AI)

Your instructors may sometimes incorporate the use of generative artificial intelligence (AI) tools like ChatGPT into your lessons and assignments. In these cases, AI can be a valuable tool for learning. However, in instances where you are not specifically instructed to use AI, we ask you to embrace the challenges of learning, scholarship, and personal growth, and critically think and write without using AI. The use of AI has the potential to suppress your own independent thinking and ability to clinically reason.

You may not submit any work generated by an AI program as your own. If you include material generated by an AI program, it must be cited like any other reference material (with due consideration for the quality of the reference, which may be poor). The material generated by these programs may be inaccurate, incomplete, biased or otherwise problematic. Failure to cite sources, including information generated by AI, is considered academic dishonesty.

1. Students are not permitted to submit assignments that have been fully or partially generated by AI unless explicitly stated in the assignment instructions. All work must be the original work of the student.
2. Ideas garnered from Generative AI, such as ChatGPT and Microsoft Bing-Chat, must be paraphrased or quoted and include an appropriate in-text citation and reference. Original source material (e.g., journal articles) and the AI chat file must be submitted as a PDF with the assignment for verification.
3. If AI is used inappropriately (without paraphrasing, quotes, or citation), the content will be considered plagiarized, and the plagiarism policy will be enforced.

Please keep in mind that Generative AI is a tool to enhance academic research, not replace critical thinking and originality. Also, Turnitin software generates a report for AI generation of writing for faculty to review.

<https://www.scribbr.com/ai-tools/chatgpt-citations/>

The faculty expects that students will demonstrate professional and academic integrity at all times. Faculty will explain their course expectations and students are expected to ask questions when clarification is needed.

## Grading

The following grading scale will be applied to all paramedic coursework:

100 - 94.00 = A	76.00 = C (required to pass)
93.99-90.00 = A-	75.99-70.00 = C-
89.99-87.00 = B+	69.99-67.00 = D+
86.99-84.00 = B	66.99-64.00 = D
83.99-80.00 = B-	63.99-60.00 = D-
79.99-77.00 = C+	Below 60.00 = F

Note: Student grades will be calculated out to two decimal places (to the hundredth). There will be no rounding up of scores. Criteria for grading will be given to the student in writing at the beginning of each course. It is the student's responsibility to know his/her grade point average throughout the course.

- Students are responsible for all written/verbal information that is shared in scheduled classes.
- Students must submit all theory or clinical written assignments on or before the day they are due. Students are responsible for complying with assignment submission guidelines as outlined in each paramedic course syllabus.
- It is the policy of the GBC EMS department not to pre-grade any submitted assignment. Once an assignment is submitted, the Paramedic Faculty will review for only a final grade not for re-submission.

## Textbooks and Course Materials

Required textbooks may be purchased through the Great Basin College Bookstore, located at 1500 College Parkway, Elko, NV 89801. For convenience, students may also purchase textbooks online at: <https://www.bkstr.com/greatbasinstore/home>.

Students are welcome to obtain course materials from other vendors if they choose.

Course syllabi will be available on WebCampus (Canvas) for each individual course on the first day of class.

## Class Attendance

Regular attendance is essential to success in the Paramedic Program. Whether a course is delivered in-person, online, or through a hybrid format, students are expected to attend all scheduled classes and arrive on time.

In the event of an absence, it is the student's responsibility to obtain any missed information, announcements, and handouts from the instructor or classmates.

Except in cases of documented emergencies, missed quizzes, exams, or in-class assignments (scheduled or unscheduled) may not be made up.

Repeated absences or patterns of tardiness, regardless of reason, will result in behavioral counseling from the instructor. Continued issues may be escalated to the Program Director or Academic Dean for further action.

## Distance Learning

All courses for the paramedic programs within the School of Health Science and Behavioral Health are internet-enhanced, with some courses delivered entirely online or through a hybrid model involving live sessions, web content, and/or interactive video conferencing.

To protect student privacy, course access is available only through a secure login at [www.gbenv.edu](http://www.gbenv.edu) and is password-protected.

It is the student's responsibility to ensure reliable internet access in order to fully participate in online components of the program. Students experiencing technical issues or privacy concerns should contact the GBC Help Desk at (775) 327-2170 for assistance.

## **Student Time Commitment**

Students enrolled in the Paramedic Program should expect to commit approximately 40 hours per week to meet program requirements. This includes:

- Didactic coursework: A minimum of 3 hours of study per credit hour per week outside of class time.
- Clinical and field rotations: Up to 48 hours per week, depending on rotation site schedules.

Students should plan accordingly and communicate proactively with instructors or clinical coordinators regarding any scheduling concerns.

## **Testing Policy**

### **Course Exams**

All course exams will be administered at prearranged times and dates as outlined by the course instructor. Exam details, including format and location, will be communicated in advance. Unless otherwise specified, all exams are closed book, timed, and proctored.

### **Testing Procedures**

To maintain a secure and distraction-free testing environment, the following procedures apply:

- All personal items (e.g., backpacks, cell phones, smartwatches, water bottles, hats) must be left at the designated area at the front of the room.
- Students may not review notes or study materials while seated at their desks prior to the start of the exam. Last-minute review must take place outside the classroom.
- Exams may be administered in paper or electronic format, depending on the course syllabus.
- Upon completion, students must submit their exam according to faculty instructions.
- Students who wish to dispute an answer may complete a Student Test Query Form (see Appendix), which will be submitted to the course instructor for review.
- No discussion of test content with faculty is permitted on the day of the exam after it has been completed.
- If a student is absent on the day of an exam, the instructor will determine if a make-up exam will be permitted and whether it will be the same or an alternate version. Alternate versions may vary in format (e.g., essay, short answer).
- Simple, non-graphing calculators without memory may be used for dosage calculation questions. Cell phones or other electronic devices may not be used as calculators.

### **Online Testing Procedures**

- Online exams, including quizzes, unit tests, midterms, and finals, will be scheduled in advance using Canvas or another designated online testing platform.
- Unless otherwise noted, students will be given one minute per question to complete online tests.
- Final exams, when applicable, will be available over five (5) days during final exam week if administered through the Academic Success Center.
- Students may be required to complete tests in person at the Elko campus or at a GBC-approved testing center. Testing location requirements will be specified in the course syllabus or under the Canvas assignment instructions.

### **Reviewing Tests with Faculty**

- Faculty may, at their discretion, offer a group review session following an exam. During these sessions, students may discuss questions but are not permitted to take notes.
- Any student scoring below 76% on an exam (or on two exams, as specified in the syllabus) must schedule a meeting with the course instructor to complete an academic counseling form.
- Instructors may also require a counseling session prior to an exam if performance concerns are identified.
- During the follow-up meeting, faculty will review the exam results with the student and discuss improvement strategies.
- Students who fail to follow the remediation process will be contacted for further discussion regarding academic expectations and success in the program.
- Students may at any time be referred to the Admission and Progression Committee for serious infraction(s) of professional, academic, or academic-related performance. The Admission and Progression Committee will review a student's academic and/or clinical performance to determine if the student can continue progression in the program or is dismissed from the program.

## Academic Integrity and Dismissal for Cheating or Testing Platform Violations

The Paramedic Program at Great Basin College upholds the highest standards of academic integrity. Any student found to have engaged in cheating, academic dishonesty, or violations of terms of service on testing or assessment platforms, including the unauthorized creation, distribution, or sharing of protected exam content, will be subject to immediate dismissal from the paramedic program at Great Basin College.

## Medication Dosage Exam Process

Students are allowed to use simple, non-graphing calculators during the dosage exam. The use of calculators on cell phones, tablets, computers, or other electronic devices (such as PDAs) is strictly prohibited. Use of an unauthorized device will result in forfeiture of the exam.

Students are permitted to miss no more than one question on the exam to receive a passing score.

- Each student will have three attempts to pass the dosage exam:
- After two unsuccessful attempts, the student must meet with their instructor.
- The student will be required to review and repeat relevant modules and complete corresponding tests before a third attempt is allowed.
- Failure to pass on the third attempt will result in dismissal from the Paramedic Program. Readmission or re-entry may be considered in accordance with the Paramedic Program's re-entry policy.

## Medication Dosage Calculation Testing

Students are required to successfully pass a medication dosage calculation exam during each course. These exams will be brief, paper-based assessments administered by the instructor during the designated skills week. A score of 100% is mandatory to pass each dosage calculation exam.

Refer to the course outline for details on when medication dosage exams will occur, as they align with the topics covered in each class.

## Clinical Grading

1. A mid-term evaluation will be completed for EMS 216 and EMS 219. If there are areas of clinical performance that are identified as not meeting satisfactory standards, a remediation plan will be developed for each individual student.
2. A final clinical evaluation will be done collaboratively by faculty and students. The student must achieve “Satisfactory” performance rating in all competencies on the final clinical evaluation to pass any course with a clinical component.
3. Students also complete varied clinical assignments, a final clinical grade for each course must be a 76% or greater to pass the course.
4. **Clinical Rotations Requirement:** To progress in the program, students must complete all assigned clinical rotations and demonstrate minimum competency in required skills and patient encounters as outlined in the CoAEMSP Student Minimum Competency Matrix.
5. **Field Rotations Requirement:** Students must successfully perform as a team member in the field setting, complete required patient contacts, and achieve competency in all core skills under direct preceptor supervision in order to advance to Capstone.
6. **Capstone Requirement:** Students must complete a minimum of 20 team leads during Capstone field internship, demonstrating entry-level paramedic competence across a variety of patient types and scenarios, as verified by their preceptor and approved by program faculty.

## Transferring to a Different Clinical Site

Students may request a transfer to a different clinical site after completing the first four weeks of their clinical rotation course (EMS 216 or EMS 219). Approval of the transfer is subject to availability at the requested site.

To be eligible for a site transfer, students must:

- Complete the required orientation for the new healthcare facility (hospital or EMS agency).
- Submit all orientation documentation to the Health Sciences and Human Services Administrative Assistant and the Program Director.

- Ensure all documentation is submitted by the end of the second week of the current semester or block, and prior to the start of week four of the course.

\*\*\*\*Failure to meet these requirements will result in forfeiture of the transfer request.

## **Breaks and Holidays**

Students are not required to attend class or clinical on official GBC holidays or during Spring Break. If a clinical shift is scheduled on a recognized GBC holiday, the student may choose to:

- Attend the clinical shift as scheduled, or
- Reschedule the shift with the EMS Clinical Coordinator and/or Program Director.

It is the student's responsibility to be aware of recognized college holidays. A list of official holidays can be found on the GBC website or in the current GBC Catalog. Students must notify their clinical coordinator in advance if they choose to observe a holiday.

## **Religious Observances:**

GBC and the Nevada System of Higher Education (NSHE) respect and accommodate students' religious obligations. Students observing religious holidays not recognized as state holidays (e.g., Rosh Hashanah, Yom Kippur) may request to make up missed class, lab, or clinical work. To qualify for this accommodation, students must:

- Notify their instructor in writing either on the first day of class or at least ten days in advance of the planned observance.
- Understand that make-up opportunities apply only to the religious holiday absence.

## **NREMT Credentialing Eligibility**

Upon successful completion of the Paramedic Program at Great Basin College, students will earn either an Associate of Applied Science in Paramedicine or a Certificate of Achievement in Paramedicine. Graduates are eligible to take the National Registry of Emergency Medical Technicians (NREMT) Paramedic exam.

The GBC Paramedic Program is designed to provide the necessary cognitive, affective, and psychomotor skills required for entry-level paramedic practice. While the program prepares students for certification, it is important to note:

- Graduation from the program does not guarantee NREMT certification or state licensure.
- Certification and licensure are separate processes administered by the NREMT, Nevada EMS, or other state EMS agencies.

Students are encouraged to review NREMT and state-specific requirements well in advance of graduation to ensure eligibility for certification and licensure.

## **Great Basin College Student Conduct Policy**

All students are held accountable for their behavior under GBC's *Standards of Conduct for Students* located in the college catalog and NSHE Code, Title 2, Chapter 6. Section 6.2.2 regarding misconduct. Paramedic students are also responsible for additional standards of conduct for paramedic professionals (see Appendices Section).

## **Essential Skills**

**Effective communication** involves the ability to employ therapeutic communication techniques and appropriate interpersonal relationship skills during interactions with instructors, clients, family members, and groups of individuals including health care team members, peers, and supervisors.

**Critical thinking** is a reasoned, interactive, and reflective process focused on deciding what to believe or do. Critical thinking involves the ability to identify and challenge assumptions, the ability to explore and imagine alternatives, as well as the ability to make judgments based on evidence (i.e., fact) rather than conjecture (i.e., guesswork).

## Critical Behaviors

**Accountability** is the state of being responsible for one's individual behaviors and their outcomes when assuming the professional role. Accountable means being attentive and responsible for the health care needs of the individual, family, or group. The faculty believe the initial groundwork for accountability is laid during the first semester and continues throughout the student's professional career. Ideally, continued education experiences strengthen the student's ability to further explore, analyze, and test one's functioning relative to accountability.

**Collaboration** is defined as the intentional act of a professional's background and commitment to respond to problems as a whole are essential. Fundamental to the concept of collaboration is the ability to independently communicate and make decisions in support of the individual, family, or group.

**Self-leadership** can be described in terms of an individual having a positive self-regard which consists of knowing one's strengths and weaknesses, allowing oneself to be challenged and strengthened through goal setting, and understanding the fit between one's ability to contribute to the organization and the organization's needs. Self-leadership is also the influence that individuals have over themselves to regulate, manage, direct, and/or control their own behavior.

## Classroom Etiquette

Successful learning experiences require mutual respect. The faculty has primary responsibility for and control over classroom/clinical behavior and maintenance of academic integrity. Student behaviors that demonstrate appropriate classroom etiquette include:

1. Arriving for class/clinical early and/or on time.
2. Treating everyone in class or clinical with courtesy and respect.
3. Refraining from packing up belongings before class/clinical ends.
4. Turning off all electric devices that could cause disruption to the class or clinical area.
5. Being quiet and giving full, respectful attention while the faculty or another student is speaking.
6. When speaking, using courteous, respectful language, and keeping comments and questions relevant to the topic.
7. Following any additional classroom rules established by individual faculty.

Great Basin College states: "messages, attitudes, or any other form of communication deemed outside the bounds of common decency/civility as judged by common standards of classroom behavior (determined as they would in a regular classroom by the instructor) will not be tolerated."

At GBC, students are expected to assist in maintaining a class environment that is conducive to learning. It is required that students conduct themselves in a manner that does not disrupt the teaching or learning atmosphere. All classroom participants have the responsibility to maintain classroom and online discussions that are professional and not disruptive by being courteous and using respectful language. This courteous behavior continues beyond the classroom to any community interactions as a GBC paramedic student.

Be an engaged learner and encourage your fellow students to do so as well.

**ANY STUDENT ENGAGING IN INAPPROPRIATE BEHAVIOR WILL BE REMOVED FROM THE CLASSROOM. COUNSELING MAY OCCUR WITH THE FACULTY AND OTHER DEPARTMENT OR GBC PERSONNEL. REFER TO STUDENT CONDUCT POLICIES IN GBC GENERAL CATALOG.**

## Sexual Harassment

The Nevada System of Higher Education (NSHE) is committed to providing a place of work and learning free of sexual harassment. Where sexual harassment is found to have occurred, the NSHE will act to stop the harassment, to prevent its recurrence, and to discipline those responsible in accordance with the NSHE Code or, in the case of classified employees, the Nevada Administrative Code. Sexual harassment is a form of discrimination; it is illegal. It is expected that students, faculty and staff will treat one another with respect. Refer to the GBC general catalog for the entire policy. Each case of accused sexual harassment will be reviewed on a case-by-case basis.

## **Policies and Guidelines for Nondiscrimination for Disability**

Great Basin College is committed to providing equal educational opportunities to qualified students with disabilities in accordance with state and federal laws and regulations, including the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. A qualified student must furnish current verification of disability. The Students with Disabilities Office, located in Berg Hall, will assist qualified students with disabilities in securing the appropriate and reasonable accommodations, auxiliary aids, and services. For more information or further assistance, please call 775.327.2336.

### **Disability Accommodations**

All of the rules, expectations, and procedures stated herein may be subject to reasonable accommodation upon the submission of an appropriate request based on a recognized disability. However, because of the critical health and safety concerns in the AAS & Certificate of Achievement Paramedic program, GBC cannot guarantee any specific accommodation will be granted.

