



KENAI PENINSULA COLLEGE PARAMEDIC PROGRAM

2025-2026

STUDENT HANDBOOK

POLICIES & PROCEDURE MANUAL

SUBJECT TO UPDATES AS NEEDED

Revised – September 5, 2025

This handbook is provided for informational purposes only and should not be construed as the basis of a contract between a student and the University of Alaska Anchorage. Although every effort is made to ensure its correctness, regulations of the university and this program's requirements change from time to time during the period any student is attending the University of Alaska Anchorage; to the extent there is a conflict between this handbook and university policies, regulations, rules, or procedures, the university policies, regulations, rules, or procedures will control.

- UAA College of Health Disclaimer Language

Title IX, and Non-Discrimination: The University of Alaska is an affirmative action/equal opportunity employer, educational institution, and provider. The University of Alaska does not discriminate based on race, religion, color, national origin, citizenship, age, sex, physical or mental disability, status as a protected veteran, marital status, changes in marital status, pregnancy, childbirth or related medical conditions, parenthood, sexual orientation, gender identity, political affiliation or belief, genetic information, or other legally protected status. The University's commitment to nondiscrimination, including against sex discrimination, applies to students, employees, and applicants for admission and employment. Contact information, applicable laws, and complaint procedures are included on UA's statement of nondiscrimination available at www.alaska.edu/nondiscrimination.

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Welcome to the UAA | Kenai Peninsula College Paramedic Program!

We are thrilled to welcome you to our campus and to embark on this educational journey together. The faculty and staff have carefully prepared this Student Handbook to supplement the University of Alaska Anchorage Catalog and the UAA Student Handbook. These policies are designed to ensure a safe and professional educational experience for all students and staff.

It is essential that each student understands and follows these policies completely, embodying the spirit of professionalism, respect, and integrity expected in the field of Emergency Medical Services (EMS). Your actions and behavior reflect not only on yourself but also on the EMS community and the communities we serve. Any behavior that does not align with these values may be considered a violation of our policies and could result in dismissal from the Paramedic Program.

We encourage you to offer suggestions that you believe will enhance the program. Your input, combined with the experience and judgment of our program staff, will help shape, and improve your paramedic education.

As you progress through the program, remember that you are part of a legacy of excellence. Our PMED alumni have gone on to become outstanding professionals in their communities, and we have no doubt that you will continue this tradition. We look forward to working with you, not just as students, but as future peers and partners in the field of EMS.

Once again, welcome to the University of Alaska Anchorage Kenai Peninsula College Paramedic Program. Let's make this year one of growth, learning, and success!

Paul E. Perry, BS., NRP
Program Director/Lead Instructor

Tiffani Perry, AAS., NRP
Clinical Coordinator

Ashley Pass, AAS., NRP
Paramedic Instructor

Stephen Robertson, AAS., NRP
Paramedic Instructor

MISSION STATEMENT

The Mission of the University of Alaska Anchorage, Kenai Peninsula College Paramedic Program is to train and educate EMS professionals to become competent, capable, and compassionate entry-level paramedics.

PROGRAM GOALS / MINIMUM EXPECTATIONS

CAAHEP Standard II.C. Minimum Expectations Statement

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

PROGRAM PHILOSOPHY

The Patient

Every individual who requests medical care must be treated with respect, dignity, and compassion, without discrimination. Access to healthcare is a fundamental right, regardless of a patient's ability to pay, race, age, gender, sexual orientation, physical or mental ability, veteran status, or religious belief.

Competent and compassionate paramedics never allow personal biases or prejudices to interfere with patient care. The patient is at the center of our mission and the reason we serve. As future providers, students in the **UAA|KPC Paramedic Program** are expected to uphold this responsibility and do everything possible to meet the medical needs of those who depend on us.

The Paramedic

Paramedics are highly trained healthcare professionals who play a vital role in the emergency care team. Many enter the profession with a strong commitment to helping others in times of crisis. Paramedics are expected to apply advanced critical thinking, patient care skills, and a comprehensive knowledge of the human body to assess, manage, and treat patients in situations that exceed the scope of practice of EMTs and Advanced EMTs.

Paramedic Training

Paramedic training builds upon the knowledge and experience gained as a Basic or Advanced EMT. In the **UAA|KPC Paramedic Program**, students prepare for licensure through mastery of didactic content, clinical skills, and scenario-based training that exceeds the current national minimum standards. The program prepares graduates to function as competent, entry-level paramedics.

As the profession continues to evolve, paramedics must recognize the importance of lifelong learning, continuing education, and sharing knowledge with colleagues. The **UAA|KPC Paramedic Program** emphasizes these values while providing students access to current technology and the most up-to-date medical information.

Adult Learners

Adult learners are responsible for their own education through self-motivation, goal setting, research, organization, time management, and self-evaluation. In the **UAA|KPC Paramedic Program**, instructors serve as facilitators of learning by providing objectives, resources, coaching, feedback, and evaluation.

Students bring valuable life experiences that can enhance their learning and serve as a foundation for acquiring new knowledge and skills. For this reason, classroom activities and agendas may occasionally be adjusted to reflect the experience levels and learning styles of each cohort.

STUDENT LEARNING OUTCOMES

The specific educational outcomes that support the program objectives were created by the National Highway Traffic Safety Administration (NHTSA) to produce a paramedic who:

1. Integrates comprehensive knowledge of EMS systems, safety/well-being of the paramedic, and medical/legal and ethical issues, which is intended to improve the health of EMS personnel, patients, and the community.
2. Integrates a complex depth and comprehensive breadth of knowledge of the anatomy and physiology of all human systems.
3. Integrates comprehensive anatomical and medical terminology and abbreviations into the written and oral communication with colleagues and other health care professionals.
4. Integrates comprehensive knowledge of pathophysiology of major human systems.
5. Integrates comprehensive knowledge of life span development.
6. Applies fundamental knowledge of principles of public health and epidemiology including public health emergencies, health promotion, and illness and injury prevention.
7. Integrates comprehensive knowledge of pharmacology to formulate a treatment plan intended to mitigate emergencies and improve the overall health of the patient.
8. Integrates complex knowledge of anatomy, physiology, and pathophysiology into the assessment to develop and implement a treatment plan with the goal of assuring a patent airway, adequate mechanical ventilation, and respiration for patients of all ages.
9. Integrates scene and patient assessment findings with knowledge of epidemiology and pathophysiology to form a field impression. This includes developing a list of differential diagnoses through clinical reasoning to modify the assessment and formulate a treatment plan.
10. Integrates assessment findings with principles of epidemiology and pathophysiology to formulate a field impression and implement a comprehensive treatment/disposition plan for a patient with a medical complaint.
11. Integrates comprehensive knowledge of causes and pathophysiology into the management of cardiac arrest and peri-arrest states. Integrates a comprehensive knowledge of the causes and pathophysiology into the management of shock, respiratory failure or arrest with an emphasis on early intervention to prevent arrest.
12. Integrates assessment findings with principles of epidemiology and pathophysiology to formulate a field impression to implement a comprehensive treatment/disposition plan for an acutely injured patient.

13. Integrates assessment findings with principles of pathophysiology and knowledge of psychosocial needs to formulate a field impression and implement a comprehensive treatment/disposition plan for patients with special needs.
14. Knowledge of operational roles and responsibilities to ensure safe patient, public, and personnel safety.

- Current NHTSA Educational Standards

FACULTY CONTACT INFORMATION

Paramedic Program Director / Lead Instructor

Paul E. Perry, BS, NRP

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Soldotna, Alaska 99669

Office Phone: (907) 262-0378

Email: peperry@alaska.edu

Kenai Peninsula College Website: <http://www.kpc.alaska.edu>

KPC Paramedic Website: <http://www.kpc.alaska.edu/academics/areas-of-study/paramedic/>

Paul's Cellphone Number: (907) 398-7888

Paramedic Clinical Coordinator

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156 College Road

Soldotna, Alaska 99669

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Email: tjperry@alaska.edu

Tiffani's Cell phone Number: (907) 252-5747

Paramedic Instructor

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Paramedic Instructor

Stephen Robertson, AAS, NRP

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Palmer, Alaska 99645

Office Phone: (907) 746-9329

Email: srober58@alaska.edu

PROFESSIONAL ORGANIZATIONS

State of Alaska – Office of EMS

Emergency Medical Services Unit
Division of Public Health
PO Box 110616
Juneau, AK
99811-0616
Main Phone: (907) 465-3027
Fax: (907) 465-4101
<http://www.chems.alaska.gov>

National Registry of Emergency Medical Technicians

PO Box 29233
Columbus, OH 43229
Main Phone: (614) 888-4484
Fax: (614) 888-8920
<http://www.nremt.org>

Southern Region Emergency Medical Service Council

6130 Tuttle Place
Anchorage, AK 99507
Main Phone: (907) 562-6449
Fax: (907) 562-9893
<http://www.sremsc.org>

National Association of EMTs

PO Box 1400
Clinton, MS 39060-1400
Main Phone: 601-924-7741
Toll Free: 800-346-2368
<http://www.naemt.org>

PROGRAM ADVISORY BOARD

Voting Members

- Diane Bagley, Civilian Seat *
- David Wartinbee, PhD, JD, Honorary Seat**
- John Harris, Fire Chief, Nikiski Fire Department
- Jay Teague, Fire Chief, Kenai Fire Department
- Roy Browning, Fire Chief, Central Emergency Services
- Shayne Pond, RN, Emergency Department Manager, Central Peninsula Hospital
- Terry Kadel, State of Alaska Office of EMS
- Elizabeth Breaux, Clinical/Capstone Field Internship Representative
- Lezelda Fiebig, Rural Alaska EMS Representative
- Charles Willoughby, AAS, NRP, Paramedic Graduate
- Carol Monk, NRP, Paramedic Graduate
- Current Paramedic Student

* Chair

** Vice Chair

Ex-officio (non-voting) Members

- Cheryl Siemers, KPC College Director
 - *Brian Partridge, Interim KPC College Director*
- Charles Mickelson, MD, Medical Director, Central Peninsula Hospital CMO
- Paul Perry, Paramedic Program Director / Lead Instructor
- Tiffani Perry, Clinical Coordinator
- Stephen Robertson, Faculty
- Ashley Pass, Faculty

REQUIRED TEXTBOOK LISTS

Note: Textbooks may be purchased in digital version except where noted.

