



UTAH VALLEY UNIVERSITY

Paramedic Program Standards & Guidelines



TABLE OF CONTENTS

Content	page
<i>Paramedic Program Mission Statement</i>	3
I. Textbook	4
II. Student Standards/Uniforms	5
III. Personal Grooming & Hygiene	6
IV. Personal Expectations/Ethical Conduct	7
V. Conduct	8
<i>General Rules of Conduct for Students</i>	8
<i>Chain of Command</i>	8
VI. Testing and Evaluation	10
VII. Clinical & Field Experience	11
VIII. Attendance and Absenteeism	12
IX. Probation/Dismissal	13
X. State Certification	14
XI. Student Records	14
XII. Students with Disabilities	14
XIII. Learning Enrichment Center	14
XIV. Equal Opportunity	15
<i>Appendix A- COVID</i>	16
<i>Signature Page</i>	17

PARAMEDIC PROGRAM MISSION STATEMENT

We are committed to providing our students with excellence in paramedic education. As the field of Emergency Medical Services and healthcare has rapidly evolved, so has the level of education. Paramedics are true healthcare professionals; often working in settings such as primary healthcare, industry, and occupational medicine, in addition to their familiar emergency prehospital settings. The UVU nationally accredited paramedic program is academically challenging and thus requires several pre-requisites. Our Paramedic Certification and Bachelor of Science degree will afford our graduates a wide range of employment opportunities, upon completion of the program.

UTAH VALLEY UNIVERSITY

I. TEXTBOOK

You will be provided with digital copies of your course books as part of your fees to the University. This is provided by the UVU Bookstore. The primary textbook and online tool we will utilize will for this course is: *Paramedic Care: Principles and Practice, Volume I and Volume II , 6th edition*

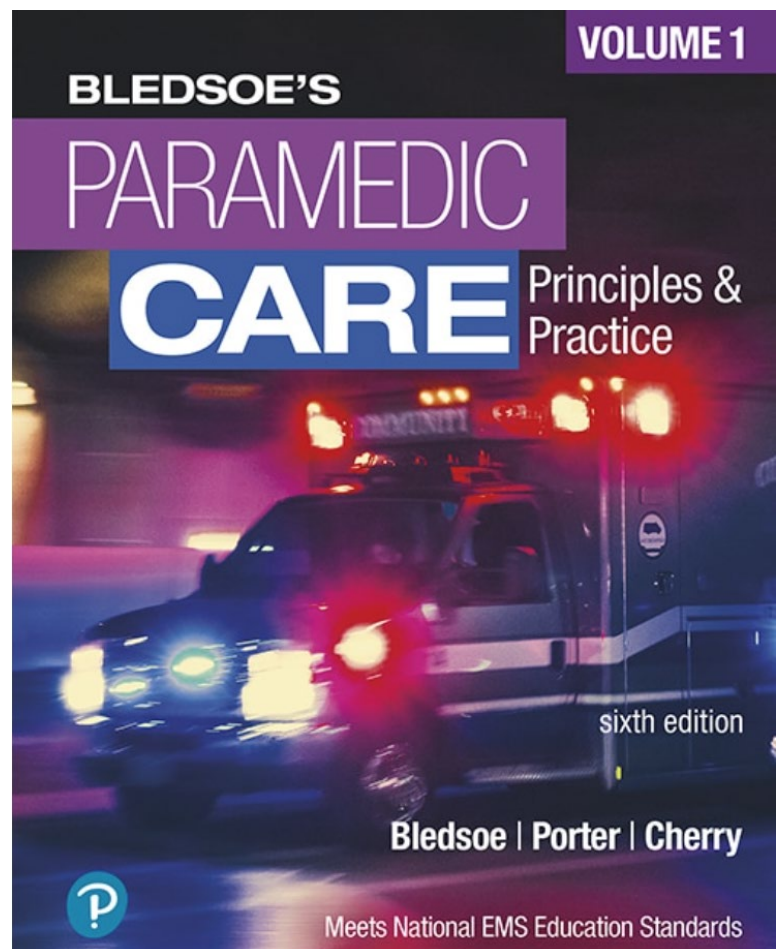
You will access the book from Canvas and it will be shown to you during orientation.