### **Procedure for Accommodation on the Basis of Disability**

The ADA Officer will assist qualified students with disabilities in securing the appropriate and reasonable accommodations, auxiliary aids and services.

Questions regarding appropriate accommodations should be directed to the GBC's ADA Officer in Elko at 775.327.2336.

### **Informal Academic and Behavioral Counseling Forms**

This counseling process allows for faculty and students to discuss any concerns in relation to a student's academic, clinical, professionalism and or behavioral performance. This provides faculty and students an opportunity to make suggestions for issues of concern to help improve performance and is not punitive. The forms serve as documentation that the faculty has met with the student and includes recommendations and feedback. A copy of the form is given to the student and placed in the student's file for documentation. If there is ongoing concern or if a pattern of academic, clinical/safety, professional and/or behavioral misconduct continues, the student will be required to meet with the Paramedic Program Director. If the behavior continues, the student will be required to meet with the Admission & Progression committee to determine the student's progression in the paramedic program.

### **Unsatisfactory Student Progress Policy**

Students who are admitted to the AAS or Certificate of Achievement Paramedic Program must maintain their status as a student in good standing in both academic and academic-related areas based on the following criteria. Failure to do so may result in dismissal from the program.

### **Unsatisfactory Progress for Academic Reasons**

Students must meet with faculty member(s) and or Program Director to complete the student counseling form and/or fill out the Performance Improvement Plan (PIP) and participate in remediation based on the following:

1. who earn less than 76% on two or more clinical assignments..
2. who earn less than 76% on two or more theory assignments.
3. who earn less than 76% on any exam at any time during a course (students must make an appointment to meet with the course instructor to review the exam. A student counseling form may or may not need to be completed at the discretion of the instructor) or two exams if indicated in the course syllabus.
4. who earn less than 76% on three course quizzes.
5. who do not pass a skills checkoff after two attempts (see course syllabus)
6. who have not met the affective behavior criteria, expected performance, safety, or conduct standards.
7. who at the end of the course do not meet the final clinical evaluation competencies (this will also result in a student not passing the course).

### **Unsatisfactory Progress for Academic-Related Reasons**

Conduct consistent with professional standards of ethical, academic, and clinical behaviors must be exhibited at all times, including within classrooms.



1. In a clinical course, if a student's performance is determined by EMS faculty to be unsafe, the student may be removed from the clinical setting and will meet with their clinical faculty and the Director which may result in dismissal from the program for unsafe practice.
2. If at any time a student's observed behavior or performance raises any questions on the part of EMS faculty about the student's physical, emotional, cognitive, and/or emotional status and/or ability to perform or behave safely and/or appropriately, the faculty will meet immediately with the student, document their observations, and notify the Director. A student may be asked to leave a clinical or classroom setting, if the EMS faculty member determines it is warranted. When appropriate, site security or its equivalent in clinical settings may be called, in addition.
3. If the student is determined to be unable or unwilling to perform or behave appropriately, the student's emergency contact will be notified. The student's emergency contact is responsible for taking the student home.

### **Unsatisfactory Progress Procedure**

1. Students failing to maintain a 76% test average after the second exam of the semester in each course, must make an appointment to meet with the instructor following each exam for exam review until a testing average of 76% or higher is attained.
2. If, at any time during the semester, the student feels that he/she will be unable to attain a 76% or higher testing average or a 76% or higher clinical submission average at the conclusion of the semester, they may withdraw from the course by the drop deadline. If a student chooses to withdraw from a paramedic course, they are required to withdraw from all paramedic courses that semester and the paramedic program. If the student does not formally withdraw by the set drop deadline, the instructor will automatically assign a grade of "F" for the course.
3. Faculty will identify area(s) of performance needing improvement in either academic or academic-related (clinical/skill performance) areas and outline recommendations and suggest an action plan for improvement on the Performance Improvement Plan (PIP) and/or the student counseling form. Students are encouraged to provide input for an action plan..
4. The completed form(s) will be signed by faculty member(s) and the student.
5. Faculty will be responsible for copying the completed form for the student.
6. Faculty will file the completed form in the student file.

Students may at any time be referred to the Admission and Progression Committee for serious infraction(s) of professional, academic, or academic-related performance. **The Admission and Progression Committee will review a student's academic and/or clinical performance to determine if the student can continue progression in the program or is dismissed from the program.**

Students are only allowed to progress from one semester to the next by earning an average of 76% or higher in all Testing, Clinical, and Course grade categories. If a student is unable to achieve this average in any of the three(3) stated areas or does not meet final clinical evaluation competencies, **the student will receive an "F" in the course and he/she will be dismissed from the GBC AAS or Certificate of Achievement Paramedic program, and may not be allowed to progress on to the following semester.**

### **Process for Admission and Progression Committee Review**

One of the responsibilities of the Admission and Progression Committee is to review student academic problems referred by faculty and on matters related to progression, dismissal, or reinstatement of students. The purpose and functions of the Admission and Progression Committee can be found in the Appendices Section.

1. All students undergoing review by the Admission and Progression Committee must submit a one-page study plan to the Committee outlining their plan of action for improvement. The plan **must be received by the Administrative Assistant at least one (1) day prior to the next scheduled meeting** of the Admission and Progression Committee. Study plans will not be accepted the day of the committee meeting.
2. The committee will review the student's course grades and overall academic and academic- related (clinical/skill performance) record, the course faculty's evaluation, and the student's written plan for improvement. Course faculty whose students are undergoing review by the Admission and Progression Committee are requested to be available to consult with the committee if needed during the review.
3. The Admission and Progression Committee reviews all the information received and recommends to the Chair that:

- a. The student shall implement their plan for improvement and be allowed to continue in the program. The Committee may require additional steps or conditions the student must meet after reviewing the student's plan for improvement.
  - b. Or, to the Director if: The student should be dismissed from the program.
4. A student who is requesting to voluntarily withdraw must submit a letter to the Admission and Progressions Committee. The Admissions and Progressions committee will make a recommendation for the student's progress to be readmitted back into the program if the student files a request to do so.

### **Voluntary Withdrawal**

Students who for personal reasons need to voluntarily withdraw from the program must immediately notify their instructor(s) and the Admission and Progression Committee in writing. Students have the option of withdrawing from a paramedic course prior to completion of 60% of that course (specific date disclosed in the syllabus). It is the student's responsibility to formally withdraw at the Registrar's office from a course. After that date, a grade of "F" will automatically be assigned as per Nevada System of Higher Education Board of Regents Policy, Chapter 6.

### **Dismissal and Readmission/Re-entry to the Program**

1. Students who have failed either the Testing, clinical, or course components of a paramedic course, which results in a grade of less than 76% in any of these areas, or have not met final clinical evaluation competencies, will be dismissed from the program, and may not continue with other paramedic courses for the semester.
2. If a student is unable to achieve this average (76%) in any of the three(3) stated areas or does not meet final clinical evaluation competencies, the student will receive an "F" in the course and they will be dismissed from the GBC AAS or Certificate of Achievement Paramedic program, and may not be allowed to progress on to the following semester.
3. Students returning to the program at any time are expected to submit all newly developed assignments. Using previously submitted work is considered plagiarism and may result in failure of the assignment, course, or dismissal from the program.

Students who have been dismissed from the program may apply only once to return to the program. Readmission is defined as re-starting the program from the first semester and re-entry is returning to the program in any other semester but the first. The student must indicate in writing through email or a letter sent to the School of Health Science Behavioral Health attention to the Program Director their desire to be considered for return to the program no later than May 1st for readmission or re-entry to the program. The student must meet all required specifications for return to the program as stated below along with any additional remediation recommendations made by the Admission and Progression committee upon dismissal from the program. All requirements and recommendations must be completed by the date specified by the Admission and Progressions committee.

Students who have been out of the program for more than one year must re-apply. Students who have been out of the program for less than one year will be considered for readmission on a space available basis and will not need to submit a full application.

### **Withdrawal and Readmission to the Program**

Students withdrawing from the program for personal reasons may request readmission to the program the following year by submitting a letter of request for readmission to the Admissions and Progressions Committee. If approved, the student may be allowed to complete finals in all courses successfully completed in their first admission. Courses for which the student passes the final and is deemed competent by the program director will not need to be repeated. Any final not successfully completed or any area the program director does not deem the student is competent will need to be repeated within the normally scheduled semester.

### **Readmission into the Paramedic Program**

Students who have failed any paramedic course will be dismissed from the program and may request readmission through the Admission and Progression Committee. If readmission is granted by the Committee, the student must meet all required specifications for re-entry as stated below along with any additional remediation recommendations made by the Committee. All requirements and recommendations must be completed by the date specified by the Committee.

Students who for personal reasons voluntarily withdraw from the program must immediately notify their instructor(s) and the Admission and Progression Committee in writing. Students have the option of withdrawing from a paramedic course prior to completion of 60% of that course (specific date disclosed in the syllabus). It is the student's responsibility to formally withdraw at the Registrar's office from a course. After that date, a grade of "F" will automatically be assigned as per Nevada System of Higher Education Board of Regents Policy, Chapter 6.

Students who have been dismissed from the program due to academic reasons or voluntarily withdrew from the program may apply once for program readmission. The student must indicate in writing to the Admission and Progression Committee their desire to be considered for readmission no later than May 31 and follow all procedures for appealing to the Committee.

Students who have been out of the program for more than one year must re-apply to the paramedic program and start the program over. Students who have been out of the program for less than one year will be considered for readmission on a space available basis and will not need to submit a full application. Any student requesting readmission to the program will be required to demonstrate competency in paramedic skills and knowledge prior to returning. The student will be required to show proof of current state of Nevada EMT or AEMT certification, current American Heart Association BLS provider certification, current driver license, and current immunization history to meet the minimum requirements as defined in the current paramedic student handbook. The student will also be required to obtain a provisional certification with the state of Nevada for the program to be eligible to attend any clinical or field rotations.

Students are not guaranteed readmission to the program.

### **Readmission Auditing Requirements**

If a student has withdrawn voluntarily or for academic reasons was dismissed the student has the option to request for readmission into the program.

The student must request in writing to the Admission and Progression Committee their desire to be considered for readmission no later than May 31 for Fall semester, Spring Semester, and/or Summer semester.

When a student requests readmission and has not completed the first semester all courses will be required to be retaken for full credit.

#### **Semester One Readmission Audit:**

When a student requests readmission and has completed Semester one but not all of, or only part of semester two, the student must test out of semester one to be eligible to begin in semester two. The student will be required to fully attend and complete all of semester two classes even if the student partially had completed some of the classes with the prior program. The student will also be required to audit Semester one classes.

To test out of the semester that the student has already completed, the student must complete a comprehensive exam and pass it with 76% or higher in each course for that semester. Semester one would include testing out of EMS 200, EMS 204, EMS 206, EMS 207, EMS 209, and EMS 210. The student must pass all comprehensive exams with 76% or higher to be eligible to audit semester one and start up at semester two.

When a student audits semester one classes they are required to attend all zoom and in person classes. This means the student must be in attendance and participate in all lectures, skills, and online assessments. The student must also attend in person all Lab days, participate in all skills, and pass off all skills in semester one. If a student fails to attend a skills day it may result in dismissal from the program. The number of credit hours that the student is required to audit varies with each paramedic course.

#### **Semester One and Two Readmission Audit:**

When a student requests readmission and has completed semester one and all of semester two, the student must test out of semester one and semester two to be eligible to reenter the program at semester three. The student will be required to audit all of semester one and semester two classes.

To test out of semester one that the student has already completed, the student must complete a comprehensive exam and pass it with 76% or higher in each course for that semester. Semester one would

include testing out of EMS 200, EMS 204, EMS 206, EMS 207, EMS 209, and EMS 210. The student must pass all comprehensive exams with 76% or higher to be eligible to audit semester one.

To test out of winter & semester two that the student has already completed, the student must complete a comprehensive exam and pass it with 76% or higher in each course for that semester. Semester two would include testing out of EMS 211, EMS 212, EMS 214, EMS 215, and EMS 216. The student must pass all comprehensive exams with 76% or higher to be eligible to audit semester one.

When a student audits semester one and two classes they are required to attend all zoom and in person classes. This means the student must be in attendance and participate in all lectures, skills, and online assessments. The student must also attend in person all Lab days, participate in all skills, and pass off all skills in semester one. If a student fails to attend a skills day it may result in dismissal from the program. The student must also complete clinical rotations for EMS 216, this requires the student to attend a minimum of 120 hours of hospital rotations that consist of no less than 10 shifts as part of the reentry/readmission process. The number of credit hours that the student is required to audit varies with each paramedic course.

When a student tests into semester one or two and is auditing the course, the student is not required to complete the assignments or quizzes during the semester. The student is required to complete and pass the final exam for each course that the student is auditing in the semester along with attending all classes and completing and passing all skills during the courses. The student is encouraged to complete the exams/quizzes throughout the semester to assist them in maintaining the knowledge.

If a student fails any part of the course requirements for auditing the course the student is subject to the same requirements as a regular student and may receive an unsatisfactory notice and/or be dismissed from the program. Please refer to the course syllabi or unsatisfactory notice or dismissal explanations in this handbook.

### **Course Failure**

Students who have failed any paramedic course will be dismissed from the paramedic program. If a student fails a course and is dismissed and they wish to return the student must apply to the Admission and Progression Committee for readmission to the program. The student should describe their plans to maintain clinical competency until the failed course is offered again and readmission is allowed. If readmitted after failing a paramedic course, students must repeat the entire course, including all components of the course. One paramedic course failure will result in automatic dismissal from the program.

If a student is denied readmission by the admission and progression committee the student has a right to appeal. *Please see procedures for appealing to the Admission and Progression Committee.*

### **Student Appeal of Admission and Progression Committee Decision**

Decisions of the Admission and Progression Committee may be appealed directly to the Dean in writing within seven (7) working days after written notification of the decision is received. If the issue is not resolved after appealing to the Dean, the student may proceed to Step III of the Grievance Procedure described in the next section.

### **Grievance Procedure**

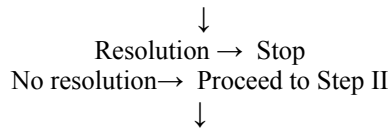
The procedure described here differs from and supersedes the GBC procedure described in the college Catalog. The divergence from GBC policy is justified by the sequential nature of the program curriculum and the safety and well-being of patients a student may care for.

Students who wish to explore problems that have not been resolved to their satisfaction can initiate the appeal process described below. Because faculty have an obligation to safeguard patients and other individuals, a student in the appeal process might not be allowed to continue in the clinical component of a course until the issue is resolved.

### **Grievance Procedure Steps**

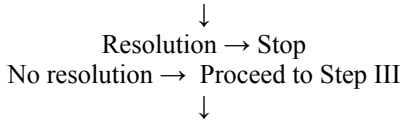
#### **Step I:**

Schedule an appointment and discuss the issue with faculty member(s) within seven (7) working days of the alleged occurrence. Within seven (7) working days of the scheduled meeting, the faculty member(s) shall issue a written decision. The decision may be delivered to the student by email, U.S. Mail, or personally delivered.



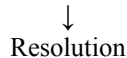
### **Step II:**

If the student is aggrieved by the resolution made in Step I, the student may file a written appeal with the Dean within seven (7) working days of receiving the written decision in Step I. The Dean shall meet with the student within seven (7) working days of receiving the appeal unless the student requests more time and this request is approved by the Dean. The Dean may invite the faculty member(s) to this meeting. The Dean may permit the student to bring someone to advise the student at this meeting. The Dean shall issue a written decision within seven (7) working days of the meeting. The decision may be delivered to the student by email, U.S. mail, or personally delivered.



### **Step III:**

If the student is aggrieved by the resolution made in Step II, then the student may file a written appeal with the Vice President for Academic and Student Affairs. The Vice President shall schedule a meeting with the student within ten (10) working days of receiving the appeal unless the student requests more time and this request is approved by the Vice President. The Vice President may invite the Dean and the faculty members to this meeting. The Vice President may permit the student to bring someone to advise the student at the meeting. The Vice President shall issue a written decision within ten (10) working days. The decision may be delivered to the student by email, U.S.



