



PARAMEDIC STUDENT HANDBOOK

ADULT CAREER DEVELOPMENT
2023-2024

GREAT PLAINS
Technology Center

4500 W. Lee Blvd

Lawton, OK 73505

580-355-6371

Table of Contents

Section Title	Page Number
Notice of Non-Discrimination	3
Purpose of Handbook	4
Accreditation/Approval	5
Great Plains Technology Center Vision, Mission, and Core Values	6
Paramedic Program Training Philosophy	6
Paramedic Organization Chart	7
Paramedic Program Information	8
Course Description	8
Course Goals	8
Books, Resources, and Supplies	9
Student Support Services	9/10
Requesting Accommodations for Adult Students with Disabilities	11
Course Policies and Procedures Introduction	11
Code of Conduct	11/12
Student Behavior in the Paramedic Program – Classroom Conduct	12
Personal Conduct	13/14
Student Responsibilities	15
Instructor Responsibilities	15
Appearance, Uniform, and Hygiene	15
Immunization Policy	16
Advanced Standing	17
Grading Policy	17
Requirements for Course Completion/Graduation	17/18
Accident/Injury Policy	18
Safety Drills	18
Grievance Policy	18
Bullying/Harassment Policy	18/19
Alcohol or Illegal Substances Policy	19/23
Exposure Control Plan	23/27
Accreditation Statement	28
Statement of Receipt	29

Notice of Non-Discrimination

Non-Discrimination. Except to the extent permitted by law, the Facility, the School, Clinical Coordinator, School Program Faculty, Clinical Staff/Instructors and Students shall not discriminate on the basis of race, color, creed, pregnancy, sex, this is to include genetic information, as well as sexual orientation, gender identity, gender expression, age, religion, national origin, or because the employee or applicant is an individual with a disability, or is a qualified protected veteran in the performance of this Agreement. The school also provides equal access to the Boy Scouts of America and other designated youth groups. As applicable to the school, the provisions of Executive Order 11246, as amended by EO 11375 and E) 11141 and as supplemented in Department of Labor regulations (41 CFR Part 60 et. SEQ.) are incorporated into this Agreement and must be included in any subcontracts awarded involving this Agreement. The School represents that, except as permitted by law, all services are provided without discrimination on the basis of race, color, creed, sex, this is to include genetic information, as well as sexual orientation, gender identity, gender expression, age, religion, national origin, or is an individual with a disability, or is a qualified protected veteran that it does not maintain nor provide for its employees any segregated facilities, nor will the School permit its employees to perform their services at any location where segregated facilities are maintained. In addition, the school agrees to comply with Section 504 of the Rehabilitation Act and the Vietnam Veterans Era Assistance Act of 1974, 38 U.S.C. Section 4212.

No Discriminación. Salvo en la medida permitida por la ley, el Fondo, la Escuela, Coordinador Clínico, Programa de Escuela de la facultad, personal clínico / instructores y estudiantes no podrá discriminar sobre la base de raza, color, credo, pregnanse, sexo, esto es incluir información genética, como así como la orientación sexual, identidad de género, expresión de género, edad, religión, origen nacional, do porque el empleado o solicitante es una persona con una discapacidad calificada o es un verterano protegido calificado. La escuela también brinda igualdad de acceso a los Boy Scouts of America y otros grupos juveniles designados. Según sean aplicables a la Escuela, las disposiciones de la Orden Ejecutiva 11246, modificado por el EO 11375 y E) 11141 y complementado en el reglamento del Departamento de Trabajo (41 CFR Parte 60 et. SEC.) Se incorporan a este Acuerdo y debe ser incluido en los subcontratos que adjudique en la participación de este Acuerdo. La escuela representa que, con excepción de lo permitido por la ley, todos los servicios se proporcionan sin discriminación por motivos de raza, color, credo, sexo, esto es incluir información genética, como así como la orientación sexual, identidad de género, expresión de género, edad, religión, origen nacional, o es una persona con una discapacidad calificada o es un verterano protegido calificado que no mantiene ni proporcionar a sus empleados las instalaciones segregadas, ni permitirán la Escuela de sus empleados para llevar a cabo sus servicios en cualquier lugar en el que se mantienen las instalaciones segregadas. Además, la Escuela se compromete a cumplir con la Sección 504 de la Ley de Rehabilitación y la Ley de Asistencia Era veteranos de Vietnam de 1974, 38 USC Sección 4212.