If you chose to purchase a physical copy, you have two options:

- 1) Purchase a loose leaf (3 ring binder) versions of volume 1 & 2 from inside the MyLab course (using the Purchase Options tab)
- 2) Purchase hardcover copies of each book utilizing the links below:

[Paramedic Care, 6e, Volume 1](#)

[Paramedic Care, 6e, Volume 2](#)



II. STUDENTS STANDARDS/UNIFORMS

General

You are required to maintain a clean uniform in good repair. All uniform items will be free of rips, tears, loose threads, fading, wrinkles, and worn in good taste while being free of distractions.

All students will be in the uniform of the day, or the assigned uniform for the scheduled activity. The Paramedic Director or the co-coordinator must approve any uniform deviations. All personal items must be marked with the student's name or initials.

Identification Badges

Name tags will be provided and must always be worn in class. UVU Paramedic Student ID badges are issued by UVU for Fire and Clinical rotations. Hospital identification badges are issued to our program (by the hospital) and must be worn during clinical (hospital) rotations along with your UVU Paramedic Student ID badge. You must wear the correct ID for the appropriate rotation; these are security items as much as a uniform item. You must always be in the correct uniform wearing the appropriate identification. These badges shall be returned prior to graduation and shall not be used for any reason unless engaged in a clinical activity.

Shirt

Gray EMS T-Shirts are the standard for classroom activities and gray EMS collared (intern) shirts are worn during Fire rides (or other specifically identified events). Uniform shirts shall be worn whenever in the classroom unless otherwise directed. It is the student's responsibility to maintain their shirt in a clean, pressed, and presentable manner at all times.

Pants

Navy blue pants or EMS pants (i.e. Dickies) shall be worn whenever in the classroom or on fire rides unless otherwise directed. It is the student's responsibility to maintain the pants in a clean, pressed, and presentable manner at all times.

Footwear

Black polishable boots or shoes are required. (Safety footwear not required) Black boots (i.e. jump boots, station boots) or shoes must be laced or zipped **all** the way up. Boots/shoes must be solid black, clean and polished if needed. No sandals, slippers, or running shoes. However, running shoes are allowed during PT or while wearing scrubs.

Jacket / Pullover

Black quarter-zip pullover jackets are available for purchase and are ordered at the beginning of class. This quarter-zip pullover is authorized for wear in class and at clinical and field sites. In lieu

of purchasing a quarter-zip UVU Pullover, you are authorized to wear a SOLID black or navy jacket/job shirt/pullover. Department (or team) jackets/job shirts/pullovers are not permitted.

Baseball Caps

Ball caps are not allowed for any classroom or indoor activity. Caps may be worn during Field rotation if approved by the provider agency. Approved head wear is available for purchase through UVU RCA office. Absolutely no advertisement headwear is allowed for any reason.

Scrubs

Scrubs are purchased at the beginning of the class through the specified vendor and are worn on assigned class days and during hospital rotations. It is the student's responsibility to maintain the scrubs in a clean, pressed, and presentable manner at all times.

*If specific dress is required for a laboratory class, the student will be informed in advance.

Jewelry

A single watch, wedding ring and pair of earrings (post and stud only) are the only authorized jewelry items. Any ornament (not including clothing) that you can slide, place, hang, pierce, or wear on your body is not authorized in class, field or clinical settings

General Uniform Review:

1. In all classroom, clinical and fire ride settings proper attire will be worn.
2. Scrubs provided by hospital for Operating Room rotations.
3. Program ID and Hospital specific ID (IHC currently) are required at all times.
4. Jeans of any type are not allowed.
5. If a difference exists between the UVU Paramedic program grooming standards and policies for clinical or fire ride areas, students will conform to the host location policies.
6. You represent the UVU Paramedic Program, act and dress accordingly.

III. PERSONAL GROOMING & HYGIENE

Each Student will maintain good personal appearance. "Good" personal appearance reflects attitude. The following is a guide that should help alleviate some subjectivity.

- 1) Hair must look neat and professional and not interfere with patient care. It may be necessary to cut hair to accommodate your Clinical Rotations and Fire Rides. Failure to do so will result in removal from the program
- 2) Students should shower as often as needed.
- 3) Students should practice good oral hygiene.