(Note: Dates given in this procedure may be adjusted if the Dean is not available due to absence or semester break.)

## **GBC Cares - a guide to engaged learning**

- **Civility** — have respect for others: students, faculty, staff, and the campus community. Be respectful, polite, and considerate in any classroom, live or digital.
- **Active** — embrace the active process of learning. To maintain a class environment that is conducive to learning: Be diligent, engaged, and committed.
- **Responsibilities** — you are accountable for your actions, work, words, and behavior. Courteous behavior and responses are expected: Be honorable, conscientious, truthful, and dependable.
- **Excellence** — in the classroom, optimizes an atmosphere of teaching and learning. Classroom discussion is meant for everyone's viewpoint to be expressed on the topic at hand. All students should be afforded the courtesy and opportunity to be heard: Be exceptional.
- **Success** — successful college students embrace all of the educational experience and welcome diversity and different ideas. Embrace challenges.

Great Basin College states: “messages, attitudes, or any other form of communication deemed outside the bounds of common decency/civility as judged by common standards of classroom behavior (determined as they would in a regular classroom by the instructor) will not be tolerated.”

At GBC, students are expected to assist in maintaining a class environment that is conducive to learning. It is required that students conduct themselves in a manner that does not disrupt the teaching or learning atmosphere. All classroom participants have the responsibility to maintain classroom and online discussions that are civil and not disruptive by being courteous and using respectful language. This courteous behavior continues beyond the classroom to any community interactions as a GBC paramedic student.

Be an engaged learner and encourage your fellow students to do so as well.

## **Gifts**

It is the faculty policy that students shall not purchase gifts for them at the end of a particular course. Please adhere to this policy when thanking faculty for their support and guidance, development, and lifelong learning.

## SECTION 4 - COMMUNICATIONS & STUDENT SERVICES

### Cell Phones

Cell phones and other handheld devices are not to be used for calling, texting and email functions during class or clinical time. Sound should be turned off on all personal electronic devices carried in classrooms, clinical, or the practice lab. Smart phones, IPADS®, Kindles®, Skyscape®, etc. can be used to access relevant resources for selected classroom, practice lab activities, and clinical as allowed by the clinical agency.

### E-mail

Students are required to check their GBC student emails at least two (2) times a week as it is the primary route used for official departmental and course communications. Changes to email addresses must be reported to Admissions and Records immediately.

- Always include a subject line when emailing faculty.
- Remember some comments may be taken the wrong way, be specific when creating a message.
- Be respectful to your faculty and fellow students when sending email.
- Students can expect a faculty response to email within 24-48 hours (excluding weekends and holidays)

### In Course Announcements

Students are required to check in course announcements for communications or changes specifically to the course or program on a daily basis.

### Classroom Taping

No classroom content of any type may be videotaped, audiotaped, recorded, or transmitted in any manner without the written permission of the instructor and each member of the class. Any content recorded becomes the property of the course instructor. This is for the protection of the confidentiality of patients, students, instructors, and GBC staff. Students in the class will be required to sign a release form to allow recording in the course. Recordings must be destroyed at the end of the semester.

### Social Media and Online Communication – Ethics and Legal Liability

Students are reminded that they are legally liable for anything they write or present online. Students can be disciplined by GBC for commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment. Students can also be sued by GBC employees, clinical agencies, and any individual or company that views their commentary, content, or images as defamatory, pornographic, proprietary, harassing, libelous or creating a hostile work environment.

To avoid negative impacts resulting from unwise or inappropriate use of social media, be aware of the following:

- If you post anything about GBC or the Health Science and Human Services programs, make it clear that you do not represent the college or any of the programs, nor their views.
- Be aware not only of the content you post, but of any content that you host (ex: comments others post on your site). Content you host can have the same effect as content you post.
- Potential employers may use social media to evaluate applicants. Inappropriate content may eliminate job opportunities.
- Once you have posted via social media, it is out of your control. Others may forward it, save it, repost it, etc. It is almost impossible to retract after it is posted.
- If you disclose confidential information about patients, other health care providers, fellow students, or faculty, the college and/or health care facility may take legal action against you. Disclosing patient confidential health information is a violation of HIPAA and can result in severe fines and dismissal from the Paramedic program

The faculty recognizes that social media sites –Facebook, Instagram, Twitter and others offer alternative ways to reach and communicate with friends and other students. The responsible use of social media strengthens our programs' reputation within the community and expands public awareness of our varied educational options.

**The following policies and procedures must be adhered to in all use of social media that in anyway relates to or mentions GBC and/or the Health Science and Human Services programs:**

1. The social media site content must not replicate information that is available on the college web page.
2. Material and content from classes may not be copied and placed on social media sites, including personal information regarding patients, students, instructors, or other GBC staff.
3. Personal blogs should have a clear disclaimer that the views expressed by the author in the blog is the author's alone and do not represent the views of GBC or the Health Science and Human Services Department.
4. Information with GBC affiliation should only be information that could be contained in a resume.
5. Information published on a blog should comply with HIPAA, FERPA, and GBC confidentiality policies.
6. Students must be respectful of all persons and their right to privacy.
7. Do not reference GBC faculty, staff, or students without their written consent. Do not use their images or likeness without consent.
8. Respect copyright laws and site sources appropriately. Plagiarism still applies to on-line content. GBC logos may not be used without written consent from Department Chair.
9. Any press or media contacts should be referred to Social Media Specialist at 775-327-2149.
10. All requests for social media development should include its purpose and objectives, name of the social media site, and the name of the moderator, with request forwarded to the Dean of the Health Science and Human Services Department at 775-327-5869.
11. Student must not be friends with faculty on Facebook until such time as the student has graduated or left the college.

**Name, Address, or Telephone Number Change**

Students must notify the school of HSBH Administrative Assistant when any changes are made in name, address, email address, or phone numbers so that contact information is updated, and emergency messages can be delivered. Students are to update their contact information into My GBC themselves.

**Canceled Classes/Emergency Notices**

**Faculty Illness**

A notice will be posted on the classroom door and/or online in WebCanvas announcements to notify students of classes canceled due to faculty illness. In addition, staff will make an effort to contact students living outside the Elko, Winnemucca, or Reno area by telephone or email.

**Inclement Weather**

When the GBC President closes the campus due to inclement weather, all campus classes will be canceled. This information will be posted on the Great Basin College website. Closure of the campus does not affect scheduled clinical experiences in another town. Program faculty will review clinical educational experience missed due to inclement weather on an individual basis. Weather is not considered an excuse for tardiness to the clinical site.

**Student Messages – General Emergency**

Great Basin College, in compliance with the Clery Act, will issue timely warning notices in the event a situation occurs at one of our centers or in the areas adjacent to our centers that constitutes a potential ongoing or continued threat to students, faculty and staff. Timely warning notices will be issued upon the recommendation of the Director of Environmental Health, Safety & Security (EHS&S), the Center Director or the local Police agency. Timely warnings will be issued on a case-by-case basis when approved by the GBC Executive Administrators based on the available facts, the risk to the center community, and the risk of compromising law enforcement efforts.

Timely warnings will be issued via the GBC email system, posted on the homepage of the GBC web site, posted via video signage, printed notices and personal contact. Warnings will include the date, time and reported location of an incident, a brief summary of the incident, a description of the suspect(s) and vehicles if known. Warnings will include safety information specific to the type of incident and contact information to obtain additional information.

**Terrorist Attack**

If the State of Nevada's Office of Homeland Security places the Elko area in a level red alert, students in the clinical education sites will be released from clinical/field rotation until the red alert has been lifted. GBC faculty or staff approval to leave the clinical education site is not required.

## Unanticipated Program Interruption Policy

In the event of an unanticipated program interruption, Great Basin College's Paramedic Program is committed to ensuring the continuity and quality of student education through proactive planning and adaptive instructional strategies.

**Definition of Unanticipated Interruption:** Unanticipated interruptions may include, but are not limited to, the unexpected departure of key personnel, natural disasters, public health emergencies, fire, flood, IT failures, or any other event that disrupts access to educational services.

### Program Continuity Plan Includes the Following Measures:

**Notification & Compliance:** The Program Director will notify CoAEMSP, the institutional accreditor (NWCCU), Nevada State EMS Office, and the Nevada System of Higher Education (NSHE) when applicable. Any changes to program structure, delivery, or outcomes will be reported and approved by the Medical Director and Advisory Committee.

**Communication:** Students, faculty, and the medical director will receive weekly email updates. Emergency Zoom meetings and announcements through Canvas will be used to provide real-time information on program status, scheduling, and expectations.

**Instructional Delivery:** Didactic instruction may shift to synchronous and asynchronous online formats via Canvas, Zoom, and Microsoft Teams. Recorded lectures and online assessments will be used to support flexible learning. High-stakes exams may be proctored online using secure browsers.

**Lab, Clinical & Field Adjustments:** Labs may be rescheduled as "bootcamps" when safe, with small group instruction. Simulation may be used to meet minimum skill and patient contact requirements. Substitutions for unavailable clinical/field sites will be approved by the Medical Director and Advisory Committee.

**Competency Assurance:** Students must meet all CoAEMSP Student Minimum Competency (SMC) requirements. Preceptors may attest to team lead competencies if authorized. Pediatric requirements may be met via simulation if clinical access is limited. **Competency in all learning domains (cognitive, psychomotor, and affective) must be demonstrated through testing, evaluation, and scenario-based assessments.**

**Student Records & Progression:** Leaves of Absence, Incompletes, or extensions will be documented. Students may be allowed early release for provisional certification if approved by the State EMS Office, but must return within 90 days to complete all program requirements.

**Post-Interruption Review:** A formal review involving faculty, students, and the Advisory Committee will follow any significant disruption. Necessary changes will be implemented, and the Continuity Plan will be updated within 60 days.

**Student Responsibilities:** Students are expected to monitor communications regularly, participate in all adjusted learning opportunities, and maintain academic progress as outlined in their individualized recovery plans if applicable.

**Contact:** Questions regarding this policy or interruptions in the program should be directed to the Program Director.

### Multifactorial Authentication (MFA)

NSHE and GBC require the use of MFA to access Webcampus, school email and other essential documents/programs to ensure privacy and security. Students will need to maintain access to a phone to utilize the MFA.

### Student Records

The Admission and Records Office maintains official GBC files for all students who apply to the college. A cumulative, confidential file of paramedic program documents is kept for each student in the School of Health Science and Behavioral Health files. The confidential file contents may include: paramedic application materials, immunization records, copies of the CPR card, transcripts, student agreements, test scores, clinical assignment and performance forms, skills checklists, Counseling forms, Practice Lab Remediation forms, and action plans (if



applicable). Class work, tests, quizzes, and projects may also be included in this file. Records of individual student conferences will be read and signed by the student and faculty prior to becoming a part of the student's cumulative record. Records are retained and stored in the School of Health Science and Behavioral Health files for five years and are then shredded or destroyed..

Students will need to provide documentation regarding the completion of their immunization, annual background check, annual drug screen, required training and related compliance records as requested by the clinical facility. GBC uses a vendor called Complio by American DataBank to help students track, access, and maintain their compliance records through their academic program. Students will need to complete the Clinical Rotation Package, Background Check, Drug Screening and Immunization Tracking. Students are required to maintain compliance throughout their enrollment in the paramedic program. The required immunizations are MMR series, Hepatitis B series, Varicella, negative two step TB test within the last 12 months, Tdap, and Influenza. Clinical rotations/field placements may additionally require the COVID Vaccination or an exemption form. Students are also required to upload a CPR card from the American Heart Association, Current Physical Exam Form, Provisional License from the state of Nevada EMS, and Health Insurance.

All student files are maintained in designated, locked file cabinets or password protected computers. Student files are protected under the Family Educational Rights and Privacy Act of 1974 (FERPA). For further information, refer to the section on Family Educational Rights and Privacy Act in the GBC catalog.

### **Student Representatives**

Student representation is requested and appreciated at all paramedic accreditation committees and boards. Two representatives from each class are selected as volunteers. They will be invited to attend two accreditation meetings and two paramedic advisory board meetings or more annually. These students are asked to bring questions, comments and concerns of their class and take information back to the group. Student representatives have both a voice and vote in making decisions on issues discussed in faculty meetings. These representatives also act as spokespersons for their student group.

### **Student Government Association (SGA)**

Paramedic students are encouraged to be an active part of the SGA. A variety of activities are provided throughout the school year. Students have the opportunity to participate individually or as a group. There may be some scholarship opportunities for participating in the SGA.

### **Academic Advising**

Pre-paramedic students will be assigned a faculty advisor by the Admissions and Registration office upon admission to GBC. Pre-paramedic students should call the AAS program administrative assistant to schedule an initial advising appointment. During enrollment in the program each student should make an appointment with his/her advisor at least one time per semester to review their progress.

Academic advisors will receive a copy of any Notice of Unsatisfactory Performance given to their advisees. However, whenever possible, students experiencing academic problems should be encouraged to meet with their advisor when problems first become apparent rather than waiting until they receive a Notice of Unsatisfactory Performance.

Contact the HSHS Administrative Support at 775-327-2301 for assistance in making an appointment with your advisor.

<b>Faculty Advisors</b>	<b>Phone Number</b>
Jamie Carlson	(775) 327-2314
Lead Instructor: Vacant	(775) 327-2325

Students experiencing non-academic health or emotional issues which require professional care should be referred for help outside the Health Sciences and Human Services Department. The Student Services Office is the contact for students who need counseling available through UNLV. Director of Disability Support, 775-753-2271 or Vice President of Academic or Student Affairs, 775-753-2282.

### **Technology Assistance**

GBC offers a Help Desk for students experiencing problems with WebCampus access. The Help Desk is available by phone (775-327-2170) or by email ([helpdesk@gbcnv.edu](mailto:helpdesk@gbcnv.edu)).

## **Learning Resources**

Students must purchase required texts and other learning resources (e.g., online access codes and other learning resources). A list of required learning resources will be provided to all students enrolling in the health science programs. These can be purchased through the GBC Bookstore or through another source. Students should be very careful that all components needed for their classes are included if they purchase from an outside source. Students will be notified if additional learning resources are required prior to the beginning of each subsequent semester.

## **Library Services**

Media required for paramedic courses are in the Library. These materials are not to be checked out but must be viewed at the Library.

For hours of operation, please follow the website:

<http://www.gbcnv.edu/library/>

## **Tutoring**

BrainFuse is a free tutorial service offered by GBC through the student's WebCampus account. Students are encouraged to take advantage of 24/7 tutoring opportunities, practice testing, student study groups and more.

The Academic Success Center (ASC) is located at the Elko, Battle Mountain, Ely, Pahrump, and Winnemucca Centers. Visit the academic success center page: <https://www.gbcnv.edu/asc/> or contact the ASC at 775-327-2275

## **Copying**

Copying can be done at the GBC High Tech Center or the Library. The copy machine in the office area is for faculty use only. Computer copies made from the nursing office printer are \$.10 per page. Additional copies of assignment forms are the student's responsibility.

## **Services for Students with Disabilities**

Great Basin College is committed to providing equal educational opportunities to qualified students with disabilities in accordance with state and federal laws and regulations, including the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. A qualified student must furnish current verification of disability in writing.

The Students with Disabilities Office, located in Berg Hall, will assist qualified students with disabilities in securing the appropriate and reasonable accommodations, auxiliary aids, and services. For more information or further assistance, please call 775.327-2336.

The ADA Officer will assist qualified students with disabilities in securing the appropriate and reasonable accommodations, auxiliary aids, and services. Questions regarding appropriate accommodations should be directed to the GBC's ADA Officer at 775-327-2336.

## Physical Examination

All Paramedic students must provide evidence of a satisfactory physical examination within six weeks of the start of the fall semester (between August 18 and September 30), validating that they are able to meet the demands of the program without compromising the patient or themselves. In addition, the following psychomotor requirements must be validated:

1. Assess clients through auscultation, percussion, palpation, and other diagnostic maneuvers.
2. Manipulate equipment necessary to assist the individual, family and/or group to desired outcomes.
3. Lift and move individuals and/or groups of individuals to provide safe care and emergency treatment.
4. Perform cardiopulmonary resuscitation.
5. Perform independently of others.
6. Possess cognitive abilities to measure, calculate dosages, reason, analyze and synthesize.