Title IX Coordinators/Compliance Officers

Joelle Jolly
4500 SW Lee Boulevard
Lawton OK 73505
580-355-6371

Any individual, who has experienced any form of discrimination, including discrimination not listed above, may contact:

Justin McNeil, Executive Director of Instructional Development Great Plains Technology Center
4500 SW Lee Boulevard Lawton, OK 73505
580-355-6371

Outside Assistance may be obtained from:
U.S. Department of Education
Office for Civil Rights
One Petticoat Lane 1010 Walnut Street, Suite 320 Kansas City, MO 64106
(816) 268-0550
(816) 268-0599 (Fax)
(877) 521-2172 (TTY)
E-mail: OCR.KansasCity@ed.gov

Great Plains Technology Center is following USEPA requirements for asbestos. A Management Plan is on file in Building 500 of the Comanche County Campus.

Website: <http://www.greatplains.edu>
Information email address: info@gptech.org

Purpose of Handbook

This handbook has been designed to acquaint the Paramedic Students with the policies, procedures, and services of Great Plains Technology Center. Additionally, this handbook addresses specific requirements of the Paramedic program that may differ slightly from the policies of the institution. Students are responsible for knowing these policies and procedures and adhering to them.

Accreditation/Approval

The Paramedic Program of Great Plains Technology Center is accredited by the Commission on accreditation of Allied Health Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Commission on Accreditation of Allied Health Education Programs

1361 Park Street
Clearwater, FL 33756
(727) 210-2350
www.caahep.org

To contact CoAEMSP:

8301 Lakeview Parkway, Suite 111-312
Rowlett, TX 75088
214-703-8445
Fax: 214-703-8992
www.coaemsp.org

Oklahoma Board of Career and Technology Education

Oliver Hodge Building, Room 121
2500 North Lincoln Boulevard
Oklahoma City, Oklahoma 73104
(405) 521-3301
<http://www.okcareertech.org/mail/boardmem.htm>

Oklahoma Department of Health

1000 Northeast 10th Street
Oklahoma City, Oklahoma 73152
(405) 271-4027
<http://www.health.state.ok.us>

Paramedic Program Direct Administration

Clarence Fortney, Superintendent
Joelle Jolly, Deputy Superintendent
Justin McNeil, Executive Director of Instructional Development
James Bishop, Director of Instruction

Great Plains Technology Center

Vision

Great Plains Technology Center will consistently provide valuable career education for people, businesses, and organizations.

Mission

Great Plains prepares individuals to succeed in work and serves as a dynamic force for economic development in Southwest Oklahoma

Core Values

- We are committed to the communities we serve.
- We are ethical and accountable for our decisions and actions.
- We are dedicated to promoting economic development in Southwest Oklahoma.

Paramedic Program Goal

“To prepare competent entry-level Paramedic in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician and/or Emergency Medical Responder level.”

Paramedic Program Training Philosophy

The paramedic program is based on curriculum and experiences encompassing the three domains of learning:

- Cognitive – the acquisition of knowledge
- Affective – the development of attitudes and behaviors that promote success
- Psychomotor – the development of necessary skills

Throughout the course, students will be evaluated using Bloom’s Taxonomy on progress in all three domains. Bloom’s Taxonomy addresses areas including:

- Creating
- Evaluating
- Analyzing
- Applying
- Understanding
- Remembering

For further information regarding Blooms Taxonomy, students may consult the following reference work:

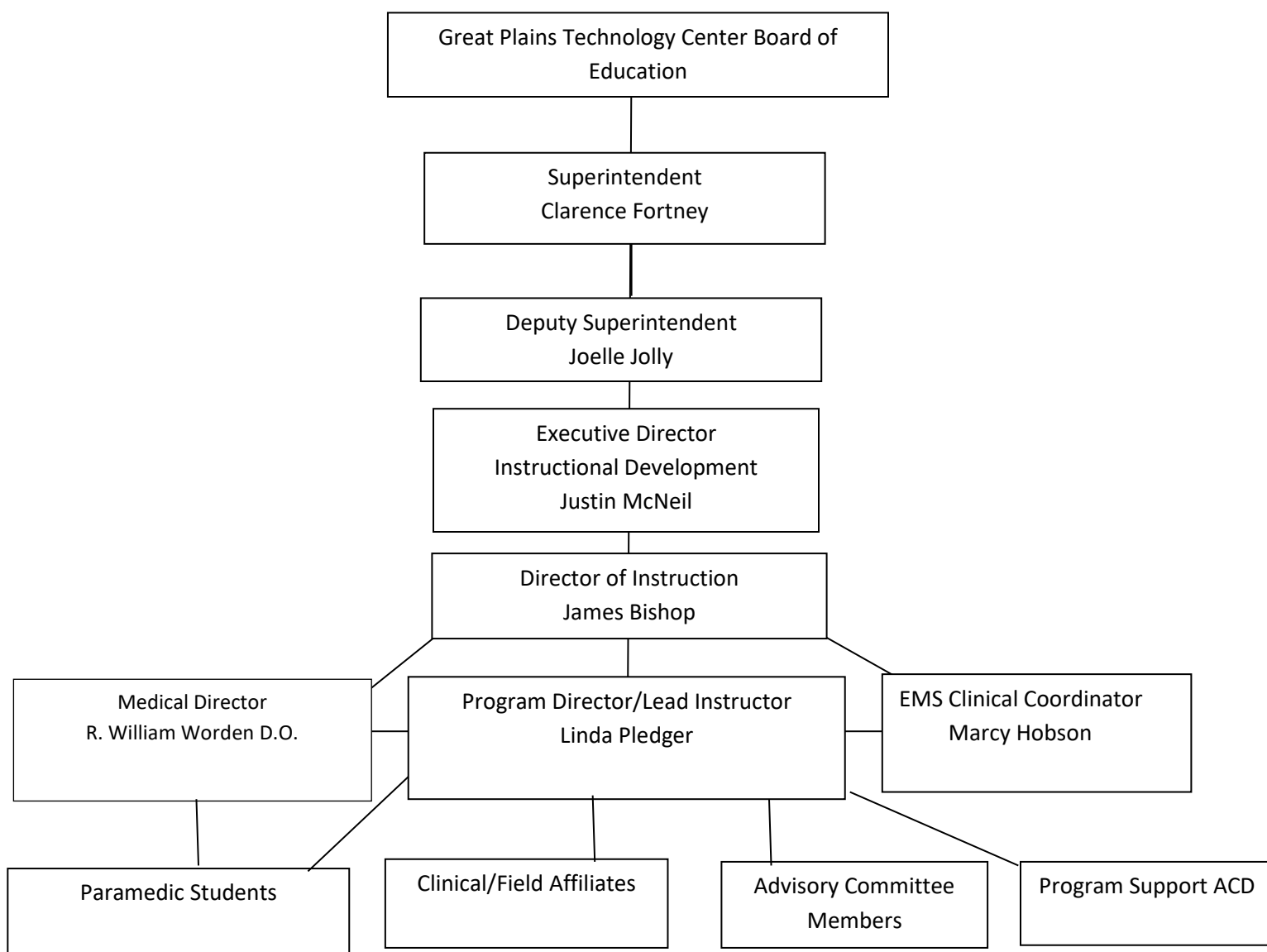
Bloom, B. S. (1956). *Taxonomy of Educational Objectives, Handbook I: The Cognitive Domain*. New York: David McKay Company, Inc.

Paramedic Program Organizational Chart

Program Number: 600314

Program Name: Paramedic Program

Paramedic Program



Paramedic Program Information

Course Name:	Emergency Medical Technician - Paramedic
Course Length:	749 Classroom/Lab Hours (Day 9 AM – 5 PM) Monday, Wednesday, Friday 392 Hours Clinical Rotations 1141 Total Clock Hours

Course Description

The Paramedic course is designed to prepare the student to function as an entry-level Paramedic. The course will cover all the requirements of the Oklahoma Department of Health – EMS Division, COAEMSP Standards, and the National Emergency Medical Services Education Standards. The course focuses on the identification and management of a variety of medical emergencies. The skills section of the curriculum strives to prepare the students to manage a variety of patients. Students practice managing the needs of a diverse group of ill and injured patients. Students are observed in the clinical areas to assess their readiness for completion of the program. The assessment of readiness culminates with each student demonstrating competency in specific content and procedure areas.