- 4) Fingernails will be clean, short, and neatly trimmed.
- 5) Students will be clean-shaven. Beards, goatees, soul patch, and/or excessively long sideburns are not authorized. Mustaches shall be neatly trimmed, not to exceed the vermilion border or the corner of the mouth.

IV. PERSONAL EXPECTATIONS/ETHICAL CONDUCT

Your personal conduct during the Paramedic Program can enhance your chance for success.

As a member of the medical community, with the privilege of caring for the sick, you are obligated to adhere to certain principles of conduct, which have governed medicine for thousands of years.

These principles act as a guide to ensure every patient is to be treated with respect, dignity, and confidentiality. Unethical behavior during class, clinicals or during field rides is a serious offense and may be grounds for dismissal from the program.

Academic Honor and Integrity are expectations in our program. Academic dishonesty will not be tolerated in the Paramedic Program. Academic dishonesty includes standards which may be found in the UVU Student Rights & Responsibilities Code.

Academic Integrity violations:

- 1) Altering answers or scores on tests.
- 2) Altering scores on another Student's test or aiding a Student to cheat.
- 3) Claiming assigned work produced or written by someone other than the Student.
- 4) Cheating or copying from another during testing.
- 5) Using unauthorized aids during testing.
- 6) Falsifying or altering records, documents or logs.
- 7) Signing off work that has not been completed.
- 8) Engaging in any conduct involving moral turpitude.
- 9) Any conduct that would bring discredit to the Paramedic Program or UVU if made public.
- 10) Knowingly giving false information to any staff member, faculty or instructor.
- 11) Violation of any local, state or federal law, excluding minor traffic offenses.
- 12) Fighting with or assaulting another.
- 13) Any unwanted touching or other sexual harassment.
- 14) It is expected that students will not seek out or accept unauthorized help during testing or evaluations. Lack of integrity is not acceptable and may be grounds for dismissal from the program.

- 15) Paramedic students must offer patients every benefit and appropriateness of their knowledge and skills. To do otherwise is to practice “selectivity” in patient care and is unacceptable.

Any student who is found to be deceptive, cheating on any portion of a written or practical assessment, falsifying student clinical attendance, evaluations, patient contacts, skills performed, or clinical hours will be DISMISSED FROM THE PROGRAM WITHOUT PROBATION AND RECEIVE A FAILING GRADE.

Students who witness a violation as stated above are required to report the incident to the program director or course coordinator immediately. Failure to do so implies complicity and may carry a similar penalty as the offender.

V. CONDUCT

General Rules of Conduct for Students

Chain of Command

- Students will use the “Chain of Command” whenever practical and for non-academic performance questions. The “Chain of Command” also represents the “Line of Communication” except in any issue involving personal academic questions, discrimination or harassment. In regard to discrimination or harassment issues, the student should go directly to the course coordinator or program director.
- Using the “Chain of Command” means, any matter which needs the attention of the program faculty, will be brought to the student’s group lead who in turn notifies the class lead.
- Any issues or concerns that affect student’s personal performance can be addressed with the specific faculty member.
- Any appeal by a student with regards to their standing in the class will follow the following levels, while attempting to resolve issues at the lowest level possible:
 1. Lead Instructor
 2. Course Coordinator
 3. EMS Program Director
 4. Department Chair Emergency Services
 5. Dean College of Health and Public Service

Respect

- Respect shall always be shown to all faculty and university staff.
- Respect shall always be shown to all guests and classmates.

- Disrespect or abusive language toward any individual or group will not be tolerated and shall be considered insubordination.
- All instructors and university staff shall be addressed in a courteous, professional manner, either by title or rank and last name or by “Sir” or “Ma’am.” (Appropriate titles include: Professor, Captain, Chief, Instructor, etc.)
- Students must knock (regardless if the door is opened or closed) and be acknowledged prior to entering any office space.

Teamwork/Integrity

- Effectively work with others in order to accomplish tasks or solve problems.
- Offer help to group members or classmates when appropriate. (work is work- if one is working, we all are working)
- Keep your commitments.
- Be sincere and honest when dealing with others.
- Respect the personal property of others.
- Portray a professional image in speech, action, and appearance.

Judgment/Problem Solving

- Approach problems in a safe, logical, and well thought out fashion.
- Seek proactive solutions to problems.
- Make reasonable and safe decisions when attempting to accomplish a task or solve a problem.