NOTE: This can be documented on the physical form provided for you in the back of this handbook.

## Immunizations

The following immunizations must be current. You can obtain any required immunizations from your physician/physician's assistant or nurse practitioner. Any immunizations that are still current do not have to be repeated. If a student is unsure of the currency of an immunization, titers can often be drawn.

### 1. Quantiferon or a Two-step tuberculosis (TB) skin test

The required TB test is a two-step Mantoux or PPD. (This baseline is valid for 12 months.)

**Step One:** Go to your physician's/physician assistant's/nurse practitioner's office or a clinic and have the skin test done; return 48-72 hours later to have it read.

**Step Two:** One week after the first step was read, go back and have the skin test done again; return 48-72 hours later to have it read. A tine test is not acceptable, and the one-step TB test is not acceptable. If you have had a positive skin test in the past, you must have documentation of the history of a positive result **AND** proof of a negative chest x-ray.

### 2. Measles/mumps/rubella (MMR)

(Series (2 doses) only to be done once in a lifetime.)

- a. If you were born in 1957 or after and have no serological evidence of immunity, no physician-diagnosed measles or mumps disease, or prior vaccination evidence, obtain two doses of MMR vaccinations.
- b. If you were born before 1957, show proof of one of the following:
  - history of physician-diagnosed measles and mumps disease
  - laboratory evidence of measles and mumps immunity
  - laboratory evidence of rubella immunity
  - MMR or Rubella vaccination evidence

### 3. Tetanus, diphtheria, pertussis

A Tdap booster is required every 10 years following the completion of the primary 3-dose series. A 1-time dose of Tdap to those younger than 65 years of age who have direct patient contact is required.

### 4. Hepatitis B series

The Hepatitis B series is a series of three immunizations. If you have not been previously immunized, the first immunization must be completed by the end of August, the second completed one month after the first, and the third immunization completed five months after dose #2. Check with your health care provider if you have questions.

**Note:** Hepatitis A series: Currently, many clinical facilities do not require immunization for hepatitis A; however, it is highly recommended due to exposure at various clinical sites. This is a series of two immunizations. If you have not been previously immunized, the second dose should be completed 12-18 months after the first. If the combined hepatitis A and hepatitis B vaccine (Twinrix) is used, 3 doses at 0, 1, and 6 months; alternatively, a 4-dose schedule may be used, administered on days 0, 7, and 21-30 followed by a booster dose at month 12.

5. **Influenza**  
Proof of immunization with vaccine(s) recommended for health care providers by CDC for the current year. Most clinical sites will require flu shots for students to perform clinical rotation in that facility. If the student does not want the flu vaccine, they will be required to put this in writing with the reason why. It is up to the affiliated clinical site whether or not the student will be able to attend clinical at the site. If the student is denied attendance at the scheduled site, every effort will be made to place the student at another location, if one is available. This will be a case by case basis and depends on available clinical sites.
6. **Varicella**  
Students are required to provide proof of varicella exposure through a titer or with proof of immunization series (2 doses).
7. **COVID**  
Some clinical sites may require COVID vaccination for students to perform clinical rotation in their facility. If the student does not want the COVID vaccine, they will be required to submit a declination form on Complio or other immunization tracking system. Individual sites may require additional declination/exemption forms and will make the ultimate decision as to placement of the student. If the student is denied attendance at the scheduled site, every effort will be made to place the student at another location, if one is available. This will be a case by case basis and depends on available clinical sites.

## **Immunization Exemptions**

**There are two types of exemptions to the immunization requirements.**

•**Medical-** this exemption requires a licensed physician to provide a signed statement that a medical condition prevents the student from complying with this regulation.

•**Religious-** this exemption requires a statement from the student that the vaccines are contrary to his/her religious beliefs.

**It is the student's responsibility to ensure that all requirements are up to date. Failure to complete the requirements by the established due dates will result in the inability for the student to attend scheduled clinical activities and may result in a delay in completing the paramedic program or dismissal from the paramedic program.**

*The paramedic program and/or clinical site reserves the right to restrict clinical placements of students who are not fully immunized for any reason.*

## **Occupational Risks**

Provision of emergency medical services poses inherent occupational risks for EMS responders. Risks include the following: Violence/assaults, verbal threats/aggression, motor vehicle crashes, infectious disease, lifting injuries, sprains and strains, psychological trauma, hazardous chemical exposure, hyper/hypothermia

## **Insurance**

**Health Insurance:** Students are required to have health insurance throughout their tenure in the paramedic program.

**Liability Insurance:** Paramedic students are covered by the Nevada System of Higher Education's liability insurance. Paramedic students may purchase their own liability through various companies on an annual renewal basis.

## **CLINICAL AGENCY DISCLAIMER**

*While assigned to clinical agencies, students are not considered employees of the agency and will not be covered by Workman's Compensation, or malpractice insurance policies of the agency. Students must abide by existing rules and regulations of the Clinical Agency during their clinical assignments.*

## Background Reports and Drug Testing

Clinical affiliation agreements require that Great Basin College must assure that its students participating in all clinical/practicum rotations shall have a background and drug screening report completed. These reports & testing will be done during the first semester of admission to the Paramedic Program with results disclosed to the participating clinical facility/agencies.

**Some clinical sites may require their own background check as part of their on-boarding process. In this case, students are required to pay the additional fee out of pocket. Students will be notified of which sites have such requirements as soon as possible once admitted to the program.**

Some clinical sites may require additional pre clinical education such as bloodborne pathogen training. This may be provided by vetted online vendors at a cost to the student.

If a student's criminal status changes at any time throughout the program, it is the student's responsibility to provide documentation of the criminal conviction to the paramedic program director. At that time, the program director will make a determination if the criminal convictions eliminate the student from the program due to ethical requirements of the profession. The program director will reserve the opportunity to consult the State of Nevada EMS or NREMT for pre-evaluation, or have the student do so, as part of this decision-making process.

## Substance Abuse

Great Basin College maintains a zero-tolerance position in regard to the use, sale and possession of any illegal drug. Violation of any state or federal drug laws will subject the student to disciplinary action, which may include legal action concurrently. Illegal use or abuse of legal and/or prescription drugs will subject the student to similar disciplinary action.

**Philosophy:** Faculty believe safety for the student and patient is of the utmost concern. Faculty believe personal and health problems arising from substance use can affect academic and clinical performance, making students a danger to self and patients. Faculty are committed to confidential handling of recognition and treatment of substance use/abuse.

**Illegal Drugs:** For purposes of this policy, 'illegal drugs' means illegal use of controlled or illegal (i.e. prohibited) substances: any drug defined as such under the regulations adopted pursuant to Nevada Revised Statutes 453.146. Many of these drugs have a high potential for abuse. Such drugs include, but are not limited to, heroin, marijuana, cocaine, PCP, and "crack." They also include "legal drugs" which are not prescribed by a licensed physician. The definition of illegal drugs does not mean prescription drugs that are lawfully being taken by a student as prescribed by a licensed healthcare professional; the student must be under the direct medical care of the licensed health care professional. Although marijuana is legal in the State of Nevada, marijuana is a Schedule 1 substance under federal law and continues to be an illegal substance for purposes of this policy; thus, its use is prohibited. In addition to other illegal drugs as described above, the overuse and/or abuse of alcohol is also prohibited under this policy.

**For Cause/Reasonable Suspicion Testing:** If requested by the clinical facility/agency, Great Basin College students may be asked to submit to "for cause" drug and/or alcohol screening in a similar manner and under policies similar to those affecting employees of the participating clinical facility/agency. The results of the drug and/or alcohol screening may be disclosed in the event of a claim against the clinical facility/agency arising out of the acts of the student.

If faculty has a reasonable suspicion that a student is using illegal drugs or is demonstrating signs of impairment while engaged in college-related activities, faculty must immediately remove the student from the classroom, laboratory, or clinical environment. If reasonable suspicion exists faculty may ask the student to submit to "for cause" drug and/or alcohol screening at the student's expense. Great Basin College is responsible for identifying and providing safe travel to and from a designated vendor for the testing/screening. If a student refuses to submit to a reasonable suspicion drug and alcohol screening test, the refusal will be considered a presumptive positive/ admission of impairment, which poses a risk of harm to self and patients.

**Impairment:** To determine reasonable suspicion, the following factors may be considered, but are not an exclusive list of factors justifying a drug or alcohol screening:

1. The physical symptoms or manifestations of drugs or alcohol use and impairment such as altered or slurred speech or repeated incoherent statements, disorientation, chronic drowsiness and/or sleepiness, dilated or constricted pupils, flushed skin, excessive sweating, tremors of the hands, excessive drowsiness or loss of consciousness;
  2. Unexplained, abrupt or radical changes in behavior such as violent outbursts, hyperactivity, extreme suspiciousness, frequent and/or extreme fluctuations of mood swings without explanation, deteriorating hygiene/appearance;
  3. Inability to walk steadily or in a straight line, or perform normal manual functions essential to clinical treatment without reasonable explanation;
  4. Accident or “near misses” in a clinical environment that appear related to unexplained sensory or motor skill malfunctions;
  5. Perceived odor of alcoholic beverages or marijuana
  6. The direct observation of drug use or alcohol use immediately prior or during program related activities
- Students who have a medical condition, injured, or taking any substance that impairs judgment (including prescription medications, medical marijuana, and alcohol) are not suitable for and cannot be present in the clinical environment where patient safety is the topmost concern.

\*Faculty must document student characteristics that warrant reasonable suspicion.

#### **Positive Drug Test Results/Sanctions:**

All students must satisfactorily pass any required drug test at the time of admission as well as when requested by program for cause/reasonable suspicion”. A refusal to undergo a drug screening test will be considered a presumptive positive.

Students who do not pass a required drug test will face disciplinary action, including rescinding of their admission, administrative withdrawal from courses, placement on a leave of absence, or dismissal from the academic program. Students should be provided with resources for counseling services for evaluation and treatment. Any costs incurred or required as part of a treatment program or ongoing monitoring are the responsibility of the student.

**Program Re-Entry:** Students re-entering the program after receiving disciplinary action for a positive drug and/or alcohol screening test will be required to submit to a drug screening test prior to re-entry. Documentation or counseling and/or physician acknowledgement of prescribed medications and presumed safety in the clinical setting may also be required.

NSHE Code Title 2, Section 10.2.1 Prohibited Conduct (c), (s), (t) & (ee). Any violation will also become a GBC/NSHE Student Code of conduct violation in addition to any program/departments action.

### **Health Policies and Information**

- The paramedic program requires clinical work performed in hospitals, EMS agencies, behavioral health facilities, and other facilities that involves providing direct care or exposure to clients with a variety of illnesses and diseases, including the handling of and/or contact with human body fluids. Therefore, students should understand that they may or will be exposed to disease-carrying bacteria and microorganisms and come in contact with patient situations that could be hazardous to individuals who are pregnant or immunocompromised.
- Students who have a latex allergy must inform their instructor at the beginning of each semester so arrangements can be made to protect the student from exposure.
- After an ER visit, hospitalization, surgery, serious illness, injury, childbirth, etc. a student must submit a release statement from a health care provider indicating their medical clearance to return to full time status to the paramedic program. A copy of this medical release statement will be placed in the student’s file.

### **Bloodborne Pathogen Exposure and Prevention Policy**

Standard Precautions must always be used by students and faculty in all clinical facilities, classrooms, and the Practice Lab. Current CDC Recommendations for Application of Standard Precautions for the Care of All Patients in All Healthcare Setting are available at:

<https://www.cdc.gov/sars/guidance/i-infection/app1.html>

The school of health science behavioral health has developed a Bloodborne Pathogen Exposure and Prevention Policy to be in compliance with the Occupational Safety and Health Administration (OSHA) Standards. The policy is intended to provide direction to students and faculty to help prevent exposure to blood-borne pathogens and guidance should such exposure occur. (See Appendices Section for policy and form).

**First Aid, Accidents, and Injuries:**

1. A student who is injured in a clinical facility during a clinical course must report the incident to their instructor immediately. If indicated, the student will be seen in the hospital emergency room at no expense to the clinical site. The decision to send the student to the emergency room will be made by the faculty, student, and Paramedic Program Director, if indicated.
2. In the event of a student injury in an EMS classroom or lab setting, or a clinical agency or field rotation site, the student and faculty must also complete the Paramedic Program Injury Report form (see Appendices Section) and submit it to the Paramedic Program Director. If an injury occurs in a clinical agency or Field rotation, the student and faculty must also adhere to the agency's injury policies and complete any reports or forms required by the facility or agency.
3. All Elko site safety and security officers are CPR and first responder trained. The security patrol vehicles contain first response/emergency accident response equipment. For minor injuries each building is equipped with a first aid kit, which the responding staff may use to take care of the injury.
4. An Automatic External Defibrillator (AED) is located at all GBC locations: Elko: in the Health Science building hallway by the front offices; Pahrump: in the main office; Winnemucca: in the main office and WHST building.

### Student Identification Badges

The student identification badge is a required part of the uniform. It is to be worn for every Lab day and clinical/field rotation unless otherwise stated on the uniform requirements. One student badge is given to the student prior to clinical rotations. If the badge is lost, it is the student's responsibility to make arrangements for replacement with the program director and the paramedic administrative assistant prior to the student's next clinical rotation. A student will be assessed for the cost of the replacement.

A photograph is required as part of the student identification badge. Arrangements will be made for students to have these pictures taken on site at the beginning of each academic year. Only the first name and last initial of the student will appear on their badge.

### HIPAA

The National HIPAA regulations apply in all school settings and students must demonstrate knowledge of the regulations prior to entering the clinical setting. HIPAA training will be maintained with documentation in each student file.

### Clinical Education Experiences

Clinical instruction is provided in conjunction with classroom theory. A student's clinical experience should be for educational purposes only. Sites must be cognizant of the student's role and limited experience. They must ensure the site is providing the student with guided clinical experience and not expecting him/her to fulfill staffing requirements. This is essential for the health and safety of patients and students.

Clinical instruction takes place in various locations, such as hospitals, EMS agencies, and clinics. Although most clinical experiences take place during the day, the student will be scheduled for other shifts outside the hours of 5am to 7pm. Each student will be provided equitable clinical learning experiences.

**The student is responsible for assuring that their individual work schedule does not conflict with clinical and didactic commitments. The program will NOT make adjustments to the clinical or didactic schedules to accommodate the student work, non-paramedic classes or personal schedule.**

#### Clinical/Field/Capstone Site Selection:

In planning clinical & Field learning experiences for EMS courses, the faculty tries to assure that each student is scheduled for the clinical facilities or EMS agencies that are most likely to provide a variety of learning situations appropriate to the unit or course content being studied. With this in mind, please note that travel to attend a clinical rotation will be required of some students. Clinical site selection is based on the following criteria:

- Type of facility/agency and accreditation status
- Type of experiences available
- Adequacy of staffing and staff preparation for their roles
- Average daily census or clients
- Available equipment, supplies, learning resources, etc.
- Receptiveness to students and faculty
- Number of students who can be accommodated at one time
- Number of faculty to accommodate an additional clinical site

#### Scheduling and Transportation:

- Scheduling students to be in the right place at the right time for the best possible experiences is a priority for faculty. As a result, there will be occasions when temporary irregularities in a student's schedule are necessary. Every attempt will be made to notify students of these changes so that they can make necessary plans and adjustments in their personal schedules.
- Paramedic students may be assigned day, evening, or weekend clinical or field experiences.
- Transportation to clinical facilities or EMS departments is the responsibility of the student; this includes driving your own vehicle to all clinical or field rotations.



- Due to the rural geographic location of our centers, GBC has affiliation agreements with clinical sites throughout the state of Nevada and surrounding states. These sites could be up to 7 hours away. It is up to the student to secure and cover the cost of travel and housing for all clinical or field rotations regardless of their location.
- No student clinical or field assignment or hours can be changed without the consent of GBC faculty. All hours and days are assigned to provide each student equal learning opportunities. Students may not request specific schedules from their clinical sites

### **Field Internship Third Rider Policy**

All paramedic students participating in field/capstone internship (“ride-along”) experiences must ride as the third crew member on an ambulance at all times. While students may receive compensation from the host agency for their internship, they are not permitted to function independently. A licensed paramedic or higher-level approved preceptor must remain in the patient compartment with the student throughout every call, ensuring direct supervision, guidance, and evaluation in accordance with COAEMSP standards and program requirements.