Fall Semester - PMED A241/A241L/A242

(Paramedic I, Paramedic I Lab, Clinical I)

Nancy Caroline's Emergency Care in the Streets, 9th Edition

Volume 1 and Volume 2, with **Navigate 2 Premier Access**

Publisher: Jones & Bartlett

Hardcover Books and eBooks with Premier Access: ISBN: 9781284256840

<http://www.jblearning.com/cart/Default.aspx?bc=25684-0&ref=psg&coupon=KPC25>

PSG: Online Cost: \$650.96 (8/23/25)

Digital Book only with Premier Access: ISBN: 9781284256833

<http://www.jblearning.com/cart/Default.aspx?bc=25683-3&ref=psg&coupon=KPC25>

PSG: Online Cost: \$488.21 (8/23/25)

The WALLS Manual of Emergency Airway Management, 6th Edition

Author: Calvin A. Brown III

Publisher: Lippincott

ISBN: 9781975190682

<https://shop.lww.com/The-Walls-Manual-of-Emergency-Airway-Management/p/9781975190682>

Wolters Kluwer Online Cost: \$117.99 (8/23/25)

Prehospital Emergency Pharmacology, 8th Edition

Author: Brian Bledsoe

Publisher: Brady/Pearson

ISBN: 9780134874098

<http://www.bradybooks.com/store/product.aspx?isbn=0134874099>

Brady Publishing Online Cost: \$126.65 (8/23/25)

OPTIONAL Textbook

Emergency & Critical Care Pocket Guide, 9th Edition

ISBN: 9781284237986

<https://www.psglearning.com/informed/medical/productdetails/9781284290325>

PSG: Online Cost: \$25.95 (8/23/25)

Spring Semester - PMED A253/A253L/A242

(Paramedic II, Paramedic II Lab, Clinical II)

Basic Arrhythmias, 9th Edition

Author: Gail Walraven

Publisher: Brady/Pearson

ISBN: 978-0-13-816495-9

<http://www.bradybooks.com/store/product.aspx?isbn=0138164959>

Brady Publishing Online Cost: \$131.65 (8/23/25)

OPTIONAL Textbooks

ACLS Hybrid Online Course is included in Lab Fees.

**** Hardcover Book Purchase is Optional***

Advanced Cardiovascular Life Support (ACLS) Provider Manual (2020)

Publisher: American Heart Association

ISBN: 978-1-61669-772-3

<https://shopcpr.heart.org/acls-provider-manual>

AHA Publishing Online Cost: \$50.95 (8/23/25)

AMLS Hybrid Online Course is included in Lab Fees.

**** Hardcover Book Purchase is Optional***

Advanced Medical Life Support (AMLS), 4th Edition

Author: NAEMT

Publisher: Jones and Bartlett

ISBN: 9781284196115

<https://www.psglearning.com/catalog/productdetails/9781284295542>

PSG: Online Cost: \$72.95 (8/23/25)

Spiral Handbook of ECC for Healthcare Providers (2020)

Publisher: American Heart Association

ISBN: 978-1-61669-397-8

<https://shopcpr.heart.org/2020-handbook-of-ecc>

AHA Publishing Online Cost: \$36.25 (8/23/25)

Summer Semester - PMED A263/A263L/A264

(Paramedic II, Paramedic II Lab, Clinical II)

OPTIONAL Textbooks

PHTLS, PALS, and EPC are Hybrid Online Courses and included as Lab Fees

*** Hardcover Book Purchase Optional**

Prehospital Trauma Life Support (PHTLS), 10th Edition with Course Manual

Author: NAEMT

Publisher: Jones and Bartlett

ISBN: 9781284272314

<https://www.psglearning.com/catalog/productdetails/9781284272314>

PSG: Online Cost: \$87.95 (8/23/25)

Pediatric Education for Prehospital Professionals, 4th Edition (PEC) with Course Manual

Author: American Academy of Pediatric & NAEMT

Publisher: Jones and Bartlett

ISBN: 9781284255096

<https://www.psglearning.com/catalog/productdetails/9781284255096>

PSG: Online Cost: \$129.95 (8/23/25)

Pediatric Advanced Life Support (2020)

Publisher: American Heart Association

ISBN: 978-1-61669-785-3

<https://shopcpr.heart.org/pals-provider-manual>

AHA Publishing Online Cost: \$60.45 (8/23/25)

PURCHASING UNIFORMS

Uniform orders will be made through the program after acceptance. Additional uniforms and accessories can be purchased from the following vendors by the students.

~ Uniform replacements orders & costs are the responsibility of the student ~

5.11 Tactical · (1-800-425-5633) · www.511tactical.com					
	Product	Option 1	Option 2	Patch Embroidery	First/Last Name Embroidery
Footwear (1 ea)	ATAC 2.0 6" Side Zip Boot, Black	Men: #12394 Sz 4-15, Reg. or Wide width.	Women: #12404 Sz 5-10, Reg width only.		
Belt (1 ea)	5.11 Tactical Operator 1.75" Belt Black	Men/Women: #59405 Sz: Small-4XL			
Polos (3 ea)	5.11 Tactical Jersey s/s Polo Black	S/S, Men: #71182 Sz: S-3XL	S/S, Women: #61164 Sz: S-XL	Patch embroidery over left breast: • KPC: Gamas	Name embroidery over right breast, silver, mixed block: • KPC: Gamas
EMS Pants (3 ea)	5.11 TacLite EMS Pants, Black	Men: #74363 (Sizes 28-54) Waist & Length	Women: #64369 (Sizes 2-20) Regular or Long		
Job Shirt (1 ea)	5.11 Job Shirt, ¼ Zip 2.0, Fire Navy (720)	Men/ Women: #72535 (XS-5XL)		Patch embroidery over left breast: • Gamas Design	Name embroidery over right breast, silver, mixed block: • KPC: Gamas
Three (3) PMED Uniform T-Shirts are purchased in bulk and distributed to students One (1) Winter Beanie or Baseball Cap					

ADDITIONAL REQUIRED EQUIPMENT

- Wristwatch w/second hand (can be digital)
- Laptop or tablet for patient care reports & skills tracking
- Good quality stethoscope *
- **Clear** lens safety glasses *
- Trauma shears *
- Penlight *

* Paid for with PMED A241 Lab Fee

UAA|KPC POLICIES AND STUDENT RESOURCES

Students enrolled in the **UAA|KPC Paramedic Program** are required to know and abide by all University of Alaska Anchorage (UAA) Academic Policies and Student Conduct Guidelines. These policies apply in addition to program-specific requirements outlined in this handbook. The following section provides key UAA policies and resources; students should review each website for complete details and updates.

UAA Student Code of Conduct

Students and student organizations are also responsible for ensuring that their guests comply with the Student Code of Conduct while on university property or at activities authorized or sponsored by the university.

For complete details on the UAA Student Code of Conduct, visit:

<https://catalog.uaa.alaska.edu/handbook/student-freedoms-rights-and-responsibilities/student-code-of-conduct/>

Compliance, Rights, and Title IX

UAA is committed to promptly stopping and preventing gender-based and sexual misconduct, eliminating hostile environments, and remedying misconduct's ill effects. For more information about how to engage in positive, supportive behavior and report misconduct, please visit the UAA webpage at <https://www.uaa.alaska.edu/equity-and-compliance/>

Title IX Training must be completed by all Faculty, Staff and STUDENTS who are enrolled in the University of Alaska Anchorage Kenai Peninsula College Paramedic Program. Course completion documentation must be submitted to the program director for each campus at the beginning of the program.

To submit a report, contact the UAA Title IX Coordinator at 907-786-4680 or email uaa_titleIX@alaska.edu or access the [UA Confidential Hotline](#) at 855-251-5719 to make a confidential or anonymous report. UAA does not retaliate against those who raise concerns, nor will it tolerate others' retaliation against them.

Academic Rights of Students & Academic Dispute Resolution Procedure

Students have academic rights, as described in the UAA Catalog. For more information on your academic rights, please visit the UAA webpage: <https://catalog.uaa.alaska.edu/academicpoliciesprocesses/academicstandardsregulations/academicrightsofstudents/#sthash.IK6FNLjb.dpuf>. Academic decisions based on alleged violations of the Student Code of Conduct will not be reviewed under this procedure until the Student Conduct Review Procedures are exhausted.

Children and Animals on Campus

Children are not permitted in classes, labs, or clinical settings, except during approved pediatric training days. Children may not be left unsupervised in hallways, lobby areas, or vehicles parked outside. Students who bring children to class will be asked to leave, and the absence will be recorded. If this policy creates a special hardship, the student must notify program faculty at least one hour prior to class.

Animals are not permitted in the EMS classroom, laboratory, hospital clinicals, fire department ride-alongs, or during the Capstone Internship. While service and assistive animals are generally permitted under ADA guidelines, they may be restricted from certain clinical environments due to patient safety, infection control, or hospital policy.

University of Alaska Campuses: Smoke and Tobacco-Free

Tobacco use and smoking, including the use of electronic cigarettes, vaping devices, and similar products—are prohibited on all university property in accordance with **UA Board of Regents Policy 05.12.102**.

At no time may cigarettes, e-cigarettes, vaping devices, or smokeless tobacco products be carried or used while wearing the **UAA|KPC Paramedic Program** uniform. This policy reflects both university standards and the professional image expected of paramedics in training.

Students Experiencing Disabilities

For more information contact Disability Support Services at UAA.
<https://www.uaa.alaska.edu/students/disability-support-services/>

PARAMEDIC PROGRAM POLICIES

The policies of the **UAA|KPC Paramedic Program** are designed to ensure a safe, professional, and effective learning environment. Each student is responsible for understanding and adhering to these policies both in their explicit language and in their underlying principles. When situations arise that are not specifically addressed in this handbook, students and faculty are expected to rely on professional judgment, ethical standards, and the intent of existing policies and procedures.