In addition to learning advanced skills including Advanced Cardiac Life Support (ACLS), advanced pediatric life support, medication administration, intravenous drug administration, and other advanced emergency medical and trauma skills, student will complete a proficiency check-off for verification of preparedness.

The knowledge and skills gained in this course will prepare the student for the state and national practical and written exams as required by the state of Oklahoma to practice as an EMT-Paramedic. Upon successful completion of this CAAHEP accredited Paramedic program, the student will be eligible to apply for and take the National Registry Exam for licensure at the Paramedic level.

Course Goals

The goal of the Paramedic program is to prepare competent entry-level Paramedics. The curriculum and work-based training will encompass the cognitive, affective, and psychomotor domains of learning. Competencies acquired through training and practice include:

1. Recognize a medical emergency, assess the situation, and manage emergency care and extrication, if necessary.
2. Establish rapport with the patient and his/her significant others to alleviate their state of crisis.
3. Assign priorities of emergency treatment and record and communicate data to the designated medical command authority.
4. Coordinate efforts of agencies involved in the care and transportation of the patient.
5. Initiate and continue emergency medical care under medical control, including the recognition of presenting medical conditions and initiation of appropriate non-invasive and invasive therapies.
6. Exercise personal judgment in case of interruption in medical direction caused by communications failure or in cases of life-threatening conditions using protocols specifically authorized in advance.

Books, Resources and Supplies

Books

Caroline, N. L., Elling, B., & Aehlert, B. (2023). *Nancy Caroline's Emergency Care in the Streets* (9th Edition). Jones & Bartlett Learning.

Supplies and Uniforms

3-Ring Binders (2)

Notebooks

Paper

Pencils

Pens

Highlighters

Stethoscope

GPTC Paramedic Shirt

Black Pants

Black Belt

Black Shoes

Black Socks

Black Scrubs w/logo

Student Support Services

Academic Center – Building 100, Room 148

Coordinator: Mande Thomas

The Academic Center serves students in improving study skills, basic academic skills including mathematics and reading skills, and communications skills. Services are available to all students enrolled in Great Plains Technology Center and potential students needing services to successfully complete entrance requirements. For additional information, telephone (580) 250-5529.

Student Development Coordinator – Building 100, Room 107

Coordinator: Chelsey Graham

The Student Development Coordinator provides employment advisement by developing and maintaining relationships with business and industry to refer students for employment opportunities. For additional information, telephone (580) 250-5684.

Career Counselors - Building 100, Room 107

Counselors: Mrs. Rhonda Mahaffey (580) 250-5503

Great Plains Technology Center offers counseling services that can help students be more successful in their career tech programs. Counselors can assist with student orientation, career counseling, decision making, goals setting, crisis counseling, and referrals to external student support services. Telephone listed numbers for appointments.

Disability Needs - Building 100, Room 107

Coordinator: Mrs. Kristy Barnett

Services include coordination of efforts with students and external agencies to assist individuals with disabilities or other conditions to be successful in the Paramedic program. Students may telephone (580) 250-5531 for an appointment.

Financial Assistance - Building 100, Room 107

Coordinator: Dustin Davidson

Students may seek financial assistance as appropriate and available for the Paramedic program. Sources of financial aid include a limited number of Great Plains Foundation Scholarships and Veteran's Benefits.

Students may call (580) 250-5534 for an appointment or more information.

Requesting Accommodations for Adult Students with Disabilities

Accommodations may be made in accordance with the *Great Plains Technology Center Student Handbook* (p. 17) for students with disabilities enrolling in the Paramedic program.

Course Policies and Procedures

Introduction

Please read these policies and procedures very carefully. Each student is required to sign a student contract attesting to his/her acknowledgement of understanding. If a student has questions or concerns regarding any course policy or procedure, he/she should discuss them with the instructor, course coordinator, or course director for clarification.