### **Attendance**

Due to concerns of unsafe patient care in a practice setting, a student who has worked a night shift or the previous eight hours prior to a scheduled clinical or field experience, the student will not be allowed to follow that shift with a student clinical or field experience and will be sent home from the clinical site.

1. Because of the critical relationship between time and learning, students must make full use of clinical and classroom experience. Students are expected to meet all class and clinical requirements.
2. Student progress is monitored throughout the program. Content missed during an absence is still the responsibility of the student to know. The instructor will not review missed material in class.
3. **Paramedic students are expected to report on time for scheduled didactic and clinical experiences. Students must be willing, capable and prepared to participate in assignments. Failure to do so will result in a behavior modification plan.**
4. **If a student comes to clinical/simulation/lab unprepared or late, are sent home from clinical/simulation/lab by their clinical instructor or fail to attend a scheduled clinical/simulation/lab the student will be required to complete a make-up assignment worth 50% of the total points of the original assignment that was attached to the missed clinical/simulation/lab.**
5. **In case of clinical absence, the clinical instructor should be notified BEFORE the scheduled clinical experience. The instructor on record must be notified of an absence one hour prior to the beginning of the scheduled shift. It is the student’s responsibility to notify the instructor AND the clinical site.**
6. Students who are absent from the clinical area for health reasons, such as an injury, surgery, or childbirth, are not allowed to return to the clinical until a written medical release is obtained from his/her physician. Please meet with the Paramedic program director to discuss any medical or surgical concerns that might affect your clinical attendance prior to scheduling.
7. If a student is requested to leave the clinical site for any reason, the student should leave immediately. The student should then contact the Program Director and instructor. At no time should the student contact the clinical site or employees of the clinical site unless instructed to do so by the program director. A review will be done of the incident and make up time will be assigned if deemed appropriate. The initiating incident will be carefully reviewed by the program director, faculty, and Dean. After the review, a decision will be made whether or not the student will be allowed to return to the clinical site, assigned to another clinical site, if available, or dismissed from the program.

**\*\*At no time should a student visit a clinical site regarding the GBC program without being scheduled to work or on permission from GBC faculty. This may lead to program dismissal.**

### **Dress Code**

1. Fingernails are to be cleaned and trimmed to a moderate length not to exceed 1/8” length from the tip of the finger. Neutral nail polish and gel polish will be allowed, and if worn, must be in good repair without cracks or chips. No artificial nails will be allowed, including wraps, fillers, acrylics, tips, tapes, varnish, overlays, nail jewelry and any appliques other than those made of nail polish are not permitted in clinical

settings. Certain clinical sites may have a stricter policy that supersedes this policy. An immediate compliance with nail length is required.

2. Makeup and jewelry may be worn in moderation, unless the department has specific regulations for safety purposes. No gauged ears. No visible body piercing, tongue piercing, facial piercing or ornamentation is allowed other than moderate (not excessive) ear piercings. Excessive size hoops (greater than 2 inches) are not acceptable. Jewelry may be limited or prohibited in certain patient care areas for safety and infection control reasons.
3. In the interest of providing a professional atmosphere to our patients, tattoos are to be covered to the best of your ability during working hours. This would include covering of arm “sleeves” with long sleeve attire etc. Your clinical site can assist you in addressing particular or special needs.
4. Duty boots or appropriate shoes as defined previously must always be worn and must be clean and in good condition. Flip flops and overly casual sandals are prohibited.
5. Hair must be clean and neatly groomed. Beards, mustaches, and sideburns should be trimmed and neat. No student will be allowed to wear hair colors or extensions (including feathers) of an unnatural hue (i.e. pink, purple, blue etc.).
6. Perfumes, after-shaves should not be worn. Lotions should be used in moderation in order to be considerate of sensitivities, allergies, and illnesses of patients, visitors and clinical employees.
7. Good personal hygiene, to include baths and deodorant, is a common courtesy in health care facilities. Clothing should not smell of smoke or other strong odors.
8. The following are prohibited and cannot be worn to clinical:
  - Sweats, shorts, jeans, cargo pants (non EMS duty pants), jogging suits or other athletic apparel.
  - Revealing clothing such as low-cut tops, midriff tops, low riding pants, or see-through clothing (i.e., no visible cleavage, backsides, midriffs, etc.). Tops must be long enough to cover the wearer’s midriff when arms are raised and the backside when bending over.

#### **Student Uniform:**

1. The **uniform and student identification badge** are to be worn in every clinical setting, classroom lab day, and Practical Lab unless otherwise stated in course syllabus uniform requirements.
2. The **student uniform consists of a GBC long sleeve or short sleeve student shirt and black or dark blue duty pants**. A plain white, black, or gray, cotton knit or polyester short or long-sleeved tee may be worn underneath the GBC student shirt.
3. **Shoes for Clinical Rotations and Practical Labs:**
  - a. **Ambulance Clinicals or Practical Labs:** Duty boots are to be clean and black with black shoelaces and worn to all EMS/Ambulance/Fire clinical rotations. Duty boots are required to have a safety toe, composite, or steel toe per clinical rotation requirements.
  - b. **Hospital Clinicals or Practical Labs:** Black, gray, white, or brown and clean athletic shoes, with minimal colored decorations, are acceptable. Canvas, crocs, or open toed shoes are not acceptable.
  - c. **Black, brown, or white shoes or Black Duty boots** are required while wearing the GBC Paramedic Student uniform.
4. The uniform should be washed daily to prevent cross infection/contamination and to control odors. No headgear or hats are allowed. Clothes should be pressed and in good repair. Do not wear your GBC uniform as your work uniform or your work uniform to GBC clinical rotations.
5. It is essential that uniforms and other attire fit well so it allows effective functioning in the clinical areas. Appropriate underwear is mandatory and at no time should breast or gluteal cleavage be visible.
6. Students are required to have the following equipment for Practice Lab and clinical use:
  - a. black ink pen
  - b. bandage scissors
  - c. wristwatch with a second hand
  - d. safety goggles/glasses
  - e. pen light
  - f. stethoscope
  - g. ipad/tablet for documentation

**General Information:** Cleanliness and good grooming are essential. All students are expected to have uniforms and shoes are clean and in good repair. If a student does not comply with the stated dress code in this handbook, he/she will be considered unprepared and may not participate in the clinical experience. The student will be released to correct the situation and will be docked for the time missed. Students dismissed from clinical for this reason may be subject to an unsatisfactory notice.

#### **Dress Code and Personal Appearance Enforcement:**

Clinical sites and clinical instructors are responsible for monitoring and enforcing this policy. This includes explaining the dress code to students during orientation, counseling students who are inappropriately

dressed and setting a good example for students with a clean, neat and professional appearance. In the event of questions regarding suitability of a particular garment, the Health Science and Human Services Dean may be consulted.

*Judgment of adherence to appearance standards and the appropriateness of any aspect of appearance are at the discretion of the paramedic faculty. Students whose appearance does not meet the state standards may be excluded from participation in clinical and receive an "F" for the day.*

## Complio

Complio is an online processing and documentation tracking company. GBC HSHS department utilizes Complio to complete student drug and alcohol screening, background checks and clinical/lab documentation paperwork.

Students will receive a link to Complio and must register and pay the required fees to initiate their account. Complio will provide instructions on how to complete the background check and drug screen. Students will be able to upload all clinical paperwork such as immunizations, CPR cards, TB documentation, and more. Complio will evaluate these uploads and approve or deny submissions. It is up to the student to ensure all documentation required by Complio is within compliance by the due date set by the program director. Hospitals and Clinical sites will not allow students to attend on site labs or clinical until the student's Complio status is compliant. Student's failure to meet Complio compliance by the date of clinical rotation request may delay student clinical or lab start date. This may affect the student's ability to meet outcomes/hours and can result in student dismissal.

Complio fees are covered at the student's expense. Students will have to renew their Complio access one year from initial purchase to cover the length of the program if needed.

### CPR Card

Proof of current adult, child, and infant CPR certification for the Healthcare Provider must be in the student's record prior to the student beginning clinical or hospital site lab rotations. It is the responsibility of the student to attend an **American Heart Association (AHA)** health care provider certification and produce a recent CPR card to program faculty by the stated due date. Students will be required to locate and pay for his/her own CPR course. ***It is the student's responsibility to maintain current certification throughout the Paramedic program.*** If the CPR card is not current during clinical rotation, the student will be placed on probation until CPR is current and will not be allowed to attend clinical experience. Any time missed will be made up at the clinical facility's convenience. Students will be financially responsible for CPR courses and maintenance. If a student renews his/ her CPR during the course of clinicals, it is the responsibility to update the card in Complio and furnish a new copy to his/her current clinical site.

## Documents Required for Lab, Clinical, and EMS Field Experience Participation

The following are required from students prior to attending any lab, clinical, or EMS Field rotation. Copies must be submitted in digital format and approved through Complio:

1. Documentation of current health physical. Document is provided under forms in this handbook. Signing physicians need to reference the ability to lift. This document will be used to verify functional abilities.
2. If the student physical exam indicates the student does not meet functional abilities stated for this program, the student should immediately meet with the Program Director to discuss options.
3. Documentation of all immunizations discussed in the immunization policy: See Immunizations
4. Documentation of current American Heart Association (AHA) CPR certification (health care provider status).
5. Documentation of HIPAA orientation
6. Documentation of Background Check.
7. Documentation of 10 panel drug screen
8. Documentation of TITLE IX Training (when available)
9. Emergency Contact Information
10. Proof of Student Health Insurance
11. Proof of Nevada State of EMS Provisional Paramedic License

\*\*\*\*\*All paperwork is required by the stated due date which will typically be the first week of school.

### Students are responsible for:

1. Uploading documents to the Complio program and entering required dates
2. Maintaining a personal file of this information

3. Uploading all documentation to a specific clinical site's onboarding program if required, and
4. Ensuring all information is up to date and current and obtaining renewals when necessary during the program to stay compliant

**\*\*The above needs to be completed at the student's expense.**

### **Mandatory In services**

Students may be required to attend additional training including mandatory blood borne pathogens, OSHA, AND HIPAA in-service sessions required by different clinical sites. This will be scheduled prior to, at the beginning of your clinical rotations, or completed online. There may be additional mandatory in service at each facility and this may be completed as the clinical site requests.

### **Clinical Conduct**

Any violation of the following could result in a verbal or written warning, an Unsatisfactory Notice and/or immediate dismissal from the program depending on the severity of the infraction.

1. Discriminating on the basis of race, religious creed, color, national origin, age, disability, ancestry or sex in the rendering of paramedic care.
2. Performing acts beyond the scope of the practice to include performing skills without successful completed competency.
3. Assuming duties and responsibilities without adequate training.
4. Assigning or delegating functions, tasks or responsibilities to unqualified persons.
5. Failing to safeguard a patient from the incompetent, abusive or illegal practice of any person.
6. Performing clinical procedures while, with or without good cause, his/her physical, mental or emotional condition impairs the student's ability to act in a manner consistent with established or customary Paramedic standards, or both.
7. Practicing, if any amount of alcohol or a controlled substance or dangerous drug that is not legally prescribed is present in the body of the student as determined by a test of the blood, saliva, breath or urine of the student while on duty. The student will be tested if there is suspicion of a violation of drug or alcohol policies.
8. Failing to respect and maintain a patient's right to privacy.
9. Violating a patient's confidentiality.
10. Soliciting services or borrowing money, materials or other property, from a:
  - a. Patient
  - b. Family member of a patient;
  - c. Person with significant personal ties to a patient
11. Diverting supplies, equipment or drugs for personal or unauthorized use.
12. Inaccurate recording, falsifying or otherwise knowingly altering or destroying records.
13. Leaving an assignment without properly notifying the appropriate personnel or abandoning a patient in need of care.
14. Failing to collaborate with other members of a health care team as necessary to meet the health needs of a patient.
15. Failing to observe the conditions, signs and symptoms of a patient, to record the information or to report significant changes to the appropriate persons.
16. Failing to perform paramedic functions in a manner consistent with established or customary standards.
17. Causing a patient physical, mental or emotional harm by taking direct or indirect actions or failing to take appropriate actions.
18. Engaging in sexual contact with a patient or client.
19. Engaging in inappropriate public displays during clinical hours or at the clinical site.
20. Showing up at a clinical affiliation site without being scheduled or without approval from GBC faculty in regard to the program.
21. Demonstrating a continued lack of expected progress after remediation by clinical instructors and GBC faculty.

In addition to clinical misconduct, dismissal can result from misconduct in either or all of the following areas:

1. Academic misconduct — cheating, fabrication, plagiarism, interference with the work or progress of another student, violation of course rules, and academic dishonesty.
2. Personal misconduct — fabrication of documents, false accusation against other students or faculty, release of computer passwords, physical or verbal abuse, damage or theft of university or clinical site property, failure to comply with university or clinical site regulations, possession or distribution of illegal drugs, and possession of weapons against university regulation.

3. Conviction of a crime resulting in loss of existing health care licensure or in conflict with the ethical requirements, or failure to disclose such a serious conviction to the Program Director for ethical evaluation.

**\*\*Also see the GBC General Catalog for Student Conduct Policy, Code of Ethics (appendix) and Code of Conduct for Health Science Students (appendix)**

At no time is it acceptable to be on the internet or personal electronic equipment at a clinical site, except for clinical documentation. Since this is an internet enhanced program it is up to the student to maintain internet access at all times during the program. However, this should not be accessed at the clinical sites.

### **Authority and Responsibility in Clinical Settings**

- Students are legally responsible for their actions as a paramedic student in clinical settings. The nurse/paramedic working with a student is legally responsible for the patient. Students fall under the legal jurisdiction of their clinical faculty's license and the college.
- Clinical faculty are responsible for assigning duties, providing opportunities for demonstration of progression, and serving as a guide in achieving objectives. It is necessary that the instructors be used as a guide to facilitate learning

Students are subject to the rules and regulations defined in the personnel policies of the facilities with which the GBC AAS & Certificate of Achievement Paramedic Program affiliates. It is the student's responsibility to be aware of the facilities' policies. If policies are not followed by clinical rotation, experiences will be discontinued until there is evidence that the student's progress meets the criteria for competent clinical performance.

### **Communication in Clinical Settings**

Communication in health care facilities must be on-going. Although students assume responsibility for their assigned patient while in clinical settings, the facility staff nurse/paramedic preceptor does not relinquish total patient responsibility. The student is required to obtain information from the staff nurse/paramedic preceptor regarding a patient before giving care. Prior to leaving the facility or the assigned unit, the student is required to give a report on each patient to the staff/charge nurse/preceptor or team leader who is responsible for the coordination of care.

### **Preparation for Clinical Experiences**

While doing clinical site patient preparation the student **must** wear the specified paramedic uniform, unless otherwise specified at the clinical site. Some sites may require the student to don scrubs, gowns, or other PPE at times to manage patient care. A student name tag is required to be worn at all times. The student must identify him/herself to the facility staff and state the purpose for being there. Students must have completed the HIPAA certification and signed the confidentiality agreement prior to reviewing any charts at any facility.

### **Safe and Unsafe Practice Policy**

#### **Safe Practice Policy**

1. Safe practice in a clinical setting includes those patterns of professional behavior that follow legal and ethical codes and promote well-being of clients and self. This will be demonstrated through accountability in preparation, documentation, and continuity of care, as well as in showing respect for the rights of individuals.
2. Unsafe practice includes those behaviors which may endanger a patient, family member, staff, peer, or faculty in the physiological, psychological, spiritual, or cultural realm. Specific behaviors of endangerment may include acts of commission or omission in the clinical agency and/or behavior that causes the faculty to question the student's potential for safe practice.
3. The student whose actions or omissions endanger a patient, family, peer, staff member, or faculty will receive verbal and written documentation of the event. The student may be removed from the clinical setting.
4. Based on the severity and nature of the unsafe practice, the student may receive a failure for that clinical experience, for the course or be dismissed from the Program.
5. Documented evidence from faculty, staff, clients, families, or peers may be used in the decision process.