Students are expected to consistently uphold the values of professionalism required of EMS personnel. Failure to meet these standards may result in disciplinary action, up to and including dismissal from the program. The standards of professionalism for the **UAA|KPC Paramedic Program** are determined and enforced by program faculty.

Functional Position (Description)

U.S. Bureau of Labor Statistics Web Link: <https://www.bls.gov/ooh/healthcare/emts-and-paramedics.htm>

Introduction

The following position description for paramedics is provided as a guide for identifying the characteristics required for University of Alaska Anchorage Kenai Peninsula College Paramedic Program and ultimately for EMS certification. It is ultimately the responsibility of an employer to define specific job descriptions within each EMS entity.

Qualifications

To qualify for paramedic certification or licensure, an individual must successfully complete a State-approved paramedic course and achieve competency in each of the psychomotor skills. In addition, the individual must achieve a passing score on the state or national written certification or licensure examination.

EMS personnel must be at least 18 years of age. Generally, the knowledge and skills required show the need for a high school education or equivalent. EMS personnel must have the ability to:

- Communicate verbally via telephone and radio equipment
- Lift, carry, and balance up to 125 pounds (250 pounds with assistance)
- Interpret written, oral, and diagnostic form instructions
- Use good judgment and remain calm in high-stress situations
- Work effectively in an environment with loud noises and flashing lights
- Function efficiently throughout an entire work shift
- Calculate weight and volume ratios and read small print, all under life-threatening time constraints
- Read and understand English language manuals and road maps
- Accurately discern street signs and address numbers; ability to interview patients, family members, and bystanders

- Document in writing all relevant information in prescribed format meeting legal requirements
- Converse in English with coworkers and hospital staff on patient status

EMS personnel should possess good manual dexterity, with the ability to perform all tasks related to the highest-quality patient care. They must be able to bend, stoop, and crawl on uneven terrain and the ability to withstand varied environmental conditions such as extreme heat, cold, and moisture is vital. Finally, candidates must be able to work in low light, confined spaces, and dangerous environments.

Description of Tasks

An EMS candidate:

- Receives call from dispatcher, responds appropriately to emergency calls, reads maps, may drive ambulance to emergency site, uses most expeditious route, and observes traffic ordinances and regulations
- Determines nature and extent of illness or injury, takes pulse, blood pressure, visually observes changes in skin color, auscultates breath sounds, determines patient status, establishes priority for emergency care, renders appropriate emergency care (based on competency level); may administer intravenous drugs or fluid replacement as directed by physician
- May use equipment (based on competency level) such as but not limited to defibrillator, and electrocardiograph; performs endotracheal intubation to open airway and ventilate patient; inflates pneumatic anti-shock garment to improve patient's blood circulation or stabilize injuries
- Assists in lifting, carrying, and transporting patient to ambulance and a medical facility
- Reassures patients and bystanders, avoids mishandling patient and undue haste, searches for medical identification emblem to aid in care
- Extricates patient from entrapment, assesses extent of injury, uses prescribed techniques and appliances, radios dispatcher for additional assistance or services, provides light rescue service if required, provides additional emergency care following established protocols
- Complies with regulations in handling deceased, notifies authorities, arranges for protection of property and evidence at scene
- Determines appropriate facility to which patient will be transported, reports nature and extent of injuries or illness to emergency staff, asks for direction from hospital physician or emergency department
- Observes patient in route and administers care as directed by physician or emergency department or according to published protocol
- Identifies diagnostic signs that require communication with facility
- Moves the patient into the emergency facility from the ambulance

- Reports orally and in writing concerning observations about the patient, patient care at the scene and in route to facility; assists emergency staff as required
- Maintains familiarity with all specialized equipment
- Maintains ambulance in operable condition by replacing supplies; sending used supplies for sterilization; checking all equipment for future readiness; ensuring ambulance cleanliness and orderliness of equipment and supplies; decontaminating vehicle interior; determining vehicle readiness by checking oil, gasoline, water in battery and radiator, and tire pressure

Classroom Readiness

Students are responsible for maintaining a clean, organized, and professional learning environment in all EMS classrooms and labs. Furniture must be returned to its proper arrangement, and equipment secured at the end of each class session. Equipment lockers are to remain locked when not in use. At no time should medications, needles, or blood-borne pathogen materials be left unsecured.

Food and drink are strictly prohibited in areas where live tissue labs, skills practice, or simulations are conducted. Food and drinks may be consumed in designated classroom areas only if garbage is properly disposed of and surfaces are cleaned after use. Students must also clean up after themselves in student break areas. If food use in classrooms becomes problematic, this privilege will be revoked. Students may not leave class sessions to retrieve food or beverages; scheduled breaks will be provided.

Students are expected to arrive fully prepared for class with all required materials and supplies, including a personal laptop or tablet and any other necessary equipment. Classroom inventory will not be provided to meet these needs.

Respect for other classes and campus operations is essential. Students must keep noise levels low during breaks and ensure that conversations in hallways, common areas, and other public spaces remain professional and appropriate for non-EMS personnel. All discussions related to clinical rotations are confidential and must not be overheard outside of the classroom or clinical setting.

Program Code of Conduct

The **Code of Conduct** is always in effect whenever students can be identified as members of the program whether by clinical staff, college staff, program faculty, or the public. Professional behavior, integrity, and accountability are required at all times.

All complaints of poor conduct brought to program faculty will be formally addressed, and disciplinary action may be taken, up to and including dismissal from the program.

All clinical staff must be treated with professionalism and respect at all times. Clinical staff includes, but is not limited to: paramedics, firefighters, physicians, nurses, nurse practitioners, physician assistants, and technicians. Interprofessional discrimination, bias, or disrespect will not be tolerated, whether in face-to-face interactions, while in uniform, or in any situation where a student is identifiable as a member of the program.

Students must treat all faculty, staff, classmates, guests, and patients with respect and without discrimination. Bias based on race, age, gender, disability, disease, socioeconomic status, or sexual orientation is unacceptable. Paramedic students may not refuse care to any patient, including those with airborne or blood-borne diseases.

Conflict Resolution

In the classroom, students are expected to resolve problems or grievances directly with the person(s) involved whenever possible. Conflict resolution is a critical skill for healthcare professionals. If disputes cannot be resolved, students should bring the matter to program faculty.

During clinical rotations, conflicts must be addressed through the appropriate chain of command. Students should first bring concerns to the program-employed preceptor on site. If a preceptor is not present, students must contact program faculty or the Clinical Coordinator as soon as possible. If the conflict involves the site preceptor, the student must report directly to the Clinical Coordinator.

At no time should students engage hospital or ambulance staff in disputes. Professional conduct is required at all times, and students are expected to follow the direction of their preceptor or the Clinical Coordinator regarding how to proceed.

Incident Reporting

Students involved in any incident resulting in personal injury, injury to another person, or damage to property must report it to program faculty or the Clinical Coordinator immediately after obtaining necessary medical attention.

If the incident occurs during a clinical rotation, students must also follow the site's reporting procedures. Program faculty may require a written statement describing the incident.

Student Complaints & Appeal Process

Paramedic students are expected to develop problem-solving and resolution skills as part of their professional training. Student complaints or suggestions should follow the standard chain of command:

1. Course Instructor
2. Program Director
3. Director of Student Services
4. College Director
5. UAA Appeals and Complaint Process

Following this process ensures that concerns are addressed at the appropriate level while supporting professional growth in conflict resolution.

Maintenance of CPR and EMT Certification

Students are responsible for maintaining current certification with the **National Registry of EMTs (NREMT)** and their **State of Alaska EMT license** throughout the duration of the Paramedic Program. Students who do not achieve NREMT certification will not be permitted to begin their Capstone internship until certification is obtained.

Students must always maintain current CPR certification during the program. Acceptable cards include:

- **American Heart Association – Basic Life Support for Healthcare Providers**
- American Safety & Health Institute – Healthcare Provider
- American Red Cross – Professional Rescuer

Note 1: An **AHA card is required** for participation in any clinical rotations at Central Peninsula Hospital.

Note 2: To advance to a **State of Alaska EMT-II or EMT-III**, you must first hold a current **State of Alaska EMT-I** certification.

Students are responsible for providing copies of all current certifications to both the Program Director and Clinical Coordinator.

Students with lapsed EMT or CPR cards will not be able to attend any clinical or field experiences until recertification documentation is provided to the Program Director and permission is granted.

Health Insurance

Students are strongly encouraged to maintain personal health insurance coverage. Depending on the requirements of specific **Memorandums of Agreement (MOAs)** with clinical or field sites, students may be required to provide proof of health insurance.

All costs associated with injury or illness sustained during classroom sessions, ride-alongs, clinical rotations, or the Capstone Field Internship are the sole responsibility of the student. This includes, but is not limited to, exposures to airborne, droplet, or blood-borne pathogens.

Students are required to sign a **UAA Release of Liability** on the first day of class.

Professional Liability Insurance

Professional Student Liability Insurance is provided by the University of Alaska to paramedic students while participating in ride-alongs, hospital clinicals, and the scheduled Capstone Field Internship.

Releases from Liability

The **University of Alaska Anchorage, Kenai Peninsula Borough, Kenai Fire Department**, and several field internship sites require students to sign liability releases prior to participation in ride-alongs, hospital clinicals, or the Capstone Field Internship.

Copies of all signed releases will be maintained in each student's program file.

Note: Students who fail to complete required liability releases will not be permitted to participate in clinical or field experiences. Inability to participate in these required components will prevent progression in the Paramedic Program.

Background Checks, Criminal Records, and Drug Testing

Memorandums of Agreement (MOAs) require that all paramedic students undergo **extensive state and federal background checks**. Additional federal or international checks may also be conducted on both students and faculty.

Any crime charged against a paramedic student must be reported to the **Program Director immediately** and to the **State of Alaska Department of Injury Prevention and EMS within 30 days**. Reporting is the sole responsibility of the student. Failure to report may result in ineligibility for certification or licensure.

Continuing in the Paramedic Program is contingent upon a record free of disqualifying convictions, including **felonies and certain Class "A" misdemeanors**.

Paramedic students will be drug tested:

- At program entry,
- Within one month of beginning the **Capstone Field Internship**, and
- At any time "for cause," as requested by program faculty, staff, or clinical sites under MOA requirements.