Code of Conduct

Academically, students in the paramedic program are expected to:

1. Actively participate in all class and skills laboratory functions.
2. Exhibit a professional manner in both attire and conduct.
3. Accept responsibility for all actions and academic performance.

In addition to all student behavior codes in the Great Plains Technology Center *Student Handbook*, students in the Paramedic program have specific conduct requirements. As emergency medical service providers strive to improve professional status, it is incumbent on each provider to demonstrate the qualities of a “true professional.” EMS students are equally vital to this effort as they are frequently exposed to and evaluated by patients and health care providers. Students who develop skills, habits, knowledge, and abilities consistent with a professional code of conduct improve the likelihood of future success as EMS professionals.

Below are codes of conduct elements necessary for student understanding of their purpose and value to the EMS system and profession. Students of the Great Plains Technology Center Paramedic program are expected to conduct themselves in accordance with these codes of conduct whenever and wherever they represent the institution.

1. **The primary purpose of Emergency Medical Services is to respond to persons in need of medical, psychological, and, in some cases, social assistance in a compassionate medically appropriate manner.**
Emergency medical services are public services. EMS providers must be mindful of the community's expectations of respectful, dignified, compassionate care as well as a timely, efficient, clinically appropriate service.
EMS students will demonstrate this by their constant willingness, eagerness, and desire to assist in all patient care tasks, even if the tasks appear menial or inconsequential.

2. **As extensions of the physician, EMS providers have a responsibility to respect the physician license under which they are allowed to function.**

EMS providers render medical care when a physician is not immediately available. The responsible performance of paramedics and EMT's contributes to continued professional growth and clinical advancement of EMS.

EMS students demonstrate their respect for the physician/paramedic (EMT) relationship by following established clinical training guidelines and performing only those procedures that have been authorized by a physician.

3. **Respectful interaction with other members of the healthcare community is vital to the quality care of the patient.**

The EMS provider represents one member of a large team of healthcare providers who each play a role in the care of the patient. EMS providers are often the first to care for patients and his/her interaction with other health care providers is often crucial. The EMS provider must conduct him/herself in a respectful, courteous, and knowledgeable manner as well as be respectful of the ideas of the other health care team members.

4. **EMS providers must respect and recognize the value of teamwork and leadership.**

The EMS provider or student who fails to use effective team listening, communication, and delegation skills will most likely be ineffective.

The effective EMS provider and students will develop and practice skills that convince team members to follow the leader's plan of action.

5. **The EMS provider must recognize the continuum of education that is characteristic of the science and art of medicine. Therefore, the EMS provider or student must maintain a personal responsibility for his/her continuing education.**

As the practice of medicine changes, so must the practices of the EMS provider.

EMS providers and students must actively pursue learning opportunities and take advantage of the resources available to them in order to remain current with medical standards of practice.

6. **As members of the health care community, EMS providers are held to an extremely high standard of moral and ethical conduct.**

Preserving confidential information, displaying respect for others and the healthcare profession, maintaining a willingness to serve and learn, and demonstrating clinical proficiency are examples of the expectations of an EMS employer, the patient, and the healthcare community.

EMS students must conduct themselves in a manner that leaves no questions as to their standards and earn the trust of the patient and the physician under whose license they practice.

Student Behavior in the Paramedic Program

Classroom Conduct

Classroom activities, both didactic and in the laboratory, are an essential part of the Paramedic program. Students must conduct themselves in a manner that facilitates learning for all students. Expectations for conduct in the Paramedic Program are listed and are enforced in conjunction with the codes of student behavior listed in the Great Plains Technology Center *Student Handbook*.