### **Unsafe Practice Policy**

If a student is deemed to be unsafe by clinical faculty, the student will be excluded from clinical rotation, may not self-drop the course, will be assigned a grade of F, and will fail the course. This is applicable at any time during a semester. Behaviors that may result in immediate dismissal include, but are not limited to:

1. Performing acts beyond the scope of practice
2. Unauthorized use or distribution of equipment or drugs
3. Falsification or alteration of agency documents
4. Patient abuse, neglect, or abandonment
5. Engaging in criminal activities
6. Violation of ethical principles
7. Violation of the GBC Standards of Conduct policy

**\*\*If an agency** refuses to allow a student to continue in clinical rotation, the student may not self-drop, the student will be assigned a grade of F and will fail the course.

### **Performance of Skills**

To perform a skill in the clinical setting students must have been signed off by faculty in the practice laboratory. Students are prohibited from performing any skills in the clinical setting that they have not been signed off on as competent to perform by EMS faculty in the laboratory setting.

Students must be supervised by their clinical preceptor when performing a skill in a clinical setting that has not been performed outside of the Practice Laboratory. If the preceptor is not available, the paramedic/nurse assigned to care for the patient may supervise a student with the preceptor's permission.

Students are required to review facility policy/procedures prior to performing any new skill and must be prepared to answer any questions from the preceptor assigned to care for the patient. Students must plan their work carefully before they begin. The student is expected to verbalize his/her plan to the preceptor assigned to care for the patient. Students must document skills performed in clinical at the end of every clinical day as designated by the instructor. This will create a skills list and patient contacts for documentation, the documentation must be signed off by the preceptor prior to leaving the clinical site.

### **Dishonesty in the Clinical Setting**

If the faculty determines that a student has been dishonest in representing the facts regarding their clinical assignment, the student may receive a failure for that day, for the entire clinical rotation and/or be dismissed from the Paramedic Program. Examples of dishonesty during clinical instruction include but are not limited to: charting observations or interventions in a client record that, in fact, were not made (i.e., charting vital signs that were not taken); failing to report an error in medication or treatment.

### **Medication Error Policy and Procedure**

1. All medication errors must be reported to the paramedic instructor and staff nurse/paramedic responsible for the patient immediately on discovery of the error. After the patient is assessed, the error will be reported to the charge nurse/paramedic, unit manager and/or the EMS supervisor.
2. Documentation of what medication was or was not given must be properly recorded in the patient's medical record. Seek guidance from your clinical instructor before documenting in the medical record. This documentation includes the name of the drug, the patient's response and any interventions.
3. All medication errors should also be documented on the appropriate quality assurance form or equivalent per facility protocol where the error occurred.

### **Definition of Medication Errors**

1. Medication given to the wrong patient
2. Wrong medication given to patient
3. Medication given at the wrong time
4. Medication given via the wrong route
5. Medication given in the wrong dose
6. Medication omitted
7. Administration of medication not documented properly
8. Medication administered after patient refusal
9. Administration of a medication that has already been given
10. Giving a medication that has been discontinued
11. Medication left at the bedside without an order to do so

12. Failure to check physician's orders or complete necessary assessment interventions prior to administering the medication; For example, failure to: take an apical pulse, take a blood pressure, or check appropriate lab levels
13. Failure to calculate correct dosages.
14. Administering medication prior to skills check-off.
15. Medication errors that endanger the patient's life or cause the patient harm can be grounds for immediate termination from the course.
16. Documentation of medication errors will be maintained in the student's file.
17. Students giving medications under the supervision of an instructor will still be held accountable for medications errors even if the instructor prevents the error from occurring.

## **Practice Laboratory**

The purpose of the Practice Lab is to provide students with the appropriate environments and equipment to engage in safe, high quality, structured clinical experiences. The lab is designed to:

- Provide a safe and supportive learning environment in which students can become competent in psychomotor and clinical reasoning skills in realistic situations before those skills are applied with patients in actual clinical settings.
- Provide simulated clinical experiences with situations and patients problems not usually available in students' regular practice sites.
- Model quality and safety in clinical environments reflecting current evidence and best practices.
- Enable reflective practice free from the distractions of normal clinical environments.
- Allow participation in situations and scenarios that are dependent upon interdisciplinary collaboration.
- Provide clinical experiences structured to build confidence and development of increasing complex skills and clinical reasoning competency.

Practice laboratories are at the Elko Center location. The Practice Lab is used for learning a wide range of focused clinical tasks requiring specialized procedure and/or equipment. It is considered "low" or "medium" fidelity and provides learning opportunities focused primarily on psychomotor skills. The simulators are very expensive computer operated, complex electronic equipment that must be programmed and controlled by specially trained faculty or Practice Lab personnel.

The simulation area is comprised of highly specialized, high fidelity equipment (simulators) that closely resemble actual patients and patient situations. The simulators (such as *SimMan*®) are very expensive computer operated, complex electronic equipment that must be programmed and controlled by specially trained faculty or Practice Lab personnel.

## **Practice Lab Policies**

Each student will be asked to sign a form documenting their agreement to allow student classmates to perform procedures on them, including but not limited to venous sampling, Intravenous therapy, shots, and positive pressure modalities.

The policies described below apply to ALL AREAS of the Practice Lab at all times, no matter the location of the lab. An additional set of policies that apply specifically to the simulation area are included later in this document.

The following rules must be followed at all times in the Practice Lab:

### **Strictly Enforced:**

- Only authorized persons are allowed in the Practice Lab and no students can be in the lab without an instructor.
- Children are not allowed in the laboratory under any circumstances.
- Eating and drinking are not permitted in the laboratory at any time.
- No cell phones and other electronic devices may be used in the Practice Lab only for the purpose of accessing clinical resources when specific permission has been granted by the Practice Lab Coordinator and/or course faculty. All electronic devices must be muted at all times in the lab.
- All accidents, no matter how minor, MUST be reported to the instructor.
- No pens are to be used near the simulators or other manikins in the lab.

### **Appropriate Use and Behavior for Students in the Practice Lab**

- Hands must be washed thoroughly upon entering and before leaving the Lab.
- Students must wear rubber sole and closed-toe shoes for scheduled sessions in the Practice Lab. GBC shirts must be worn during skills check-off and simulation in the Lab.
- Standard precautions must be practiced at all times.

- Students must come to the Practice Lab with a watch with a second hand and any other equipment necessary to practice and perform a specific skill.
- All needles and sharps must be properly disposed of in SHARPS CONTAINERS (according to CDC guidelines). Students who do not dispose of needles and syringes appropriately will receive counseling and may be excluded from use of the lab.
- After a learning experience, students will not share details or activities of the practice lab experience with other students, and this will be considered a breach of the HIPAA law.

### **Scheduling Practice Time in the Lab**

- A student is expected to arrive at the scheduled check-off time ready to demonstrate competency in specific skills. Failure to attend an assigned lab time will result in behavioral counseling and meeting with the instructor. Remediation and/or disciplinary action may also occur for repeated offenses.
- Open lab time gives the student additional opportunities to practice skills. Students are required to sign up for practice and check off specific, required skills in the Practice Lab (refer to Skills Check-off List and course schedule). In the event a student is unable to attend any scheduled session in the practice lab, the student must notify the course instructor at least two hours before the scheduled lab time.
- Being tardy for any demonstration, skills check-off or simulation can be considered a clinical absence. This might affect the student's eligibility to participate in a clinical assignment which, in turn, might affect their status in the paramedic program.

### **Skills Check Offs**

- If a student does not successfully pass the initial check off, he or she will be required to schedule time in the skills lab for additional practice prior to rescheduling the second attempt to demonstrate proficiency in performing the skill.
- Students who have failed a skill twice will receive a Letter of Unsatisfactory Progress which will affect their eligibility to participate in a clinical assignment and status in the program.
- Students are expected to attend their practice lab group session prepared to have a scholarly conversation regarding the content for that session. Faculty are authorized to exclude a student from participation in clinical laboratory sessions when the student is unprepared, when the student is tardy, when performance falls below a competent level, when the Standards of Conduct policy is violated.
- When attending skills check-off the student will be graded pass/fail for each required skill. Grading will include attendance, student preparedness and participation.

### **Incident and Quality Assurance Reports**

- For incidents that occur in clinical facilities or on the GBC site an incident report must be completed per facility policy. Incidents include injuries to a patient, visitor, or staff, and errors in treatment or medication. Facility regulations usually require students to fill out a quality assurance form (incident report) for any untoward happening. Completing the form does not automatically mean a person is responsible for the incident.
- Instructors will refer the student to the appropriate facility or department for incidents that result in exposure or injury. Documentation of the incident will also be recorded by the clinical faculty and kept at GBC.
- Most facility incident reports have a section on follow-up that should be regarded as protection for both the patient and the student. Clinical faculty must see all reports prior to being turned in by students.
- Failure to report an incident of which the student is aware is a serious error in judgment and a breach of student conduct subject to the faculty issuing a *Notice of Counseling*.

The policy for reporting medication errors will be strictly followed by any student who has made a medication error.



## SECTION 7 - PARAMEDIC PROGRAM SPECIFIC COSTS AND GRADUATION

### Scholarships & Financial Aid

Financial Aid is intended to help students pay for their education after high school. The aid available at Great Basin College includes grants, loans, employment, and scholarships, some of which are specifically designated for paramedic students. Students are encouraged to contact Student Financial Services at 775-327-2095 for further information.

### Program Costs and Fees

AAS & Certificate of Achievement Paramedic Program costs over the semesters will vary from year to year. Differential fees cover the cost of lab supplies, testing exams, and name tags. Uniforms are purchased by the student prior to entering the first year. The majority of paramedic textbooks are purchased prior to the first semester to enhance learning throughout the program. Additional expenses include the cost of the NREMT examination fees, college paramedic pin, coining ceremony, and graduation fees.

#### Approximate Program Related Costs:

Estimated in state total program tuition based on fall 2025 fee structure**	\$8,500.00
Textbooks & online access fees	\$1,500.00
Computer, Ipad/tablet, Internet access	Individual amount
Uniforms and supplies	Individual amount
Student Background Check and Drug Screening (required for clinical rotation)	\$150.00
Physical Examination	Individual amount
Health Insurance	Individual amount
Clinical support items (e.g., tablet/IPad, watch with second hand, bandage scissors, pen light, safety goggles, black duty boots, black duty pants)	Individual amount
Travel to clinical facilities	Individual amount
NREMT application and license fees	

\* NREMT Testing Cognitive (Estimated) \$175.00

\* Nevada State Board of EMS licensing fee (Estimated) \$ 25.00

\* Fingerprinting fee (dependent on location) Depends on location

\*\* Tuition fees are for Paramedic Course Requirements (EMS) only, General education courses are additional

### Application for Graduation

The GBC graduation is the ceremony that celebrates graduation from the college. It is a cap and gown ceremony held at each of the following locations: Pahrump, Winnemucca and Elko Campuses. Paramedic students receive an Associate of Applied Science in Paramedicine degree or a Certificate of Achievement Paramedic. You **MUST** submit an application for graduation before the set deadline (typically March 15 for May graduation) in order to participate and receive a degree. Please refer to the Great Basin College catalog for further information.

### Caps and Gowns

Cap and gown orders are placed with the GBC Bookstore. The cost is approximately \$50.00.

### Graduation Requirements

Students must complete all paramedic and non-paramedic/general education courses to be eligible for graduation. The time frame varies for AAS or Certificate to be eligible for graduation, speak to academic advisor for questions regarding application deadlines. The non-paramedic courses have been placed in the curriculum to augment the paramedic course content. Scheduling arrangements are made with other GBC faculty to assure there will be no time conflict with paramedic classes. If a non-paramedic course is taken out of sequence, there is no guarantee it will be taught at a time that does not conflict with required paramedic courses.

Students are responsible for ensuring that Admission and Records receives an official transcript for transfer courses one month prior to graduation. It is also each student's responsibility to know and to meet all course requirements and to maintain a 2.3 or higher GPA throughout the program.

The Office of Admission and Records uses the year of your admission to the paramedic program to determine catalog year and course requirements for graduation.

Any student taking a general education course during the second or third semester of the paramedic program at another college or university must have the course work completed and an official transcript sent to the Admission and Records Office no less than one month prior to final examinations.

It is the student's responsibility to make certain all graduation requirements are met. Failure to complete requirements will delay your application to take the National Registry Licensure Examination for Nationally Registered Paramedics (NRP) – See Appendices Section.

## **Licensure**

In the summer semester students begin the process of applying for licensure with the National Registry of EMTs and the State Board(s) of EMS. Application guidelines for licensing in Nevada for provisional and paramedic certification will be provided during the first semester of the paramedic program. Application submission, completion, and fees associated with certifications are the students responsibility. Students planning to license in another state are responsible for obtaining and completing the necessary application and paying the fees associated with that application. **Fingerprint forms should be completed and submitted by the student to the state for certification.**

Students should be aware of the Eligibility Screening Questions on the Nevada Application for License (see Nevada State Board of EMS website). If you can answer any question with a "YES", meet with the Health and Human Services Dean and call the Nevada State Board of EMS (775) 687-7590 for clarification to determine what will be required to make you eligible to take the NREMT exam post-graduation.

## **Graduation Ceremonies**

Upon successful completion of a Great Basin College Health Science and Behavioral Health Program, there is a graduation ceremony. The graduation ceremonies are separate from the GBC graduation. In order to participate in the graduation ceremony, a student must have completed all program requirements. Graduating students, with assistance from the Student Organization officers and faculty representatives will collaborate in planning the graduation ceremony. Date and time will be chosen to accommodate graduating students without conflicting with the GBC graduation and other activities held on site.

## **Graduate Surveys**

Graduates of the AAS and Certificate of Achievement Paramedic Program will be asked to complete surveys about their educational experience at GBC. Graduates will also be asked to provide information about their current employment for employer-based surveys as well as consent for employers to provide information about performance to the Commission on Accreditation for Emergency Medical Services Paramedic and Commission on Accreditation of Allied Health Education Programs.

Functional Abilities (Technical Standards)  
Bloodborne Pathogen Exposure and Prevention Policy  
Health Sciences Admission and Progression Committee  
Writing Expectations for Paramedic Students  
GBC Standards of Conduct for Paramedic Students  
Code of Ethics for EMS Practitioners  
EMT Oath  
AAS & Certificate of Achievement Program Application and Admission Process  
Paramedic Program Injury Report  
Exposure to Bloodborne Pathogen Form  
Student Test Query Form  
Student Counseling Form  
Performance Improvement Plan (PIP)  
Student Agreement  
Agreement to Participate in Practice Lab Procedures  
Confidentiality Agreement and Consent for Photography and Video Release Form  
Paramedic Program Release Form  
Photo Release Form  
Prior Conviction Statement of Understanding Form  
Emergency Contact Form  
Student Health/ Physical Form

### Functional Abilities (Technical Standards)

The practice of paramedicine requires the following functional abilities with or without reasonable accommodations:

1. Visual acuity must be adequate to assess patients and their environments, as well as to implement the paramedic care plans that are developed from such assessments. Examples of relevant activities (nonexclusive):
  - Detect changes in skin color or condition
  - Collect data from recording equipment and measurement devices used in patient care
  - Detect a fire in a patient area and initiate emergency action
  - Draw up the correct quantity of medication into a syringe
2. Hearing ability must be of sufficient acuity to assess patients and their environments and to implement the paramedic care plans that are developed from such assessments. Examples of relevant activities (nonexclusive):
  - Detect sounds related to bodily functions using a stethoscope
  - Detect audible signals generated by mechanical systems that monitor bodily functions
  - Communicate clearly in telephone conversations
  - Communicate effectively with patients and with other members of the healthcare team
3. Olfactory ability must be adequate to assess patients and to implement the paramedic care plans that are developed from such assessments. Examples of relevant activities (nonexclusive):
  - Detect foul odors of bodily fluids or spoiled foods
  - Detect smoke from burning materials
  - Detect ketones on a client's breath
4. Tactile ability must be sufficient to assess patients and to implement the paramedic care plans that are developed from such assessments. Examples of relevant activities (nonexclusive):
  - Detect changes in skin temperatures
  - Detect unsafe temperature levels in heat-producing devices used in patient care
  - Detect anatomical abnormalities, such as subcutaneous crepitus, edema, or infiltrated intravenous fluid
  - Perform techniques such as the insertion of urinary catheters
5. Strength and mobility must be sufficient to perform patient care activities and emergency procedures. Examples of relevant activities (nonexclusive):
  - Safely transfer patients in and out of bed and assist them with ambulation using appropriate assistive devices
  - Safely control the fall of a patient, by slowly lowering the patient
  - Turn and position patients as needed to prevent complications due to bed rest
  - Hang intravenous bags at the appropriate level
  - Accurately read the volumes in body fluid collection devices hung below bed level
  - Perform cardiopulmonary resuscitation
6. Fine motor skills must be sufficient to perform psychomotor skills integral to patient care. Examples of relevant activities (nonexclusive):
  - Safely dispose of needles in sharps containers
  - Accurately place and maintain position of stethoscope for detecting sounds of bodily functions
  - Manipulate small equipment and containers, such as syringes, vials, ampoules, and medication packages, to administer medications
7. Physical endurance sufficient to complete assigned periods of clinical practice and to function effectively under stress in acute health care situations.
8. Ability to speak, comprehend, read, and write English at a level that meets the need for accurate, clear and effective communication.
9. Emotional stability to function effectively under stress, to work as a part of a team and to respond appropriately to supervision; to adapt to changing situations, to respond appropriately to patients and families under stress, and to follow through on assigned patient care responsibilities.
10. Cognitive ability to collect, analyze, and integrate information and knowledge to make clinical judgments and management decisions that promote positive patient outcomes.
11. Other abilities sufficient to demonstrate competencies such as the ability to arrive at a clinic on a timely basis; to meet the demands for timely performance of duties; to meet the organizational requirements to perform these duties in a professional and competent manner.