Students who refuse to submit to required drug testing will be dismissed from the Paramedic Program.

The University of Alaska Anchorage Kenai Peninsula College Paramedic Program has zero tolerance for drug use, including THC (cannabis). Drug testing is required for entrance into the program and again as required by MOA or for cause. A positive test result or refusing to submit a sample when directed will result in program dismissal.

Personal Transportation and Lodging

Paramedic students are required to travel frequently to Anchorage and other locations to complete clinical requirements. Reliable transportation is essential, as travel will occur in all types of driving conditions. Neither the University of Alaska Anchorage nor the Kenai Peninsula College Paramedic Program is responsible for vehicle or property damage, injuries, or death sustained while traveling to or from class (including off-campus meetings), clinical sites, ride-alongs, or the Capstone Field Internship.

Students are responsible for securing their own room, board, and transportation during all phases of the program. The program and internship sites do not provide assistance with lodging or transportation arrangements. Students must review and confirm their housing and transportation plans with the Clinical Coordinator prior to leaving for the Capstone Field Internship.

Transportation and related program costs are the sole responsibility of the student and are reviewed during advising sessions.

Internet, Email, and Technology

Students must have reliable internet access to participate in video conferencing and online components of the program. Students are required to check their **UA (@alaska.edu) email account regularly**, as all official university announcements, course materials, and schedule changes will be sent only to this account. Students may provide a **preferred personal email address** to program faculty for informal communication, but it is the student's responsibility to monitor their @alaska.edu account for all official program and university correspondence.

Protected health information (PHI) must never be distributed via email.

Clinical and internship sites, including fire departments and hospitals, may not provide "guest" internet access. Students should not request to use computers, networks, or internet services at these locations. Additionally, some sites may restrict the use of personal devices such as laptops, tablets, or smartphones; students must comply with all site-specific policies.

At no time may students engage in texting, social media, or gaming while interacting with patients, staff, or faculty. Technology is to be used only as a professional tool and must never create the perception of distraction. Overuse or misuse of technology may result in disciplinary action.

Artificial Intelligence (AI) Use

The use of artificial intelligence (AI) tools to develop, create, or modify assignments, projects, case studies, documentation, journals, or any other academic work is strictly prohibited. Submitting AI-generated or AI-altered work constitutes a violation of academic integrity and will be treated as plagiarism under the UAA Student Code of Conduct.

As future healthcare professionals, paramedic students must demonstrate the ability to think critically, apply medical knowledge, and communicate in their own words. Reliance on AI undermines these skills and misrepresents the student's competence and preparedness for patient care.

Students are solely responsible for ensuring that all submitted work reflects their own original thought and effort. Claims of "accidental" or "unintentional" AI use will not excuse violations. Consequences for violating this policy may include:

- A failing grade on the assignment,
- Formal disciplinary action under the UAA Student Code of Conduct, and/or
- Dismissal from the Paramedic Program.

Technology during Testing

All chapter exams, midterms, and final exams must be taken in an approved University testing center or under the supervision of a program director approved proctor.

Neither the **National Registry of Emergency Medical Technicians (NREMT)** nor the **State of Alaska Department of Health and Emergency Services** permit the use of personal computers, scientific or programmable calculators, tablets, smartphones, or any other non-approved electronic devices during testing.

Within the program, written exams are administered using a **computer-based testing model**. No additional electronic tools may be used as testing aids. Accessing non-approved materials, applications, programs, or websites during testing is considered **cheating** under the UAA Code of Conduct and is grounds for dismissal from the Paramedic Program.

All **chapter exams, midterms, and final exams** must be taken in an **approved University testing center** or under the supervision of a **Program Director–approved proctor**.

Recording, copying, photographing, or distributing any portion of an exam is strictly prohibited. Posting exam content to websites such as Quizlet, Chegg, or any online platform is a direct violation of the UAA Code of Conduct, grounds for immediate dismissal from the Paramedic Program, and may also constitute a violation of federal copyright law.

Smartphone Policy

Smartphones may be used in the **UAA/KPC Paramedic Program** only during **approved classroom activities** as directed by faculty. At no time are students permitted to use smartphones in class for **social media, texting, photography, online shopping, scheduling clinicals, emailing, or completing patient care reports**. While smartphones can serve as valuable learning tools, their use must not interfere with instruction or distract classmates. Faculty reserve the right to restrict smartphone use at any time.

Wireless internet access is available in common areas of the KPC campus for student use **before and after class or during scheduled breaks**. For emergencies, Student Services can take and deliver messages directly to the classroom or lab.

During examinations, the **National Registry of EMTs (NREMT)** and the **State of Alaska Department of EMS** require that all internet-capable devices, including smartphones, be secured in lockers or vehicles. **Phones must be completely powered off (not just in silent or airplane mode) and may not be in the vicinity of the student at any time during testing**. This policy is in place to prevent electronic transmission of test material through Bluetooth or other devices. Possession or use of a smartphone during testing is strictly prohibited and will be considered a violation of the UAA Code of Conduct.

Social Media Policy

Social media are internet-based tools for sharing and discussing information. Examples include, but are not limited to:

- Social networking and multimedia sites (Twitter, Facebook, YouTube, LinkedIn, Instagram, TikTok, Snapchat, KIK, JOTT, MySpace etc.)
- Blogs, wikis, message boards, microblogs, and collaboration tools
- Social commerce postings such as product or experience reviews
- Any other platform where text, images, video, audio, or files can be uploaded or shared

Professional Standards

Students must follow the same standards of behavior online as they are expected to follow in person. The same laws, professional expectations, and guidelines apply.

Confidentiality

- All **patient information** obtained during patient care experiences is **completely confidential** and must never be shared on social media.
- **Organizational information** observed or heard during clinical or field shifts is also confidential and must not be shared.
- The **UAA|KPC Paramedic Program curriculum** is the intellectual property of the University of Alaska Anchorage, Kenai Peninsula College, and program faculty. **No unauthorized recording or reproduction** (photographs, drawings, voice, or visual) is permitted without explicit permission.

Liability and Consequences

Students are fully responsible and legally liable for all personal social media postings. Content that is defamatory, profane, obscene, proprietary, libelous, or otherwise illegal will not be tolerated.

Posting patient information, clinical/organizational content, or program exam materials (including tests, quizzes, or assignments) on social media is a Code-of-Conduct violation and grounds for immediate dismissal from the Paramedic Program and may also result in legal action.

Best Practices for Social Media Use

- **Think before posting.** Privacy does not exist on social media. Posts may resurface years later and reflect poorly on the student or the program. If you would not say it in a classroom, professional meeting, or to the media, do not post it online. When in doubt, seek input from program faculty.
- **Be accurate.** Ensure content is factually correct and free of spelling or grammatical errors.
- **Be respectful.** Social media often invites opposing opinions. Respond professionally and avoid content that may harm the program's reputation.
- **Know your audience.** Posts can be viewed by classmates, faculty, patients, employers, or future employers. Consider this reach before posting.
- **Personal sites.** If students post personal opinions, they must clearly identify those views as their own and not representative of the **UAA|KPC Paramedic Program** or the University of Alaska.

Video Conferencing “ZOOM” Policy

All paramedic students enrolled in the **UAA|KPC Paramedic Program** are required to attend didactic class sessions (PMED A241, PMED A253, and PMED A263) via **live Zoom video conference**. These sessions are held on **Monday and Wednesday evenings from 1800–2100 hrs**.

Expectations for Zoom Classes:

- **Attendance:** Students must attend *every* class session unless prior approval for an absence is granted by program faculty. Refer to the attendance policy for additional details.
- **Camera/Microphone:** Students must keep their camera turned **on** with their **head and shoulders visible** at all times. Microphones must remain **muted** unless the student is actively participating in discussion.
- **Uniform:** Students are required to wear the approved **program uniform shirt (t-shirt or polo)** while participating in Zoom classes.
- **Participation:** Students must actively participate in discussions and exercises during every class session.
- **Environment:** Students must participate from a **distraction-free area**. Sidebar conversations, interruptions, or interference by bystanders are not acceptable and may result in disciplinary action.
- **Professionalism:** Eating meals on camera is prohibited. Drinks are permitted but must not distract the instructor or classmates.

Classroom Conduct Reminder: Zoom sessions are considered **official classroom time**. All program rules regarding professionalism, confidentiality, technology use, and conduct apply exactly as they do during in-person classes.

Lecture Recordings: All Zoom lectures are recorded by program faculty and made available for student review. These recordings are intended solely for enrolled student use and are **not for public distribution**. Sharing, posting, or redistributing recordings without authorization is strictly prohibited and may result in disciplinary action.

Disciplinary Action for Policy Violations:

- **First Offense:** Written Professional Counseling letter
- **Second Offense:** Placement on Program Probation
- **Third Offense:** Dismissal from the Paramedic Program

This progressive discipline policy applies throughout the entire duration of the program.

Length of Class

Per Alaska state law (**7 AAC 26.172(c)**), all paramedic courses must be completed within **two (2) years** of the course start date. Students who do not complete all program requirements within this two-year timeframe will be required to **reapply to the program and restart from the beginning** (PMED A241/PMED A241L and PMED A242) at their own expense.

Per **National Registry of Emergency Medical Technicians (NREMT) policy**, the **Cognitive Exam (CBT)** must be successfully completed within **two (2) years** of the program completion date.

In addition, all paramedic students are required to complete the **NREMT Paramedic Portfolio**, which serves as verification of psychomotor competency. This portfolio must be completed through the UAA|KPC Paramedic Program and approved by program faculty prior to being authorized to sit for the NREMT Cognitive Exam.

Advanced Placement and Traditional Credit

The **UAA|KPC Paramedic Program** does not allow advanced placement or non-traditional credit. All students must begin at the start of the program and complete the curriculum in its entirety.

No credit will be awarded for prior paramedic coursework, work experience, or training completed outside of the UAA|KPC Paramedic Program.

Note: This policy is consistent with **CoAEMSP/CAAHEP accreditation standards**, which require all students to complete the full approved curriculum unless a formal, accredited advanced placement pathway has been established and approved.