Students are expected to:

1. Come to class prepared for the scheduled subject or activities.
2. Behave in a manner that does not disrupt classroom or laboratory activities.
 - a. Attendance policies, including tardy policies and early departure policies will be strictly enforced.
 - b. Conducting private conversations during class time is not permitted.
 - c. Other inappropriate or offensive behaviors will be managed according to the policies outlined in the Great Plains Technology Center *Student Handbook* and in cooperation with the Paramedic Program administrative guidelines.
3. Breaks will be given at the discretion of the instructor.
 - a. Great Plains Technology Center is always a tobacco free facility. No tobacco products, including cigarettes, chewing tobacco, and smokeless tobacco, may be used at any time.
4. While Great Plains Technology Center's main student policy is to prohibit the use of cellular telephones or pages, the Paramedic program recognizes that many of the students are required to maintain these devices for on-call duties. On-call students must obtain instructor permission to possess an electronic communication device in the classroom and laboratory. If permission is granted:
 - a. The device must be in the "silent" or "vibrate" mode
 - b. If the device is clearly being used for personal purposes, the student may be asked to put the device away or surrender it to the instructor.
5. The classroom will be left in an orderly condition or as directed by the instructor.
6. All equipment will be returned to the proper place prior to the end of the class session.
 - a. Malfunctioning equipment should be reported to the instructor immediately.
 - b. No equipment is to be removed from the classroom, including books, videotapes, audiotapes and other instructional equipment and supplies.
7. Students must be present at least 90% of class time to meet minimum attendance requirements. Absences for part of a class/lab session will be tracked by the hour. Students will receive attendance credit only for time in class. Students will have a sign in and out sheet every day of class.
8. Students must attend 100% of all scheduled clinical time. There is no opportunity to make up clinical time. Clinical time is not allowed to be made up but may be rescheduled at the discretion of the instructor.
9. Students are responsible for completing reading assignments prior to the class period in which they are discussed according to the course of study or handout. Reading assignments will be given in advance in conjunction with the course objectives.
10. Students are responsible for handouts issued during the class day.

- a. If absent, it is the **student's responsibility** to obtain handout material from the instructor.
- 11. Cognitive testing will consist of written exams and quizzes over material. Quizzes may be unannounced.
 - a. Written exams will be announced one week in advance.
 - b. Written exams will be given in class only.
 - c. If the student is absent for a written exam, he/she will be assigned a grade of zero.
 - d. The student may have one opportunity to schedule a make-up exam with the instructor at the convenience of the instructor. No more than one opportunity will be granted.
- 12. All skills must be demonstrated with a 100% competency during assigned skill examination.
- 13. The final examination for the Paramedic program will be comprehensive and consist of 150 written questions to be completed in a 4-hour time limit. The minimum standard for passing this test is 80%. Any grade below 80% will be considered a "fail". A competency/performance skill examination will also be part of the final examination. Any grade below 100% will be considered a "fail".
 - a. No extra credit opportunities will be available on the final examination.
 - b. No re-test opportunity will be available for the written final examination.
 - c. One re-test opportunity will be available for the skill examination.
- 14. Academic dishonesty will not be tolerated.
 - a. Plagiarism on tests, homework, written papers, or clinical documentation.
 - b. Falsification of any record.
 - c. Removal of equipment, examinations, reference materials or any other supplies without approval from the instructor.

Personal Conduct

Students may be suspended or expelled for the following actions.

- 1. Any offense specified in the Great Plains Technology Center *Student Handbook*.
- 2. Profanity/obscenity as defined by state statutes.
- 3. Consistent violation of school rules, regulations, or policies.
- 4. Possession, threat, or use of a dangerous weapon as defined by state statutes.
- 5. Assault and/or battery.
- 6. Possession of any narcotic drug, stimulant, barbiturate, or alcohol.
- 7. Possession of stolen property.
- 8. Conduct which jeopardizes the safety of others.
- 9. Disclosure of confidential information of any sort.
- 10. Conduct calculated to disrupt the operation of the school.
- 11. Excessive absenteeism.
- 12. Sexual harassment or bullying.
- 13. Conviction of a felony that could disqualify the student for licensure/employment in the EMS profession.

Student Responsibilities

- Reading assignments
- Handout material
- Information covered verbally in class
- Independent practice of skills
- Asking questions and clarifying information as necessary for student success

Instructor Responsibilities

- Cover materials, information, and skills necessary for students to understand the duties, responsibilities, and attitudes necessary for success in the Paramedic program.
- Demonstrate skills necessary for course completion and success on licensing examinations.
- Answering questions regarding materials and skills.
- Covering all course objectives within the hours defined during Study.