## **Bloodborne Pathogen Exposure and Prevention Policy**

The Paramedic Program has developed a Bloodborne Pathogen Exposure and Prevention Policy to be in compliance with Occupational Safety and Health Administration (OSHA) Standards. The policy is intended to provide direction to students and faculty to help prevent exposure to bloodborne pathogens and guidance should such exposure occur.

The purpose of this policy is to reduce the risk of student exposure to air and body substance pathogens such as, but not limited to, Tuberculosis, Hepatitis B Virus (HBV), Hepatitis C Virus (HCV), and the Human Immunodeficiency Virus (HIV).

### **HIV Screening**

The GBC paramedic programs will not undertake any program of screening faculty or students for antibodies to HIV. Any student or faculty wishing to be tested will be referred to his/her private physician.

### **Standard Precautions**

Standard Precautions is an approach to infection control that requires the application of blood and body fluid precautions for all patients and patient specimens regardless of diagnosis. Standard precautions will be the minimum standard of practice throughout courses offered in the paramedic programs at GBC where bloodborne pathogen exposure could occur.

### **Methods of Compliance**

Students must become familiar and comply with the GBC Paramedic Pathogen Exposure and Prevention Policy. Students must also become familiar and comply with the exposure plan (needle stick policy) of the clinical sites to which they are assigned.

### **Prevention of Bloodborne Pathogen Exposure**

- Students are required to participate annually in Bloodborne Pathogen Exposure Prevention and Control Class. The student must also have satisfactorily demonstrated skill in using protective equipment and procedures before receiving a patient care assignment.
- Students must have documented immunity to hepatitis B, Measles, rubella, varicella, and diphtheria prior to going to any clinical site.
- The decision to exempt a student from clinical experience will be made on a case-by-case basis by the faculty responsible for the clinical course.
- All students must have medical insurance upon entering and throughout their enrollment in the paramedic program. It is the student's responsibility to obtain and pay for this insurance, as well as to understand the benefits and limitations of any insurance they maintain or is maintained on their behalf.

### **Occurrence of Exposure or Incident**

#### **Student:**

A student in the GBC paramedic programs who has exposure to blood, body fluid or other potentially infectious material to non-intact skin or mucous membranes from a needle stick, sharps injury or other cause must immediately:

- Wash needle stick and cuts with soap and water
- Flush splashes to the nose, mouth or skin with copious amounts of water
- Irrigate eyes with clean water, saline or sterile irrigates
- Remove soiled personal protective equipment and/or clothing as soon as possible.

After washing, flushing and/or irrigating the exposed area, the student must immediately:

- Notify the appropriate registered nurse/paramedic preceptor at the clinical facility **AND**
- Notify clinical faculty who will then implement the process below. (If there is a witness to the incident, have them do this immediately if possible.)

**Faculty:**

The clinical faculty will be responsible for coordinating the following procedures:

- Identify the source of the exposure.
- Obtain consent from the source client, if not in chart.
- Determine who will be the health care provider for the student for counseling and treatment if needed.
- Send the student to their health care provider to obtain medical evaluation and post-exposure follow-up within 1 to 2 hours of the exposure.
- Student should bring a copy of the documents with as much completed information as possible related to the incident to their health care provider. They should also have the contact number for source information (such as employee health office) so that the health care provider may obtain results.
- Initiate the documentation needed for GBC and the clinical agency.

**Note:**

The National HIV/AIDS Center provides a PEpline, a Clinicians' Post-Exposure Prophylaxis Hotline which offers up-to the minute advice on managing occupational exposures (needlesticks, etc.) to HIV, hepatitis and other bloodborne pathogens. It is offered 24 hours a day, 7 days a week at 1-888-488-4911.

**Documentation and Follow-up****Student and Faculty:**

- Notify the Dean of Health Science and Human Services of the incident as quickly as possible
- Complete an incident report at the clinical facility, if required; and be aware of and follow any reporting and follow-up requirements of the clinical facility.
- Complete a GBC Paramedic *Exposure to Bloodborne Pathogens* form.
- It is the student's responsibility to make his/her healthcare provider aware of the result of any blood panel drawn as a result of an exposure.

***The National HIV/AIDS Center provides a PEpline, a Clinicians' Post-Exposure Prophylaxis Hotline which offers up-to the minute advice on managing occupational exposures (needle sticks, etc.) to HIV, hepatitis and other bloodborne pathogens. It is offered 24 hours a day, 7 days a week at 1-888-488-4911.***

## HEALTH SCIENCE ADMISSIONS AND PROGRESSION COMMITTEE INFORMATION

### Membership:

1. Six (6) Faculty:
  - a. One (1) teaching in the AAS Nursing Program, one (1) teaching in the RN-BSN Program, one (1) teaching in the AAS Radiology Technology Program, one (1) teaching in the EMS/Paramedic Program, one (1) teaching in the Human Services Program, and one (1) at-large Health Science and Human Services Department faculty member.
  - b. At least one of the faculty must be tenured.
  - c. Faculty members of the committee will be selected in the spring semester at the last departmental faculty meeting.
  - d. In the event that a committee member cannot attend an Admission and Progression meeting, that member shall find a representative from within their program, if possible, to serve as proxy for that meeting. If there are no student appearances expected for the meeting, a written proxy of vote(s) on the issues addressed on the agenda for that meeting is also an acceptable substitute.
2. The Administrative Assistant for the department will serve as an ex-officio member of the committee without voting privileges and will coordinate staff support for the committee.

### Term of Service:

1. Faculty serve a two-year term and may serve additional terms.

### Functions:

1. Make recommendations to Department of Health Science and Human Services faculty regarding policies and procedures for student admission to department health science degree programs.
2. Review applications and select students for admission to departmental health science degree programs, including review of appeals for readmission.
3. Review and make decisions related to progression or reinstatement of individual students in health science degree programs.
4. Assure the collection and dissemination of formative and summative data for evaluation of admission and progression; use relevant data admission and progression decisions.

## Writing Expectations for Great Basin Paramedic Students

### Purpose:

- Articulate writing competencies required of paramedic students.

### Expectations for Written Assignments:

All written assignments are to be in APA 7<sup>th</sup> Edition format and submitted by *Word* document on the due date, unless otherwise specified by faculty. Writing competencies to be demonstrated by students are as follows:

- Use terminology, sentence construction, citation style, formatting, grammar, and punctuation consistent with scholarly writing.
- Write content that is purposeful, logically sequenced, organized, and, derived from evidence-based materials such as peer reviewed journals, course textbooks, best practice guidelines, outcomes management reports or other scientifically based literature.
- Reference scholarly content consistent with APA 7<sup>th</sup> Edition; refrain from using web sites intended for layman, medical consumers, marketing sites, or references less rigorously reviewed for scientific merit, unless appropriate for specific purposes such as patient education. Deviation from required APA formatting will be indicated by faculty when warranted.
- Document reflective thought, thinking, reasoning and judgment when responding to specific questions and assignments such as patient education, journaling, and peer evaluations.
- Pursue academic writing in a manner consistent with the standards of academic integrity adopted by Great Basin College. This includes scrutinizing written materials to assure that authors, sources and websites are properly cited.
- Acknowledge late assignments will not be accepted or will be penalized unless prior arrangements are made with faculty.
- If the writing requirements are not met for an assignment, then points may be deducted, the assignment may need to be rewritten, or the assignment may receive a failing grade.



## **GBC Standards of Conduct for Paramedic Students**

All paramedic students are held to the GBC and NSHE Student Conduct Policies as published in the GBC Catalog.

It is expected that paramedic students will come to class, skills/practice lab, clinical assignment and/or testing sessions in a condition conducive to competent and safe performance. Paramedic faculty are held legally and professionally accountable for taking prompt, appropriate, and decisive action if a student is unable to perform the essential functional abilities required for satisfactory completion of all aspects of the paramedic program.

Examples of physical, cognitive, behavioral problems and lack of competency which may be questioned include, but are not limited, to:

- Frequent absenteeism and/or tardiness (no documented medical reason for absence).
- Drowsiness or sleepiness.
- Smell of alcohol on the breath/body.
- Increased inability to meet schedules and deadlines.
- Slurred/incoherent speech or speech pattern different from normal speech.
- Unusually aggressive behavior.
- Unexplained change in mood.
- Change in appearance.
- Lack of manual dexterity.
- Lack of or decreased coordination in body movement.
- Inappropriate responses to stimuli.
- Unexplained work-related accident or injury.
- Inattentiveness to work.

Students who arrive to class, practice lab, clinical assignment and/or testing sessions who are considered by their instructor to be unable to safely or effectively carry out required program related activities may be subject to:

1. having their work performance and behavior witnessed and documented
2. questioning in private as to the nature of the problem
3. meeting with the Dean
4. referral to the appropriate GBC administrative staff member
5. receiving a failing grade and dismissal from the program.
6. possible ineligible for readmission.

## **Code of Ethics for EMS Practitioners**

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

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

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

Revised and adopted by the National Association of Emergency Medical Technicians, June 14, 2013.

## **EMT Oath**

Be it pledged as an Emergency Medical Technician, I will honor the physical and judicial laws of God and man. I will follow that regimen which, according to my ability and judgment, I consider for the benefit of patients and abstain from whatever is deleterious and mischievous, nor shall I suggest any such counsel. Into whatever homes I enter, I will go into them for the benefit of only the sick and injured, never revealing what I see or hear in the lives of men unless required by law.

I shall also share my medical knowledge with those who may benefit from what I have learned. I will serve unselfishly and continuously in order to help make a better world for all mankind.

While I continue to keep this oath unviolated, may it be granted to me to enjoy life, and the practice of the art, respected by all men, at all times. Should I trespass or violate this oath, may the reverse be my lot.

So, help me God.

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**Written by: Charles B. Gillespie, M.D.**

**Adopted by the National Association of Emergency Medical Technicians, 1978**

## **AAS & CERTIFICATE OF ACHIEVEMENT PARAMEDIC PROGRAM APPLICATION AND ADMISSION PROCESS**

Students are admitted each year in the fall semester only.

Application information is available on the GBC website each January. The complete application packet submission deadline is May 31 for the following fall semester. Additionally, all applicants must have a current Nevada EMT or AEMT license by July 1 of the application year.

The Admission and Progression Committee of the Great Basin College Health Sciences and Human Services Department evaluates qualifications for each applicant and ranks them for admission to the associate degree and certificate of achievement paramedic program based on criteria set by the paramedic faculty.

All individuals with complete applications and meeting minimum requirements for admission will be ranked on the following criteria: (1) GPA in general education courses, (2) number of required general education courses completed, (3) residency, (4) years of service in an EMS career, (5) level of certification, and (6) veteran status.

Applicants not selected will not be carried forward to the next application year and must complete a new application for admission each year in which they apply.

Notification of acceptance into the paramedic program and a *Letter of Intent* are mailed to applicants no later than mid June for enrollment in August. Admission to the program is considered final only when the applicant returns the signed *Letter of Intent* included in the notification of acceptance and attends the mandatory paramedic program new student orientation in July to begin the Fall program. Appeals of admission decisions will be referred to the GBC Department of Health Sciences and Human Services Admission and Progression Committee.

In addition to attendance at the mandatory paramedic program new student orientation in July, new associate degree or certificate of achievement paramedic students are required to submit evidence of a satisfactory physical examination, provide proof of immunizations (TB testing, MMR, TDAP, Hepatitis B, Influenza, COVID-19), provide proof of health insurance coverage, and provide proof of current professional AHA CPR.

Complete information on application and admission procedure can be found with the application of the AAS in Paramedicine or Certificate of Achievement Paramedic website at:

[https://www.gbcnv.edu/programs/health\\_sciences/aas\\_ems/aas\\_ems\\_new.html](https://www.gbcnv.edu/programs/health_sciences/aas_ems/aas_ems_new.html)

### **Transfer Students**

Because of the curriculum variability among paramedic programs, transfer students are not accepted from other paramedic programs.

### **Cardio-Pulmonary Resuscitation**

Students must provide evidence of a current Healthcare Provider CPR card from the American Heart Association on admission to the paramedic program. **The student must maintain current certification throughout their tenure in the paramedic program.**

### **Criminal Background Check and Drug Screening**

Certain clinical agencies mandate criminal history background checks and drug screening for all individuals engaged in patient care. All students must undergo criminal history background checks and drug screening. These checks are conducted by an external vendor and the information is sent to the clinical agency requiring this information, and NOT sent to the College. Agency personnel will evaluate the information they receive and, in their sole discretion, make the final determination as to each student's ability to participate in patient care in their agency. **If a student is denied clinical placement by any clinical agency due to positive criminal history information or drug screening results, the student will be unable to complete paramedic program requirements and will be dismissed from the paramedic program.**

**NOTE: Students with a criminal history are potentially ineligible for licensure in the State of Nevada and NREMT. Students with questions regarding their eligibility may contact the EMS Program Director, the Nevada State Board of EMS, or NREMT for clarification.**

## **Learning Resources**

Students must purchase required texts and other learning resources (e.g., course access codes.) A list of required learning resources will be provided to all students enrolling in the paramedic program. Students will be notified if additional learning resources are required prior to the beginning of each subsequent semester.

## **Technology Access and Requirements**

A computer with internet access is required for accessing course content and to attend the hybrid courses in the paramedic program. An iPad or Tablet with internet access is required for skills documentation during lab days and for hospital clinical and EMS rotations. These devices are required to obtain the proper documentation of skills and patient contacts during rotations and to be signed off for each clinical or lab experience.

## **Financial Assistance**

Financial Aid is intended to help students pay for their education after high school. The aid available at Great Basin College includes grants, loans, employment and scholarships, some of which are specifically designated for paramedic students. Students are encouraged to contact Student Financial Services at 775-327-2095 for further information.

## **Employment**

Students who are employed by a health facility while enrolled in the paramedic program must be aware of changing student/employee roles. For example, a student who is employed on week-ends as an EMT or AEMT should never exceed the responsibilities of that position relating to facility protocol, even though students have learned new procedures as a result of being a paramedic student. It is imperative that a student accepts assignments within his/her scope of practice as outlined in the specific job description. An unlicensed paramedic student should not accept employment that requires him/her to perform duties that should be performed only by a licensed paramedic. Students are accountable for their actions and are urged to use reasonable and prudent care in accepting a position and in fulfilling their responsibilities as employees.