Fire Alarms and Lockdowns

Fire Alarm Procedures

- All students must immediately depart the building in a quick and orderly manner and proceed to the designated gathering area.
- Use the nearest safe exit; **do not use elevators**.
- Remain alert for and clear of incoming emergency vehicles.
- Students may not go to their vehicles or leave campus until the “all clear” is given by campus officials or emergency responders.

Lockdown Procedures

- In the event of a campus security lockdown, all students must move away from doors and windows.
- The classroom door will be secured, and students are expected to remain quiet and follow faculty instructions until the lockdown has been lifted.

Recognizing Stress

During clinical rotations, students may encounter uncontrolled situations that expose them to some of the most challenging aspects of society. These experiences (whether from a single traumatic event or the accumulation of multiple incidents) can be difficult for both new and experienced providers to manage.

Students who experience an emotionally traumatic event, or who feel the effects of accumulated stress, are encouraged to notify program faculty or the Clinical Coordinator. The goal of the **UAA|KPC Paramedic Program** is to provide students with the tools, resources, and support necessary to manage stress related to critical incidents and to promote long-term personal and professional resilience.

Withdrawal or Dismissal

The University of Alaska Anchorage sets official deadlines for course withdrawal and add/drop changes. Students are responsible for reviewing the **UAA academic calendar** and being familiar with these dates.

Students who withdraw from or are dismissed from the **UAA|KPC Paramedic Program** may not wear the official program uniform in public. Any misrepresentation as a paramedic or paramedic student is a violation of **State law** and may result in revocation of State of Alaska and/or National Registry EMT certification.

All college-owned equipment, including keys, photo IDs, and hospital-issued badges, must be returned to the Program Director immediately upon separation from the program.

ATTENDANCE POLICY

General Expectations

Paramedic students are expected to attend all **classroom lectures, skills labs, hospital clinicals, ambulance ride-alongs, and Capstone Field Internship hours** as scheduled. Attendance is a critical component of professional development and accreditation compliance.

If a student must be absent from any scheduled class, lab, or clinical/field assignment, it is the student's responsibility to notify Program Faculty or the Clinical Coordinator **at least one (1) hour prior** to the scheduled start time. Students are expected to be fully prepared and professional at every assigned duty.

Classroom Absences

- A maximum of **three (3) absences (9 hours)** will be allowed per semester (Fall, Spring, or Summer). More than three absences may result in **dismissal from the program**.
- Absences should be limited to **legitimate medical or family emergencies**. Other absences require **pre-approval** from program faculty.
- A score of **zero (0)** will be issued for any graded material missed.
- **Medical clearance** from a licensed physician may be required following multi-day absences due to illness or injury before returning to clinicals, field experiences, or Capstone Internship.
- Students are responsible for all missed material. Handouts and recorded lectures are available through the LMS. Additional assignments may be required for missed content.
- Make-up exams must be scheduled with faculty and may differ from the original in content and format (fill-in-the-blank, essay, multiple choice, matching, etc.).

Lab Intensives

- Students must attend all hours of the required **two-week, in-person lab intensive** each semester at the Kenai Peninsula College (KPC) campus in Soldotna.
- **Travel, food, and lodging expenses** are the responsibility of the student.
- Any missed time must be made up **before advancing to the next semester**.
- Students may not switch between **KPC Lab Intensives** and **MSC alternate locations** (when offered) during the program.

Clinical, Ride-Along, and Capstone Field Internship Absences

- **First unexcused absence:** Counseling letter + written explanation required
- **Second unexcused absence:** Program probation
- **Third unexcused absence:** Dismissal from the program with a final grade of “F”

Additional Expectations

- Students must remain for the **entirety of their assigned duty shifts**. Leaving early or taking extended breaks without approval is not permitted.
- **Falsification of clinical records** is a direct violation of the UAA Code of Conduct and may result in **immediate expulsion**.
- All missed time must be made up to meet graduation requirements.

Tardiness (All Settings)

- Students must arrive **at least 10 minutes early** to all assignments.
- Arriving less than 10 minutes early is considered **tardy**.
- Not being present or prepared at the scheduled start time is a tardy.
- Arriving **60 minutes late or leaving early without permission** will be counted as an **unexcused absence**.
- Excused tardiness may be granted only when circumstances are truly beyond the student’s control (e.g., emergency call, unpublicized accident causing significant traffic delay). Determinations are at the **sole discretion** of program faculty, preceptors, or FTOs.

Tardiness – Didactic Classroom and Labs

- 2 unexcused tardies → Counseling letter
- 3 unexcused tardies → Program probation
- 4 unexcused tardies → Possible dismissal

Tardiness – Clinicals, Ride-Alongs, Internship

- 1 unexcused tardy → Conference with lead faculty + counseling letter
- 2 unexcused tardies → Program probation
- 3 unexcused tardies → Dismissal from the program with a final grade of “F”

Students anticipating tardiness must immediately call the Clinical Coordinator and follow up with an email documenting the situation.

Student Supervision and Identification

Paramedic students enrolled in the UAA|KPC Paramedic Program must always be under the direct supervision of a licensed/certified paramedic field training officer (FTO) or approved preceptor when assessing or treating a patient. Students may not function independently or be utilized in place of regular EMS staff at any time.

Identification

- Students are required to wear their student identification (ID) visibly while on duty.
- This identification distinguishes students from licensed providers and supports clear communication with patients, staff, and preceptors.

Staffing

- Students are placed at clinical and field sites to learn and gain supervised experience, not to fill staffing roles.
- At no time may students substitute for full-time personnel or be counted as part of minimum crew staffing.

Enforcement

- Failure to comply with supervision or ID requirements may result in disciplinary action, up to and including dismissal from the program.
- Compliance will be monitored through regular communication with preceptors, site staff, and program faculty.

Students may never function in place of licensed EMS providers. Violations of this policy place both the student and the EMS agency at risk and may result in dismissal from the program.

Midterm & End of Semester Student Meetings

Paramedic students will meet with program faculty at both **midterm** and the **end of each semester** to review academic and clinical progress, discuss goals, and address any concerns. These meetings are also required during the **Capstone Field Internship** and may be conducted via videoconference if necessary.

Prior to departing for—and again upon returning from—the **out-of-state field internship**, each student must meet with program faculty for a **comprehensive program review**.

All midterm, end-of-semester, and internship review meetings will be formally documented and maintained in the student's permanent program file.

GRADING CRITERIA – Didactic Lectures

PMED A241, A253, & A263

All written or skills work will be scored using weighted percentages.

Final letter grades are based on the following matrix basis:

A = 90 - 100%

B = 80 - 89%

F = 0 - 79% = Dismissal with a Final Grade of “F”

40% High Stakes Exams

30% Chapter Written Exams

20% Homework, Assignments & Quizzes

10% Affective Domain

High Stakes Cognitive Exams (Finals)

All exams must be taken in a College/University testing center or administered by a program approved proctor (i.e. EMS/Fire Chief, School Teacher etc.) during the scheduled and allotted time.

High Stakes Cognitive Exams (Finals)

- A student must achieve a minimum score of **80%** on all designated **High Stakes Exams** (e.g., final exams).
- A student who scores below 80% on a High Stakes Exam may retest **one (1) time** on a different exam covering the same material within **five (5) business days**.
- Prior to any retest, the student may be assigned **remediation work**, which must be completed in full before the retest is administered.

Scoring and Consequences

- If the retest is passed ($\geq 80\%$), the student will be awarded a **maximum score of 80%** for that exam.
- If the retest score is below 80%, the exam is considered failed, and the student will be **dismissed from the program** with a failing grade recorded on their **UAA|KPC transcript**.

Chapter Exams

Weekly Chapter Exams

- Weekly exams will open on **Monday at 0900 hrs.** and must be completed by **Friday at 1700 hrs. of the following week**.
- Exams must be taken in an **approved testing center** using **EMSTesting.com**.
- Students may not use **notes, books, electronic resources, or outside assistance** during exams. Any attempt to reproduce, copy, or share exam content in any form is a violation of the **UAA Student Code of Conduct** and program policy.

Retests and Grading

- **No retests** are allowed on weekly chapter exams.
- A cumulative average of less than **80%** on all weekly chapter exams is grounds for **program dismissal**.

Make-Up Exams

- If extenuating circumstances prevent a student from taking a scheduled exam, the student must arrange a **make-up exam** with the instructor. The make-up may differ in format and content from the original exam.

Homework, Assignments & Quizzes

Students must have 100% of all homework completed. Failure to complete all homework will result in an “F” being awarded for the class and dismissal from the program. Late work will have a 10% reduction in earned value and 1% affective domain deduction.

- **Homework and assignments** are posted for each chapter through **JBLearning (Premier)** and are due **Friday by 2359 hrs.** of the assigned week.
- Students have **two (2) attempts** to complete each assignment, with the higher score recorded.
- Official grades for all assignments are posted in **Blackboard**.

Types of Assignments

- Chapter homework and quizzes
- Community service projects
- Handouts
- Research projects

Late Work Policy

- Late submissions will receive a **10% reduction** in earned value.
- A **1% deduction** will also be applied to the **Affective Domain** grade for late work.

Weekly Journal Entries

- Students are required to submit a **weekly journal entry** of at least **250 words** through **JBLearning** by **Sunday at 2359 hrs.**
- Journal topics should include:
 - Key takeaways from weekly studies
 - Any interesting patient care experiences
 - Areas of struggle and an improvement plan
 - Personal efforts toward maintaining balance and well-being

Late Policy

- Late journal submissions will receive a **10% reduction** in earned value.
- A **1% deduction** will also be applied to the **Affective Domain** grade for late journals.

Case Studies & Discussion Boards

Case Studies & Discussion Boards

- Written discussion boards will be assigned throughout the course via **JBLearning**.
- Discussions will open on **Monday mornings** and are due by **Friday at 2359 hrs.**
- Each discussion will focus on material presented during that week and require a **written response** from the student.

Peer Responses

- In addition to the primary response, students are required to reply to at least **two (2) classmates' posts**.
- Peer responses are due by **Sunday at 2359 hrs.** of the same week.

Late Policy

- Late discussion responses or peer replies will result in a **10% reduction** in the value earned.
- A **1% deduction** will also be applied to the **Affective Domain** grade for late participation.