Insubordination

- Disobedience of any direct orders.
- Arguing with the Instructors.
- Unruliness and/or distracting behavior.
- Quitting or refusing to participate in any prescribed requirement of the Paramedic Program.

Substance Abuse

- Alcoholic beverages or illegal drugs are not permitted at UVU or within the Paramedic Program. Any student who is suspected of being impaired will be escorted home after appropriate law enforcement tests confirm impairment. A violation will result in immediate dismissal.
- Any use of prescription or over the counter medications which may affect the student’s performance must be brought to the attention of the Course Coordinator or the Lead Paramedic Instructor.
- Tobacco, in any of its forms, shall not be used in any place where instruction or activities are being conducted. Tobacco may only be used during breaks and in designated locations. Waste from tobacco products shall be disposed of in the appropriate container.

Miscellaneous

- Students will maintain a dignified appearance at all times (in or out of the classroom).
- While in the classroom, candidates will stand when visiting dignitaries or university administration enters the room unless otherwise directed.
- No food or beverage is allowed in the classroom unless approved by the Lead Instructor.
- No sleeping in class. If you feel sleepy, stand up in the back of the classroom. Sleeping shows lack of preparedness on your part and disrespect to the instructor and program.
- Students will speak respectfully and appropriately while on the university premises. Even private conversations can be overheard by others while in the halls, restrooms, apparatus bay or classrooms.

Communication/Adaptability/Stress Management

- Use the “Chain of Command” whenever possible.
- Use appropriate tone of voice. Articulate in a clear, logical and understandable manner.
- Demonstrate appropriate non-verbal-communication techniques.
- Adapt behavior in order to deal with changing situations in a safe manner.
- Remain calm in stressful situations.
- Recognize symptoms of stress in self and seeks to deal with stress appropriately.

Interpersonal Skills

- Display confidence and personal discipline while courteous and respectful.
- Demonstrate desire for personal and professional development.
- Take on additional tasks or duties, including helping others.
- Relate to a wide variety of individuals in a positive and effective manner.
- Handle interpersonal conflicts effectively and calmly.
- Be persuasive and makes a positive impression.

VI. TESTING AND EVALUATION**Program Standard**

- a. Class Average- 80% minimum.

Examination score standards

- b. PLATINUM Unit Exams- the minimum passing score is 75%.
- c. Drug and EKG Testing- the minimum passing score is 80%.
- d. Weekly Tests- the minimum passing score is 80%.
- e. High Stakes Scenario assessments require a raw score of 75%.

Re-exam standards

- a. PLATINUM Unit Exam retests must have prescription (Rx) submitted prior to retest.
- b. All retests are required within 7 days or as scheduled by the faculty.
- c. Any student failing to appear at the scheduled retest will receive an automatic failure for the exam attempt.
- d. A second failure of any certification test, High Stakes Practical Exam or PLATINUM Unit Exam will lead to automatic probation and may be grounds for dismissal from the program.
- e. Failure of three PLATINUM Unit exams or High Stakes Practical Exam, or any combination may be grounds for dismissal from the program.

Practical skills, Code Assessments

- a. Students must pass all skill evaluations, mega codes, trauma codes, medical scenarios and pediatric codes prior to progressing into the clinical phase with a Raw score of 75% or higher with no failure due to CC (critical criteria).
 - i. High stakes practical exams (cardiac, trauma, medical, pediatric scenario assessments) require 2 passing scores. Tests will be offered in the order of Dress Rehearsal, 1st, 2nd and 3rd attempts.
 - ii. Maximum possible scores are as follows; Dress Rehearsal 100%, 1st Attempt 100%, 2nd Attempt 85%, and 3rd Attempt 75%. Students retain the highest score earned among the 3 attempts.
- b. Failure to successfully complete the re-evaluation of the skill, code or scenario within 3 attempts may be grounds for probation or dismissal from the program.