**Students are not considered official representatives of the Great Basin College AAS Paramedic Program or Certificate of Achievement Paramedic Program. Neither Great Basin College nor the Health Sciences and Human Services Department accept responsibility for the actions of students working in healthcare agencies in an employee or volunteer status.**

**GREAT BASIN COLLEGE  
ASSOCIATE DEGREE & CERTIFICATE OF ACHIEVEMENT PARAMEDIC PROGRAM  
INJURY REPORT**

**Name of Person(s) Injured:** \_\_\_\_\_

**Person Completing this Form (if different from above):** \_\_\_\_\_

**Date of Incident/Accident:** \_\_\_\_\_

**Exact location of the Incident/Accident:** \_\_\_\_\_

\_\_\_\_\_

**Description of the injury:** \_\_\_\_\_

\_\_\_\_\_

**Were there witnesses to this accident? If yes, list below:**

**Describe the circumstances in which the incident/accident occurred:**

**Describe follow-up care:**

**Was the person injured referred for follow-up care? If yes, which facility?** \_\_\_\_\_

\_\_\_\_\_

**Any further comments:**

\_\_\_\_\_  
**Signature of Injured/Person Completing Form**

\_\_\_\_\_  
**Signature of Dean**

**Great Basin College Department of Health Science and Human Services  
Associate of Applied Science & Certificate of Achievement in Paramedicine**

**EXPOSURE TO BLOODBORNE PATHOGEN FORM**

**Complete the following form and return it to the Dean of Health Science and Human Services.**

Student Name: \_\_\_\_\_ Faculty Name: \_\_\_\_\_

Exposed Individual's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Source of exposure (state name of person if applicable): \_\_\_\_\_

Date of occurrence: \_\_\_\_\_ Time occurred: \_\_\_\_\_ Time reported: \_\_\_\_\_

Name and title of person initially notified: \_\_\_\_\_

Location of occurrence: \_\_\_\_\_

Check the following that apply to the occurrence:

\_\_\_ percutaneous exposure (break in the skin that causes bleeding)

\_\_\_ Mucous membrane contact (eyes, mouth, nose)

\_\_\_ chapped skin, abraded skin, dermatitis

\_\_\_ exposure to chemical

\_\_\_ other, explain: \_\_\_\_\_

Were bloodborne pathogens (blood, saliva, body fluids, contaminated solutions, etc....) involved?

**Yes    No    (circle 1)**

Explain: \_\_\_\_\_

Describe the incident precisely: \_\_\_\_\_

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What did you do after being exposed? \_\_\_\_\_

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How do you feel this incident can be prevented in the future? \_\_\_\_\_

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Signature of person making report: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of faculty if applicable: \_\_\_\_\_ Date: \_\_\_\_\_

Dean of Health Science & Human Services \_\_\_\_\_ Date: \_\_\_\_\_



GREAT BASIN COLLEGE  
ASSOCIATE DEGREE PARAMEDIC PROGRAM  
**Student Test Item Query Form**

Student Name:
Class:
I am protesting the test item:
Rationale: (Explain why you believe the test item is incorrect)
Reference Source: (Cite three published resources, including the page number, to validate your protest.)  1.  2.  3.



**Great Basin College**  
**Department of Health Science and Human Services**

**STUDENT COUNSELING FORM**

**Program Number & Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_ **Course Number:** \_\_\_\_\_

Reason For Counseling		Class	Lab	Clinical	Field
	Attendance				
	Academic Performance				
	Skill Acquisition/Performance				
	Affective Behavior				
	Administrative probation (Financial/Other)				

The student has been counseled regarding the following:

	Yes	No	Date
Previous Performance Improvement Plan (PIP) completed:			
Previous Counseling:			
Dismissal:			

**Student Comments:**

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Faculty Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Program Director Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Instructions:

1. Instructor prints two (2) copies.
2. Instructor and student sign both copies. Instructor gives one copy to the student and one copy to the Administrative Assistant for the student's records.
3. The Administrative Assistant will notify the student's advisor and the Admission/Progression Committee Chair.
4. If the student is not in Elko, the Faculty or, if requested, the Administrative Assistant will mail the form to the student for their signature or fax it to their location for their signature.
5. **THIS INFORMATION IS HIGHLY CONFIDENTIAL. In the event this form must be emailed, the email subject line must contain the wording CONFIDENTIAL DOCUMENT. The form must be attached to the email and the email must contain the following confidentiality notice: Confidentiality Notice:** This message and any attachments are for the sole use of the intended recipient and may contain confidential and privileged information that is exempt from public disclosure. Any unauthorized review, use, disclosure or distribution is prohibited. If you have received this message in error, please contact the sender immediately (by phone or reply to electronic mail) and then destroy all copies of the original message.



Great Basin College  
Department of Health Science and Human Services

**Performance Improvement Plan (PIP)**

***\*\*Confidential\*\****

**Program Number & Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_ **Course Number:** \_\_\_\_\_

**This Performance Improvement Plan (PIP) aims to identify areas of concern and gaps in your performance, reiterate the program expectations and allow you to demonstrate improvement and commitment.**

**Areas of Concern:** issues or poor performance or behavior.

- 1.
- 2.
- 3.

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

- 1.
- 2.
- 3.

**Improvement goals and expectations:** goals related to areas of concern to be improved and addressed, as well as timelines.

- 1.
- 2.
- 3.

**Resources:** resources available to complete the improvement activities.

- 1.
- 2.
- 3.

### **Timelines for improvement, expectations, and consequences:**

Effective immediately, you will be expected to make regular progress on the plan outlined above. Failure to meet or exceed these expectations or any display of misconduct will result in further disciplinary action, up to and including dismissal from the program. In addition, if there is no significant improvement to indicate that the expectations and goals will be met within the timeline indicated in this Performance Improvement Plan (PIP), your enrollment will be terminated. Failure to maintain performance expectations after completing the PIP may result in additional disciplinary action, including dismissal from the program.

The contents of the PIP are confidential. Should you have questions or concerns regarding the content, you will be expected to follow up directly with the assigned program faculty member.

During this performance improvement process, you are expected to communicate on a regular basis with the program faculty to discuss your progress.

**PIP Start Date:** \_\_\_\_\_

**PIP Revaluation Date:** \_\_\_\_\_

### **This information has been reviewed with the student.**

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Faculty Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Program Director Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Other Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

#### **Instructions:**

6. Instructor prints two (2) copies.
7. Instructor and student sign both copies. Instructor gives one copy to the student and one copy to the Administrative Assistant for the student's records.
8. The Administrative Assistant will notify the student's advisor and the Admission/Progression Committee Chair.
9. If the student is not in Elko, the Faculty or, if requested, the Administrative Assistant will mail the form to the student for their signature or fax it to their location for their signature.
10. **THIS INFORMATION IS HIGHLY CONFIDENTIAL. In the event this form must be emailed, the email subject line must contain the wording CONFIDENTIAL DOCUMENT. The form must be attached to the email and the email must contain the following confidentiality notice: Confidentiality Notice:** This message and any attachments are for the sole use of the intended recipient and may contain confidential and privileged information that is exempt from public disclosure. Any unauthorized review, use, disclosure or distribution is prohibited. If you have received this message in error, please contact the sender immediately (by phone or reply to electronic mail) and then destroy all copies of the original message.

## GREAT BASIN COLLEGE

### ASSOCIATE OF APPLIED SCIENCE & CERTIFICATE OF ACHIEVEMENT PARAMEDIC PROGRAM

#### STUDENT AGREEMENT FOR THE 2025-2026 ACADEMIC YEAR

\_\_\_\_\_  
(initial) I have read, understand and agree to abide by the policies and guidelines stated in the Great Basin College Certificate of Achievement and/or Associate of Applied Science Degree Paramedic Program 2025-2026 Student Handbook.

\_\_\_\_\_  
(initial) I understand that as a condition of enrollment in Great Basin College's Certificate of Achievement and/or Associate of Applied Science Degree Paramedic Program, agree that a clinical /agency may, at any time, require a "for cause" drug and/or alcohol screen. I agree to execute a consent for release of the results of the drug and/or alcohol screening information to the clinical facility/agency should they request such information.

\_\_\_\_\_  
(initial) I understand and acknowledge that once admitted to the Great Basin College Certificate of Achievement and/or Associate of Applied Science Degree Paramedic Program, failure to maintain the professional and/or ethical standards of the program may result in dismissal from the program. I also understand that the Health Science and Human Services Department Admission and Progression Committee may at any time request information from the Administrative Officer of Great Basin College to determine whether I have ever violated NSHE (Nevada System of Higher Education) Code.

\_\_\_\_\_  
(initial) I understand and acknowledge that no resources or information from any paramedic the course can be shared outside the classroom or lab.

My emergency contact person(s) are listed below. I understand that this individual or individuals are responsible for ensuring that I am transported home in the event one of my faculty or the EMS director or Dean determines that I am not able to continue being present in the classroom, lab, or clinical setting.

Name	Phone #	Relationship
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Name	Phone #	Relationship
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Printed Name	Student Signature	Date
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Witness: (Faculty/ Dean)	Date
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**GREAT BASIN COLLEGE**

**ASSOCIATE OF APPLIED SCIENCE & CERTIFICATE OF ACHIEVEMENT PARAMEDIC PROGRAM**

**Agreement to Participate in Practice Lab Procedures  
For the 2025-2026 Academic Year**

During my enrollment in the Associate of Applied Science Degree or Certificate of Achievement in Paramedic Program and under the direct supervision of a paramedic faculty member, I agree to allow a paramedic student classmate to perform the following procedures on my person:

1. Subcutaneous injection
2. Intradermal injection
3. Intramuscular injection
4. Intravenous catheterization (peripheral)

I agree to hold harmless and waive the liability of the student and/or students performing the procedure(s), the supervising instructor and Great Basin College for any injuries incurred as a result of my agreeing to have these procedures performed on my person.

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Printed Name	Student Signature	Date
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Witness: (Faculty/ Dean)	Date
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**CONFIDENTIALITY AGREEMENT  
AND CONSENT FOR  
PHOTOGRAPHY AND VIDEO  
RECORDING**

During your participation at the Great Basin College Practice Lab, you will be an active participant and observer of the performance of other individuals in the management of acute medical, surgical, and other health care events in simulated experiences.

The objective of the simulation experience program is to educate pre-licensed and licensed health care practitioners to better assess and improve their performance in evolving health care situations. Simulations are designed to challenge a healthcare professional's response and judgment in stress environments.

Due to the unique aspects of this form of training, you are required to maintain and hold confidential all information regarding the performance of specific individuals and the details of the scenarios.

There is continuous audiovisual digital recording during all simulations which will be used for educational purposes. This video recording is considered a QUALITY ASSURANCE TOOL and is protected by Federal Law.

By signing this agreement, you agree to maintain strict confidentiality regarding both your and others' performance, whether seen in real time, on video, or otherwise communicated to you. Failure to maintain confidentiality may result in unwarranted and unfair defamation of character of the participants.

To maintain optimal simulation experiences for other learners who will be following you in the center, you are to maintain strict confidentiality regarding the specifics of the scenarios. A breach of confidentiality may result in loss of privileges in the Practice Lab.

By signing below, you acknowledge you have read and understand this statement and agree to maintain the strictest confidentiality about the performance of individuals and the simulation scenarios you observe.

\_\_\_\_\_ I agree to maintain strict confidentiality about the details of the scenarios and the performance of other participants during scenarios at Great Basin College Practice Lab.

I authorize the Great Basin College Practice Lab to use the video recording(s) and photographs made in the Practice Lab for the following purposes:

- \_\_\_\_\_ 1) Debriefing scenario participants,
- \_\_\_\_\_ 2) Administrative review,
- \_\_\_\_\_ 3) Educational research,
- \_\_\_\_\_ 4) Commercial purposes, which can include public relations, promotional advertisements, and/or fund-raising activities. I understand that, unless otherwise approved by me, I will not be specifically identified.

\_\_\_\_\_  
Last Name, First Name (Please Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness



**GREAT BASIN COLLEGE  
PARAMEDIC PROGRAM RELEASE FORM**

I, \_\_\_\_\_, give the Paramedic program permission to do the following:  
(Please print name)

- Release my training information (OSHA, HIPAA, Blood Borne Pathogens), immunization information, CPR, and insurance verification to the clinical education facilities as mandated by the facility contract.
- Release my name and social security number to the clinical education site when needed for clinical site security access.
- Release my name and social security number to the state of Nevada EMS when needed for certification and course completion.
- Post clinical schedules in the clinical site which will include my name, initials, and clinical hour.
- Include my name with other students on clinical education site schedules which will be released to other paramedic program students, program clinical sites, and program faculty.
- Include my name and contact information for class information contacts.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Name & Signature

\_\_\_\_\_  
Date

**PHOTO RELEASE FORM**  
**Great Basin College**  
**1500 College Parkway Elko, NV 89801**

I \_\_\_\_\_ (print full name) give Great Basin College permission to publish my photograph[s] on its website or printed materials for the purpose of promoting and illustrating activities at Great Basin College. I understand that photographs of me will be used for educational, promotional, and recruitment purposes. My name will not be published or otherwise released to the public without my express permission in writing.

This release is to discharge any and all claims and demands arising out of or in connection with the above- stated use of the photograph[s], including any and all claims for libel and invasion of privacy. I hereby grant Great Basin College the ownership and use of said photograph[s].

\_\_\_\_\_  
Please Print Full Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**GREAT BASIN COLLEGE  
PARAMEDIC PROGRAM  
PRIOR CONVICTION STATEMENT OF UNDERSTANDING FORM**

I, \_\_\_\_\_, understand that graduation from the GBC Paramedic program does not guarantee certification as a Paramedic. Certification is granted by the National Registry for Emergency Medical Technicians (NREMT) and they have the final determination of eligibility or ineligibility to take the NREMT examination for paramedic.

I also understand that prior felony or misdemeanor conviction(s) may affect my eligibility status and that it is my responsibility to request and submit a pre-application screening by the NREMT regarding prior felony or misdemeanor conviction(s).

_____ Please Print Full Name	_____ Signature	_____ Date
_____ Witness Name	_____ Signature	_____ Date



## **GREAT BASIN COLLEGE STUDENT EMERGENCY CONTACT INFORMATION**

**Primary Contact:**

**Alternative Contact:**

**Name:** \_\_\_\_\_

**Relationship:** \_\_\_\_\_

**Contact Phone Number:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Alternative Contact:**

**Name:** \_\_\_\_\_

**Relationship:** \_\_\_\_\_

**Contact Phone Number:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**GREAT BASIN COLLEGE**  
**STUDENT HEALTH FORM**

**To Be Completed by Student:**

**NAME** \_\_\_\_\_ **DOB** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**If you answer 'yes' to any of the following, please give an explanation.**

<b>DO YOU <i>NOW</i> OR HAVE YOU EVER HAD:</b>	<b>NO</b>	<b>YES</b>	<b>EXPLANATION</b>
<b>Alcoholism or drug dependency</b>			
<b>Allergies</b>			
<b>Back Disorder</b>			
<b>Chronic headaches or migraines</b>			
<b>Communicable disease</b>			
<b>Diabetes mellitus</b>			
<b>Heart disease</b>			
<b>Hepatitis</b>			
<b>Hernia</b>			
<b>Hypertension or hypotension</b>			
<b>Psychiatric illness or mental health issues</b>			
<b>Seizure disorder</b>			
<b>Skin disease</b>			
<b>Smoking habit</b>			
<b>Tuberculosis or positive skin test</b>			

**I consider my general health status to be (circle one):**    **Excellent**    **Good**    **Fair**    **Poor**

**STUDENT'S SIGNATURE:** \_\_\_\_\_

To be completed by Physician:

If you answer 'yes' to any of the following, please give an explanation.

Does this patient now have or ever had the following?	NO	YES	EXPLANATION
Alcoholism or drug dependency			
Allergies			
Back Disorder			
Chronic headaches or migraines			
Communicable disease			
Diabetes mellitus			
Heart disease			
Hepatitis			
Hernia			
Hypertension or hypotension			
Psychiatric illness or mental health issues			
Seizure disorder			
Skin disease			
Smoking habit			
Tuberculosis or positive skin test			

The following requirements must be validated:

Note to physician-

By completing this physical you are **not validating the student's skill** in completing these procedures.

Your answers will describe the student's physical ability to accomplish these tasks.

Is able to:	NO	YES	Explanation
Assess clients through auscultation, percussion, palpation, and other diagnostic maneuvers			
Manipulate equipment necessary to assist the individual, family, and/or group to desired outcomes			
Lift and move individuals to provide safe care and emergency treatment. (50 pounds minimum)			
Perform cardiopulmonary resuscitation			
Perform independently of others			
Possess cognitive abilities to measure, calculate dosages, reason, analyze and synthesize.			

Comments: \_\_\_\_\_  
 PHYSICIAN'S SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_