Research Projects/Presentations

Research Projects

- During the **Fall and Spring semesters**, students will be assigned a **research project** covering subject matter relevant to topics being discussed within the program.
- Each project will be completed as a **group (platoon) assignment**.
- A detailed **scoring rubric** is provided in **JBLearning**.
- Each project is worth up to **100 points** toward the final grade.

Group Expectations

- All members of each platoon are expected to contribute meaningfully and equally to the completion of the project.
- **Peer evaluations** may be used to assess individual participation and ensure fairness in grading. Lack of contribution may result in a reduced individual score, even if the overall group project receives full credit.

Service-Learning Assignments

- Students are required to participate in at least **one (1) faculty-approved service-learning project** during both the **Fall and Spring semesters**.
- Each project must total a minimum of **four (4) hours** per semester.
- Approved service-learning activities include, but are not limited to:
 - Assisting in EMT labs
 - Volunteering at health fairs or local sporting events
 - Teaching CPR or other EMS-related topics
 - Participating in career days or EMS-related community outreach
 - Supporting EMS community service outside of required department ride time
 - Participating in parades or public education events

Requirements

- Students must wear their **full Paramedic Program uniform** at all service-learning events.
- Students may not be compensated for participation.
- Projects must incorporate **EMS knowledge** and promote the EMS profession.

Grading

- Each service-learning assignment is worth **50 points per semester**.

Other *National* Certification Cards

All paramedic students are required to **attend and successfully complete** the following certification courses during the program. The **minimum passing grade** is determined by the certifying organization:

1. **Advanced Medical Life Support (AMLS)**
2. **Advanced Cardiac Life Support (ACLS)**
3. **Emergency Pediatric Care (EPC)**
4. **Pediatric Advanced Life Support (PALS)**
5. **Prehospital Trauma Life Support (PHTLS)**

Important Notes:

- Successful completion and participation in each course is **mandatory**, regardless of whether the student already holds the credential.
- Certificates earned will be placed in the student's program file.
- Failure to successfully complete any of the above courses may result in **delayed progression or dismissal** from the program.

Affective Domain Grading (Behavioral)

The **Affective Domain** is worth **10% of the overall course grade**. Each student begins the semester with **100 points**, and deductions are made as follows:

- **1% deduction** for each occurrence of:
 - Attendance problems (absence, tardy, or leaving early)
 - Late assignments
 - Uniform violations
 - Lack of participation
 - Professional or behavioral concerns

Purpose

The affective domain measures student **attitudes, behaviors, professional attributes, and classroom conduct**. To successfully progress in the program, students must consistently demonstrate:

- Professional ethics
- Appropriate classroom behavior
- Adherence to program and university policies

Disciplinary Consequences

- Students demonstrating concerning behaviors will meet with faculty for a **student conference**.
- Behavior that is **egregious, threatening, repetitive, or significantly unprofessional** may result in **immediate dismissal** from the program.
- **Loss of more than 20% of the affective domain grade constitutes grounds for program dismissal.**

GRADING CRITERIA – Labs Intensives/Skills Lab

PMED A241L, A253L, & A263L

All skills work will be scored using weighted percentages.

Final letter grades are based on the following matrix basis:

A = 90 - 100%

B = 80 - 89%

F = 0 - 79% = Dismissal with a Final Grade of “F”

40% High Stakes Practical Exams

30% Participation (Scenarios)

20% Lab Manual Completion (Skill Sheets)

10% Affective Domain

Intensive and Skills Labs

Practical exams must be passed with competency using approved program evaluation tools.

Final Practical Examinations (individual exam with one paramedic assistant):

- High Stakes practical exams count for 40% of the overall grade.
- PMED A241L – Airway / Patient Assessment
- PMED A253L – Cardiology / Respiratory
- PMED A263L – OB / Pediatrics / Trauma

Capstone Readiness Evaluation:

Prior to beginning the Capstone Field Internship, **students must demonstrate competency in all psychomotor domains** through a multi-station evaluation. These domains include:

- Trauma Assessments
- Dynamic Cardiology
- Static Cardiology
- Oral Assessment
- Integrated Out-of-Hospital Scenarios

Failure and Remediation

- Students who fail a practical exam may reattempt it once within 14 days.
- Remediation must be completed before a retest.
- All remediation and retesting will be scheduled at faculty availability.
- Failure to achieve competency on the retest will result in dismissal from the program with a final grade of “F” recorded on the transcript.

Student Participation

- Student participation counts for 30% of the overall grade.
- Students begin each semester with 100 points; deductions of 1% are made using the Team Lead & Team Member rubrics.

Examples of Deductions:

- Team Leader: Failure to engage in leadership, scene management, patient assessment/management, interpersonal relations, field impressions, or transport decisions.
- Team Member: Failure to engage in fellowship, communications, affect, scene size-up, or patient management.

Lab Manual Completion

- Completed lab manuals count for 20% of the overall grade.
- All peer and instructor checkoffs for each skill sheet must be completed during scheduled labs and within the assigned semester.
- Failed instructor checkoffs must be remediated and retested at the discretion of faculty.
- Same-day repeats are not permitted for either instructor or peer checkoffs.
- Skill sheets not completed by the end of the semester will result in an “Incomplete” grade, and the student will not be allowed to advance.

Affective Domain (Behavioral)

- The Affective Domain counts for 10% of the overall grade.
- Students begin with 100 points; 1% deductions are made for issues including:
 - Professional behavior concerns (integrity, empathy, motivation, hygiene, self-confidence, teamwork, diplomacy, respect, patient advocacy, delivery of service).
- This domain evaluates professional attributes, classroom conduct, and adherence to ethical standards.

Consequences:

- Loss of more than 20% of the Affective Domain grade will lead to program dismissal.
- Behavior deemed egregious, threatening, repetitive, or significantly unprofessional may result in immediate dismissal.

Skills & Scenario Documentation

- All skills and scenarios must be documented in Platinum Education (the program’s patient and skills tracking system) at the end of each day.
- Late entries will result in a 1% affective domain deduction.
- Failure to complete and document the minimum required skills and scenarios will result in the student being ineligible for the Capstone Field Internship.

GRADING CRITERIA – Field/Clinical Experiences

PMED A242, A254, & A264

Final letter grades are assigned on the following matrix basis: A-F (A, B, F)

PMED 242 Point Value: (A) 119-132; (B) 106-118; (F) <106 (Based on Rubric)

PMED 254 Point Value: (A) 162-180; (B) 144-161; (F) <144 (Based on Rubric)

PMED 264 Point Value: (A) 151-168; (B) 135-150; (F) <135 (Based on Rubric)

Shift Evaluations

- During each hospital clinical or field experience, students are evaluated on **performance, reliability, technical skills, teamwork, and professionalism.**
- Evaluations must be signed by the **preceptor, FTO, or mentoring staff** and submitted within **48 hours** to receive credit.
- Any evaluation that is incomplete or unsigned will result in the hours for that shift **not counting** toward program requirements.

Completion Requirements

To successfully complete the clinical component of each course, students must:

- Complete **all required clinical hours** as outlined in the Clinical Handbook (including repeat or make-up rotations if assigned).
- Demonstrate competency in all required “**Student Minimum Competency**” skills as defined in the Clinical Handbook.
- **Submit all signed evaluations from preceptors/FTOs.**
- Complete all **patient care reports** in full and within the required timeframe.
- Receive satisfactory evaluations from program faculty, preceptors, and clinical staff.

Incomplete Grades

- Failure to complete assigned clinicals or field experiences within the semester will result in an **Incomplete (I) grade.**
- Incomplete grades may affect **financial aid eligibility**, and failure to resolve them will result in **program dismissal.**

Field Experience Requirements

- Field experiences must be completed each semester.
- Students must document a **minimum of 30 patient contacts** across the three semesters.
- If the minimum number of patient contacts is not met after the required hours, students will be assigned **additional field or clinical experiences.**
- Students are required to **rotate between different field experience locations** to ensure a broad exposure to EMS systems and patient populations.

The capstone field internship (PMED A295) may not be started until all hospital clinicals, and field experiences have been successfully completed.

GRADING CRITERIA

FIELD CAPSTONE & SUMMATIVE EXAMS

PMED A295

Paramedic Capstone & Summative Exams

The Paramedic Capstone is divided into two (2) sections:

1. **Out-of-State Proctored Ride-Along (Field Internship/Capstone)**
2. **Summative Written and Practical Examinations**

The Summative Examinations are **ONLY** offered upon successful completion of the out-of-state internship. Both the Capstone and Summative Exams must be successfully completed before authorization is granted to attempt the National Registry Paramedic Certification.

Out-of-State Internship (Capstone)

The out-of-state internship evaluates student performance through **daily evaluations** completed by the assigned preceptor and training officers. In addition, **quarterly evaluations** will be submitted at 120, 240, 360, and 480 internship hours.

- Students must submit a journal entry in JBLearning **weekly** during the internship.
- An overall passing grade is required for program completion.
- Any missed days or hours must be made up.

Final letter grades (A–F) are determined by the following point matrix:

- **PMED 295 Internship – 24-hour shifts (20 total):**
 - A = 180–200 points
 - B = 160–179 points
 - F = <160 points
- **PMED 295 Internship – 12-hour shifts (40 total):**
 - A = 360–400 points
 - B = 320–359 points
 - F = <320 points

Internship Completion Requirements

To receive a passing grade for the Capstone internship, students must:

- Successfully complete **all 480 internship hours** with preceptor sign-off.
- Complete a minimum of **20 calls as team leader**.
- Submit all daily and quarterly evaluations (120, 240, 360, 480 hours) signed by the preceptor to the Clinical Coordinator.
- Demonstrate continued **improvement throughout the internship** as documented in evaluations.
- Complete all **CoAEMSP Student Minimum Competencies** during hospital clinicals, field experiences, or internship. (Additional rotations will be required if competencies are incomplete.)

Failure to meet these requirements, or failure to achieve “Satisfactory” or higher on the final evaluation, will result in a grade of **Incomplete (I)** or **Failing (F)**.