Final & Certification Exams

- a. In order to take the mid-term or final exams, progress to clinical phase or be recommended for state certification, all course standards must be met.
- b. Following successful completion of all program requirements the student will be recommended to the Utah Department of Health, Bureau of EMS for certification and will be eligible to take the National Registry Paramedic examination. (See section X below for recommendation timeline)

VII. Clinical & Field Experience

Clinical and field placements are coordinated through the UVU EMS Program. If any clinical or field site denies access to a student for any reason, the student will be dropped from the course and program for inability to complete the requirements of the course/program. However, if an alternate clinical site exists for the rotation AND shifts are available, AND the site will accept the student; then the student may

continue in the course and program. Any appeal by the student regarding access to a clinical site must be communicated to the site directly through the UVU Clinical or Field Coordinator. The UVU EMS Program and staff are not responsible for nor have a voice in the decision of a clinical site student denial.

The goal of the clinical experience is to provide the student the opportunity to solidify their classroom and lab experiences as a field paramedic. Individual clinical time may be modified by staff, due to lack of emergency calls beyond the student's control. This extension will last until such time as the student receives sufficient calls to be evaluated.

Students who demonstrate argumentative or inappropriate behavior while in the clinical setting (fire, hospital, etc.) will be issued a written warning and placed on probation. A second occurrence of such behavior, or probation due to performance, may be grounds for dismissal from the program.

VIII. Attendance and Absenteeism

1. Classroom – All Classroom activities are required unless prior arrangements are made and approval granted.

All class activities begin and end as a class. Students are expected to meet all class and laboratory attendance and performance requirements. Since the acquisition of knowledge and skills in paramedic education is cumulative, both in the theory and clinical areas, classroom attendance and participation are necessary. Absences from classroom (lecture) or lab sessions will be cause for review by the faculty, with the potential of dismissal from the program. The student with an extended medical problem will be reviewed by the staff, and in rare circumstances, potential accommodations may be possible.

2. Clinical – All clinical/field assignments must be completed as scheduled unless prior arrangements are made and approval granted.

Paramedic students must attend all scheduled clinical experiences. In case of unavoidable absence on the assigned day, notification must be made at least one hour prior to student's scheduled time. Notification includes POC of clinical or fire site as well as UVU Clinical or Fire Ride Coordinator. Two or more unexcused absences from either classroom or clinical will be grounds for dismissal from the program. Failure to remain for the entire clinical assignment constitutes an unexcused absence.

3. Tardiness -

Unexcused tardiness in classroom, lab or clinical sessions is unacceptable. An unexcused tardy requires a meeting with the Lead Instructor and Course Coordinator. Continued tardiness may be grounds for dismissal from the program.

4. Attendance Tracking and Absence Reporting-

Attendance is recorded twice daily for classroom and lab. Clinical and Field Ride attendance is expected as scheduled. For any schedule deviation, in addition to notifications listed above and regardless of excused or unexcused by faculty, every instance of absent, tardy or left early must be recorded.

Absences from classroom, lab and clinicals (including arriving late and leaving early) must be documented either using the following link or QR code that takes you to the link. This form must be filled out no later than 1 hour prior to the absence or no later than 1 hour after the late arrival or early departure from the assigned schedule.



Absent/Tardy/Left Early link: <https://goo.gl/forms/lnh982Kag8aRJCv42>

IX. PROBATION/DISMISSAL

- a. In order to successfully complete the paramedic program, students must meet program requirements. A student who falls below any of the criteria will discuss their situation in a personal interview with the Lead Instructor and/or Course Coordinator. Suggestions for meeting the criteria will be made and any special help which seems appropriate will be arranged.
- b. If a student is unable to meet the criteria, has repeated problems in certain areas or is falling behind due to inability to meet criteria, the student will be given a formal letter of warning and placed on probation. A plan to correct the problem(s) will be provided. Dates will be set for the criteria to be completed.
- c. A student unable to meet any course evaluation or testing criteria will not be able to progress in the program or be recommended for certification to the state. The student will meet with the Course Coordinator, and a letter which outlines the areas of deficiency and the staff recommendation will be given to the student. Guidance will be provided as to withdrawal from the program as needed.

- d. A student who, at any time during the course, is deemed to be unprofessional or outside the paramedic school standards, may be placed on probation or dismissed from the program.

X. STATE CERTIFICATION

- a. The student must comply with Utah State requirements for certification.
- b. Successful completion includes achieving program and academic requirements both in didactic and clinical areas.
- c. Upon successful completion, the Utah Valley University Paramedic Program will notify the Utah Department of Health and the NREMT with a positive recommendation for certification.
- d. Recommendations to NREMT and Utah BEMS will occur on the date final grades are submitted to UVU or within 7 business days of the course completion, whichever occurs first.