Appearance, Uniform, and Hygiene

Appearance

Dress and personal grooming should not present health or safety issues, cause disruption of the educational process, or offend common community standards.

Uniform

Students are required to purchase a uniform to wear during class and for field and clinical rotations. This uniform consists of:

- Uniform shirt
- Black uniform pants
- Black shoes
- Black socks
- Black belt
- Name tag issued from Great Plains Technology Center
- Scrubs with Great Plains logo

Uniforms should be kept clean and pressed. Shoes or boots should be clean and shined.

Personal Hygiene

Students are expected to maintain their personal hygiene to the community standard of cleanliness. Students must bathe on a regular basis, use effective deodorant, and use scent products sparingly, e.g. perfume or body spray. Fingernails should be clean and groomed. All students with shoulder length or longer hair must wear it up and away from the collar during clinical rotations.

Immunization Policy

Students must provide a vaccination record for the following vaccinations:

- PPD
- Hepatitis B Series
- Varicella
- Measles, Mumps, and Rubella (MMR)
- Tetanus
- Flu vaccination
- COVID if administered or waiver signature

In cases where the student has had the illness (MMR or varicella), blood titers must be supplied as supporting evidence. Titters may be obtained at The Center for Occupational Health. **These records must be submitted prior to the start date of class.**

Drug Screen

Students are required to have a negative drug screen prior to date given by Program Director.

Advanced Standing

Students who apply for advanced standing to Great Plains Technology Center's Paramedic Program from another program will be addressed on a case-by-case basis which can include formative or summative testing in area of completion, transcript, and current syllabus of courses completed. If clinicals have been obtained, student must provide documentation of the clinical rotations along with competencies completed. Student must provide a lab skills report if lab has been completed. Student must provide current immunizations, drug screen, and background check. Students applying for advanced standing in the paramedic program must be transferring from another CAAHEP accredited program.

Great Plains Technology Center does not issue college credits for courses completed within the Paramedic program. However, students must complete all required program courses to receive completion certification. Through an agreement with Oklahoma State University – OKC, students may receive college credit for their coursework in the paramedic program. Upon successful completion of the Paramedic program and subsequent enrollment and minimum course completion requirements at Oklahoma State University – OKC, students will be eligible to receive an associate degree in applied science. Great Plains Technology Center is continuously working with other colleges and universities to provide additional avenues for students to receive college level credit for their paramedic coursework.

Grading Policy

90 - 100	= A
80 - 89	= B
70 - 79	= C
65 - 69	= D
64 and below	= F

The grade is compiled using the following weights:

Major Exams and Final Exam	50%
Affective Domain/Employability	15%
Clinical Assignments	15%
Quizzes	10%
Homework and Lab	10%

It is strongly recommended that students maintain a course average of 85% or higher in order to increase success in the registry licensure examination. Statistics indicate a consistent correlation between lower scores and failure on the registry examination.

Clinical

Information about clinical can be found in the clinical handbook.

Requirements for Course Completion/Graduation

Student must have a minimum overall grade of 80% for each course in the Paramedic Program to graduate.

Students must successfully complete Anatomy and Physiology portion and pass the final exam, to include the cognitive and psychomotor final exam.

Failure to meet minimum requirements to complete the Paramedic Program will result in listing the student in one of two categories:

Incomplete (the student will have to plan with the instructor to complete the section of skills that was listed as incomplete in the next available class before being allowed to continue with the course.

Any student listed as incomplete at the end of the course will have three weeks, at the discretion of the instructor, to complete the area needed. Clinical rotations must be complete by the final written exam date; there will be no grace period except for special situations reviewed by Program Director and Medical Director.

Fail (the student will be dropped from the class and will be unable to complete training without enrolling in another available course)

The category in which the student will be listed will be determined by:

1. A review of the student's standing in all areas of minimum requirements
2. The student's participation in skills practice sessions
3. The area of which minimal requirement was not met
4. A personal interview with the instructor and could include the Medical Director.