Internship Extension

An extension of the internship may be granted only after a formal conference with the preceptor and faculty. A written plan for improvement will be developed and implemented. Extensions are only considered if the student has demonstrated **consistent improvement** but has not yet achieved competency.

Reasons for extension may include:

- Insufficient team-lead patient contacts
- Disorganized or incomplete assessments
- Inability to determine appropriate care plans
- Inadequate communication skills
- Lack of assertiveness in field settings

Extension Details:

- Granted in **increments of five (5) shifts**, up to a maximum of **ten (10)**.
- Requires **daily evaluations** and a **midpoint evaluation** for each increment.
- Failure to achieve competency after the extension will result in failure of the internship.

Failed Internship Policy:

- Students who fail will be issued an **Incomplete** and must complete remediation and retesting.
- After remediation, students may, at their own expense, re-enroll in **PMED 295** and repeat the 480-hour internship once.
- A **second failure** results in permanent dismissal. Re-entry requires reapplication from the beginning of the program (PMED 241/241L/242).

Post-Internship: Summative Examinations

Upon successful completion of PMED A295, and as required by accreditation, students must complete both a **written** and a **practical summative exam** before authorization to attempt the National Registry exam.

Summative Written Exam

- Must be taken within **30 days** of internship completion.
- Passing score: **80% or higher**.
- One retest (separate exam) may be taken within 30 days.
- A second failure results in dismissal and a failing grade recorded on the transcript.

Summative Practical Exam

- Must be taken within **30 days** of internship completion.
- Administered at the **Kenai River Campus** in Soldotna, or at an **approved out-of-state location** (not available at alternate sites).
- If remediation is required: **8 hours (2 × 4-hour sessions)** of in-lab practice must be completed within 14 days, followed by immediate retesting.
- A second failure results in dismissal and a failing grade recorded on the transcript.

Program Dismissal and Reapplication

- Students dismissed for academic reasons must **reapply from the beginning** of the program.
- The UAA/KPC Paramedic Program functions as an **academy**; prior PMED coursework may not be applied toward future academies.

**There are no allowances for partial completion of UAA|KPC Paramedic Program.
Failure of any portion of the UAA KPC Paramedic Program will lead to dismissal and
requires reapplication and admittance starting from the beginning.
(PMED A241/241L/242).**

CAPSTONE FIELD INTERNSHIP REQUIREMENTS

Prior to Departing for the Capstone Field Internship

Students must demonstrate mastery and complete the **National Registry Skills Portfolio** to program faculty (or their designee) before they are allowed to report to their internship site. An internship site-specific **EMS protocol written exam** may also be required prior to departure.

A full **program audit** of all didactic and clinical requirements, immunization status, background checks, uniforms, current EMS certifications, and photo ID will be conducted prior to each student's departure for their capstone field internship. Any areas not in complete order will result in a delayed internship placement. Any travel changes or additional fees are the sole responsibility of the student.

Per Memorandums of Agreement, students may also be required to **repeat and pass a urine drug screen** prior to departure for the Capstone Internship.

Travel Expenses

- The student is responsible for all **airfare, ground travel, housing, meals, and incidental expenses** associated with the field internship.
- It is **not the responsibility of the internship site** to provide housing or vehicles.
- Any fees associated with changes in travel, site placement, or scheduling are the **sole responsibility of the student**.
- If an additional **site fee** is required, it will be charged directly to the student's account as a **special lab fee**.
- Failure to pay all fees will result in a delay of graduation.

Uniforms

- Only authorized **UAA|KPC Paramedic Program uniforms** may be worn during the Capstone Field Internship.
- Students may be required to purchase **site-specific uniforms** at their own expense prior to or upon arrival at the internship site.
- Students must **always display their UAA|KPC Paramedic Student Photo ID** during all ride-alongs, hospital clinicals, and capstone internships, as required by Alaska State law.
 - Failure to display a valid student ID may result in cancellation of a shift or being sent home, with an **unexcused absence recorded**.

Student Role During Internship

- Students must always remain under the **direct supervision** of a licensed **field training officer (FTO) or preceptor**.
- Students may **not be used in lieu of department personnel**, nor may they function independently in any capacity.

GROOMING, DRESS, and UNIFORM POLICY

Grooming and Hygiene

Paramedic appearance and grooming are measures of professionalism and reflect on classmates, future students, alumni, Kenai Peninsula College, and the University of Alaska Anchorage. While in uniform and in public view—whether during field experiences, clinical rotations, class sessions, or before/after assignments—all policies regarding proper wear of the uniform must be followed. The uniform must be worn in its entirety.

General Standards for All Paramedic Students

- Strong-smelling perfumes, lotions, colognes, or aftershaves are prohibited in class, clinicals, field experiences, or the Capstone Field Internship (deodorant is required).
- Smoking, vaping, chewing or dipping tobacco, and alcohol use are prohibited while in uniform. Cigarettes and “dip cans” may not be carried in uniform.
- Students must be **clean and well-groomed** at all times.
- Hair must be short or pulled back above the collar, in a natural color, and not interfere with PPE or professional duties. Hair ties and accessories must be subtle (black or matching hair color).
- Facial hair must be trimmed and must not interfere with PPE, including N95 fit testing.
- No mohawks or uneven hairstyles are permitted.
- Visible tattoos must be approved by the Program Director; offensive tattoos must be covered with long sleeves or compression shirts.
- Fingernails must be kept short; no artificial nails, nail polish, or excessive makeup.
- Jewelry is limited to:
 - Wedding ring
 - Wristwatch
 - One pair of small stud earrings (one per ear, lobe only)
 - One small stud nose piercing (other facial piercings prohibited)
 - Gauged earlobes must have blank plugs inserted

Uniforms

- Students are responsible for maintaining their own uniforms.
- Initial uniforms are purchased as part of the **PMED A241 lab fee**.
- Full uniform is required for:
 - Classroom lectures
 - Skills labs
 - Hospital rotations
 - Field experiences
 - Capstone Field Internship
- Uniforms must be kept **clean, ironed, repaired, and professional**. Students must carry a spare uniform to replace soiled items.
- Boots must be polished at all times.
- Lost or damaged uniforms must be replaced at the student’s expense.
- Students in unkempt, partial, or non-compliant uniforms (wrinkled, stained, torn, etc.) will be sent home, and a **professional behavior counseling letter** will be issued.

Restrictions

- Program hats may be worn outdoors only, never in class, hospitals, or fire departments.
- Non-reflective sunglasses may be worn outdoors; mirrored sunglasses are prohibited.
- Non-approved uniforms are not allowed in class or clinicals.
- For warmth: solid black gloves or knit stocking caps are allowed. Long underwear may be worn under uniforms.

Professional Conduct in Uniform

- The uniform is highly recognizable in all settings. Students must:
 - Keep the shirt tucked in and boots laced/zippered.
 - Wear the full uniform during breaks, including lunch/dinner, while on duty.
 - Avoid wearing the uniform in public venues outside official program activities.
 - Never wear the uniform off-duty in establishments where alcohol is served.

Program Identification

- The **Program ID patch** is worn on the right shoulder while in clinicals, field experiences, or Capstone internships.
- The Program ID remains property of the Paramedic Program and must be surrendered upon request.

Polo Shirts

- Authorized polos display the program logo on the left breast and the student's name embroidered on the right.
- Shirts must remain tucked in.
- Plain black or white undershirts are permitted, provided sleeves do not extend past the uniform sleeve.
- Black compression long-sleeved shirts are permitted and may be required to cover tattoos.

Class T-Shirts

- May be worn **only when authorized by faculty**, and only when worn by the entire class.
- Not permitted as the primary uniform for clinicals, field experiences, or Capstone internship.

Cargo Trousers and Belt

- Black, hemmed EMS cargo trousers with side pockets are required.
- The program-issued belt must be worn.
- A single black instrument holster (shears, penlight, pocket shield, gloves) is allowed.
- Pants must be professional in appearance, with hems resting just above the heel of the boot.

Approved Footwear

- Black 6-inch leather boots with quick don/doff zippers are required.
- Boots must be polished; socks are mandatory.
- Prohibited footwear: tennis shoes (except with scrubs), cowboy boots, clogs, sandals, flip-flops, etc.

Scrubs

- Scrubs are issued by the hospital only for specific departments (e.g., operating room).
- Footwear with scrubs: **all-white or all-black tennis shoes**.
- Scrubs are not to be taken home, borrowed, or worn outside their designated hospital area.
- Scrubs must be returned at the end of the shift.

Personal EMS Equipment

Students must carry the following during all labs, clinicals, field experiences, and the Capstone Internship:

- Clear safety glasses
- Trauma shears
- Penlight
- Stethoscope
- Pen and notebook
- Wristwatch with second hand

HEALTH & IMMUNIZATION GUIDELINES

Immunizations

Protecting student health is essential to prevent illness and to avoid transmitting disease to patients. Students must provide proof of the following prior to their **first clinical or ride-along experience**:

1. **MMR (Measles, Mumps, Rubella)**: Immunity demonstrated by titer or two (2) immunization shots.
2. **Hepatitis B**: Immunity demonstrated by titer or a series of three (3) immunizations.
3. **Varicella (Chickenpox)**: Immunity documented by titer or immunization.
4. **Tetanus/Diphtheria**: Vaccination within the past ten (10) years (must remain current throughout the program).
5. **Tuberculosis**: Freedom from active TB documented by negative PPD skin test, QuantiFeron Gold, or health exam (including chest x-ray if needed). Must remain current throughout the program.
6. **Influenza**: Annual flu shot or signed declination form.
7. **COVID-19**: A current vaccination may be required by some clinical affiliates per Memorandums of Agreement (MOAs).

COVID-19 Immunizations

- COVID-19 vaccination is **not a UAA requirement**.
- Some hospitals and fire departments **do require vaccination** under MOAs.
- Students who choose not to be vaccinated may be excluded from specific clinicals or ride-alongs, which could prevent completion of program requirements.
- Students who fail to comply with immunization requirements and cannot meet clinical obligations will be **dismissed from the program**.