XI. STUDENT RECORDS

- a. A cumulative record is kept on each student. This record contains scores, evaluation and other pertinent information.
- b. Records of individual student conferences will be read and signed by the student and staff member prior to becoming a part of the student's cumulative record.
- c. Following each clinical rotation, the student and clinical instructor/preceptor will review and sign the appropriate evaluation forms. These forms then become a part of the permanent record.
- d. Individuals seeking access to the cumulative file are referred to the General Education Provision Act, Section 438, Privacy Rights of Parents and Students. Further information can be obtained from program staff.

XII. STUDENTS WITH DISABILITIES

If you have any disability, which may impair your ability to successfully complete this course, please contact the Accessibility Services Department (LC-312). Academic accommodations are granted for all students who have qualified documented disabilities. Services are coordinated with the student and instructor by the Accessibility Services Department 801-863-8747. Accommodations should be in place PRIOR to the semester. <https://www.uvu.edu/accessibility-services/>

XIII. LEARNING ENRICHMENT CENTER

The UVU Learning Resources Website assists students with becoming more independent, self-confident, and efficient learners so they will be better able to attain personal and education goals. The links to services consist of both academic programs and assisted learning/tutorial resources designed to provide one-stop, integrated medley of services to assist students in one place rather than referring them to various locations across campus. For more information, contact the Learning Strategies Department at https://www.uvu.edu/academicstandards/learning_resources.html/ located in LC-404 or call 801-863-5325.

XIV. EQUAL OPPORTUNITY

Utah Valley University is committed to the concept of equal opportunity, without regard to race, color, disability, religion, age, sex, national origin, or other impermissible factors.

The learning experience in which you are about to participate is a most exciting and rewarding one. We want you to succeed. We are here as a resource to help you be successful. Remember, destiny and success are the result of choice, not chance.

May you meet the challenge with the right choices, hard work, study, and success.

Best of luck!

Always remember, success is within your reach!

Dexter Schiers
PM Class 54 Course Coordinator
EMS Director

Kevin McCarthy
EMS Department Chair
EMS Faculty

Rick Howard
EMS Faculty

Steven Allred
EMS Faculty
Paramedic Program Director

Appendix A

COVID Accommodations for EMS Programs

The UVU Paramedic Program has been successful with student completion and success, even during COVID. This success has largely been due to students' awareness of themselves and realizing impact on classmates, both direct and indirect; and intentional and unintentional. If you must quarantine or be out sick, this will likely impact your completion and graduation timeline.

We need your help in keeping our doors open for you and your classmates. Please **DO NOT COME TO CLASS SICK** and be sure to get **GET VACCINATED**.

Classroom

The UVU EMS Courses will be offered in the classroom setting as outlined through Academic Affairs email sent to students on 8/21/21.

Lab

Lab and skill training will take place as normal, with the following adjustments:

- 1) COVID testing will be offered weekly and is required to participate in lab/close proximity, medical educational activities, with a negative test result.
- 2) Close proximity activities include skills and scenarios where you are <6 feet from a student or faculty member.
- 3) COVID Testing can be waived if staff/student presents evidence of a COVID vaccination or documented COVID illness in the past 90 days.
- 4) Face masks and eye protection will be required if you are in lab and in close-proximity, medical educational activities, as per UCA 53B-3-103 (2) (d) (iii).

Clinical

Clinical assignments will be made based on the best expected placement for student success as determined by program staff. In the event a clinical or fire site requests a student be fully vaccinated prior to attendance, and the student fails to provide documentation, the student could be removed from the program as referenced on p. 11 of the Class 44 Standards & Guidelines.

Vaccination Records

UVU will not require proof of a COVID vaccination. However, if fire or clinical sites require proof of vaccination, all students will be required to upload the appropriate documentation into their Castle Branch account for the sole purpose of sharing with Clinical Sites, per UCA 53B-3-103 (2) (c) (iii).

**Paramedic Program
Standards & Guidelines**

I, the undersigned student, agree to the terms and conditions as outlined above, including the reporting requirement for absent, tardy and late reporting.

Student Name (Print)

Signature/ Date