Student Injury

If a student is injured during a **skills lab, field experience, hospital clinical, or Capstone Field Internship**, the following applies:

- The student will receive **immediate treatment** from on-scene providers.
- If the injury involves an **airborne or bloodborne pathogen exposure**, the student will follow the affiliate site's infection control plan.
- The **Program Director** must be notified as soon as possible.
- The **Program Medical Director** will consult with the student regarding risk assessment and treatment, if appropriate.
- **All medical costs** associated with an injury or exposure are the responsibility of the student.

Students with HIV Infection

- There is **no evidence** that healthcare personnel with HIV have transmitted infection to patients during routine duties.
- **Precautions** must still be taken to prevent transmission from student to patient.
- These precautions apply to **all students**, not only those identified as HIV positive.

Treating Patients with HIV/AIDS

- There is no greater risk in caring for HIV-positive patients than in caring for patients with other bloodborne or sexually transmitted infections.
- Students will **not be excused** from caring for patients with HIV/AIDS by personal request.
- Healthcare workers who are immunosuppressed or have conditions increasing their risk must provide written documentation from their physician.
- Students may encounter patients who are **unidentified carriers** of HIV/AIDS or other infectious diseases.
- Universal precautions as outlined by the CDC must always be followed in both clinical and campus lab settings.

Additional Notes

- Pregnant healthcare workers are **not at increased risk** of contracting HIV. However, HIV infection during pregnancy may transmit infection to the infant; therefore, pregnant students must exercise heightened precaution.
- If a student sustains an exposure (parenteral or mucous membrane):
 - The source patient will be tested per hospital/agency policy.
 - If source is negative, no follow-up is required.
 - If source is positive, declines testing, or is diagnosed with AIDS, the student should be tested immediately and retested at 6 weeks, 3 months, 6 months, and 12 months.
 - Students should follow up with their personal physician for counseling and ongoing care.

Universal Health Precautions

All Paramedic Program students must:

1. Wash hands before and after every patient contact.
2. Wear gloves and safety glasses during all direct contact with mucous membranes, body fluids, or non-intact skin.
3. Refrain from patient care if they have open cuts, lesions, or weeping dermatitis until resolved.
4. HIV-positive students performing invasive procedures must wear double gloves.
5. HIV-positive students should be counseled on risks and may require modified duties per their physician.
6. If a patient is exposed to a student's blood/body fluids, the patient must be informed. Hospital/clinical policies apply.
7. Comply with **AIDS Omnibus legislation**, which requires AIDS education for health professionals. This will be met through **bloodborne pathogen training (before the first day of class)** and through paramedic curriculum.
8. Do not attend class, clinicals, field experiences, or Capstone internship if ill. All missed hours must be reported and rescheduled in accordance with program policy.

GROUNDWORK FOR PROGRAM DISMISSAL

The University of Alaska Anchorage Kenai Peninsula College Paramedic Program is committed to training safe, professional, and ethical paramedics. While every effort will be made to support and remediate students, dismissal from the program may occur when a student's conduct or performance places patients, classmates, faculty, or the reputation of the program at risk.

Students are expected to be mentally and physically **“Fit for Duty”** at all times. Students may not partake of alcohol or other intoxicants within **eight (8) hours** of coming to class, participating in field experiences, hospital clinicals, or the Capstone Field Internship.

This “8-hour rule,” modeled after airline industry standards, is designed to protect patients and the public by ensuring sound judgment and decision-making.

Patient Endangerment

The following actions or conditions are **strictly prohibited** and will result in **immediate dismissal** from the University of Alaska Anchorage Kenai Peninsula College Paramedic Program. A failing grade will be issued, and **no opportunity for readmission** will be granted:

1. Responding Under the Influence

- Reporting to a clinical site, field experience, or Capstone shift under the influence of intoxicants (alcohol, legally or illegally used drugs) or in a hungover condition, as suspected by faculty, staff, preceptor, or FTO.
- Grounds for immediate removal from patient care and coordinator notification.

2. Refusing to Submit to Alcohol or Drug Screening

- Refusal to submit to “for-cause” intoxicant testing is grounds for immediate dismissal.
- A student denying intoxication must voluntarily and immediately submit to a breath and/or blood test at their own expense.
- Any **BAC greater than 0.00** or a **positive drug screen** for illegal substances will result in immediate dismissal.

3. Removing Medication

- Removal of medications from classrooms, ambulances, clinical sites, field experiences, Capstone internships, or patient property is prohibited.
- Possession of any illegal Schedule I or II narcotic, hallucinogen, stimulant, sedative, or other illicit drug while enrolled in the Paramedic Program will result in dismissal and possible criminal charges.

4. Use of THC

- The use of **THC (tetrahydrocannabinol)** by Paramedic Program students is strictly forbidden.
- Although THC is legal for private use under Alaska law, it remains:
 - **Illegal under federal law**
 - **Prohibited in states** where students participate in Capstone Field Internships
 - **Forbidden by hospital and clinical MOAs** governing program placements
- Students are required to take a **pre-program 10-panel drug test**, and another may be required prior to Capstone Internship.
- A **positive result**, including THC, will result in **immediate dismissal** from the program, a failing grade issued, and **no option for re-entry**.

Criminal Charges

- Students who are **charged with or arrested for a crime** during program enrollment must notify the Program Director as soon as possible.
- Continued participation will depend on state-recognized barriers and program review.
- Copies of all background checks and criminal history reports are kept in each student's secure program file and may be subject to review under affiliate MOAs.
- Any suspected illegal activity will be investigated by the **Alaska State Troopers or other appropriate law enforcement agency**.

Other Grounds for Dismissal

Students who engage in conduct that endangers the health or well-being of themselves, faculty, staff, other students, or patients are subject to dismissal. Serious breaches include, but are not limited to:

- **Unprofessional Conduct:**
 - Angry or uncontrolled outbursts.
 - Disrespect or prejudice in providing treatment.
 - Attitudes detrimental to the learning environment or patient care.
- **Failure to Improve:**
 - Inability to demonstrate progress in skills performance or professional attitude after remediation or counseling.
- **Confidentiality or Documentation Violations:**
 - Breaching patient confidentiality.
 - Falsifying field or clinical documentation.

Academic Dishonesty

Academic dishonesty corrupts the learning process and undermines the program. Examples include (but are not limited to):

- **Cheating:** Using or attempting to use unauthorized sources on exams or graded work.
- **Plagiarism:** Presenting another's ideas or writings as one's own without acknowledgment.
- **Fabrication:** Deliberate falsification or lying.
- **Collusion:** Assisting or attempting to assist another in acts of academic dishonesty.

Dishonesty in any area of the program including patient care documentation, clinical records, college coursework, or even during the **program application process** is grounds for review and possible dismissal.

Students are expected to do their own work and be accountable for it.

Re-Entry into the Paramedic Program

- The UAA/KPC Paramedic Program must be completed in full, in sequential order.
- A student dismissed for academic failure or voluntary resignation must **re-apply to the entire program** from the beginning.
- All PMED courses must be retaken, beginning in the Fall semester with **PMED A241/A241L/A242**.
- **There are no allowances for partial completion or carrying prior coursework into a new cohort.**

KPC SUPPORT AND POLICY GUIDE

STUDENT SUPPORT, TITLE IX, AND CAMPUS SAFETY

Kenai Peninsula College (KPC) provides students with a comprehensive **Support and Policy Guide** that outlines:

- **Academic Support Services**
 - Tutoring and learning resources
 - Advising and student success programs
 - Disability Support Services (DSS)
- **Policies and Procedures**
 - Student rights and responsibilities
 - Title IX protections and reporting procedures
 - Code of Conduct
- **Campus Safety Resources**
 - Emergency preparedness
 - Campus security contacts
 - Reporting incidents and accessing support services

This guide is designed to help all students navigate the academic environment, understand their rights, and access resources for a safe and supportive learning experience.

Access the Guide Online

The full KPC Support and Policy Guide is available online at:

 [Kenai Peninsula College Support and Policy Guide](#)

https://drive.google.com/file/d/1En0osdkkN9BakEa8QjMpNd_o3RrQeww/view

STUDENT SUPERVISION POLICY

To: KPC Paramedic Faculty, Staff, Students & Affiliates

From: Paul E. Perry, UAA|KPC Paramedic Program Director

Subj: PROGRAM POLICY: Student Supervision, Program Identification and Staffing

Date: March 6, 2024

MEMORANDUM

Paramedic students enrolled in the UAA|KPC Paramedic Program must always be accompanied by a licensed/certified paramedic field training officer (FTO) or preceptor when assessing or treating a patient. Additionally, students are required to wear their student identification (ID) visibly when on duty. Paramedic students cannot be used in place of regular staffing at any time.

****Policy Details:****

1. **Student Supervision:** Paramedic students must always be under the direct supervision of a licensed/certified paramedic field training officer (FTO) or preceptor when conducting patient assessments or providing treatment. This supervision ensures that students receive appropriate guidance and instruction in real-world scenarios, promoting the highest standards of patient care and student learning.
2. **Student Identification:** Paramedic students are required to always wear their student identification (ID) visibly when on duty. This identification helps distinguish students from licensed/certified providers and facilitates communication among team members, students, and patients.
3. **Staffing:** Paramedic students cannot be used in place of regular EMS staff at any time. They are in the program to learn and gain experience under supervision, not to serve as replacements for licensed/certified providers.

****Implementation:****

1. The Program Director (PD) will ensure that all paramedic students are assigned a licensed/certified field training officer (FTO) or preceptor for supervision during clinical and field experiences. The PD will coordinate with clinical sites and preceptors to ensure adequate supervision for all students.
2. The Program Director (PD) will issue student identification (ID) cards to all paramedic students at the beginning of the program. Students are responsible for always wearing their ID cards visibly when on duty.

****Enforcement:****

1. Failure to comply with the supervision requirement may result in disciplinary action, including dismissal from the program. The PD will monitor compliance through regular communication with preceptors and clinical sites.
2. Failure to wear the student ID visibly may result in a warning and, if repeated, disciplinary action. The PD will monitor compliance through visual checks during clinical and field experiences.

****Review and Revision:****

This policy will be reviewed annually by the Program Director (PD) and the program's advisory board to ensure its effectiveness and relevance. Any proposed revisions will be communicated to all stakeholders and implemented as necessary.