Accident/Injury Policy

Students injured at Great Plains Technology Center shall report the injury to the instructor, who will follow policies and guidelines established in the *Emergency Management Plan*. An Accident/Incident report will be completed, and all appropriate measures shall be taken. Great Plains Technology Center is not responsible for the cost of medical care for students.

Safety Drills

Great Plains Technology Center conducts regular drills for emergencies including fire, tornado, and Students will follow the posted plans for each drill. Emergency plans will be posted in each classroom.

Policies Not Specifically Addressed in the Paramedic Program Handbook

Grievance – Student

All extenuating circumstances will be reviewed by the instructor, EMS Coordinator and, if needed, the Medical Director. Students who wish to appeal a grade or file a grievance based off the didactic portion should follow Paramedic Organizational Chart. To file a grievance over harassment, or offensive nature; contact the Executive Director of Instructional Development; Justin McNeil.

Bullying/Harassment

Statement of Legislative Mandate and Purpose This policy is a result of the legislative mandate and public policy embodied in the School Safety and Bullying Prevention Act, 70 OKLA. STAT. § 24-100.2 et seq. ("Act"). The technology center intends to comply with the mandates of the Act and expects students to refrain from bullying. Bullying is expressly forbidden and students who bully are subject to disciplinary consequences as outlined in the technology center's policy on student behavior. Bullies may also be provided with assistance to end their unacceptable behavior, and targets of bullies may be provided with assistance to overcome the negative effects of bullying. To file a complaint, contact the Executive Director of Instructional Development; Justin McNeil.

Financial Aid

Refer to ACD office.

Alcohol and Illegal Chemical Substances

TESTING STUDENTS WITH REGARD TO THE USE OF ALCOHOL AND ILLEGAL CHEMICAL SUBSTANCES

The board of education, with the intent that all students have notice and knowledge of the ramifications concerning alcohol and illegal chemical substance use, possession, purchase, sale or distribution when the student is on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event hereby adopts the following policy.

Statement of Purpose and Intent

1. The safety of students and employees of the technology center is of paramount concern to the board.
2. Students who are under the influence of alcohol or an illegal chemical substance when the student is on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event pose serious safety risks to students, employees and the public.
3. The use of alcohol and illegal chemical substances by students has a direct and adverse effect on the safety, personal health, attendance, productivity and quality of education of all students.
4. The board recognizes that all students have certain personal rights guaranteed by the Constitutions of the United States of America and the State of Oklahoma. This policy will not infringe on those rights.
5. Due to the devastating impact that the use by students of alcohol and illegal chemical substances can have on the safety of students and employees and their adverse effect on a student's ability to perform as a student, the board will not tolerate students who use, possess, distribute, purchase, sell or are under the influence (as defined in the policy) of alcohol or illegal chemical substances while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event.
6. This policy will apply to all students of the technology center.
7. Violations of this policy will subject the student to disciplinary action, including out- of school suspension from school.

Definitions

1. "Illegal chemical substance" means any substance which an individual may not sell, possess, use, distribute or purchase under either Federal or Oklahoma law. "Illegal chemical substance" includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substances Act, all prescription drugs Section 10 - Page 63 obtained without authorization and all prescribed drugs and over the counter drugs being used for an abusive purpose. By way of example only, the drugs which may be tested for are amphetamines, cannabinoids, cocaine, phencyclidine (PCP), hallucinogens, methaqualone, opiates, barbiturates, benzodiazepines, synthetic narcotics, designer drugs, or any metabolite of any of these substances.

2. "Alcohol" means ethyl alcohol or ethanol and includes "low point" beer.

3. "Under the influence" means any student of the technology center who has any alcohol or illegal chemical substance or the metabolites thereof present in the student's body in any amount which is considered to be "positive" for such alcohol or drug or drug metabolites using any scientifically substantiated alcohol or drug use screen test and alcohol, or drug use confirm test.

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

5. "School property" means any property owned, leased, or rented by the technology center, including but not limited to school buildings, parking lots and motor vehicles.

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

7. "Reasonable suspicion" means a belief that a student is using or has used alcohol or drugs in violation of this policy drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in the light of experience, and maybe based upon, among other things:

- A. Observable phenomena, such as: i. the physical symptoms or manifestations of being under the influence of alcohol or a drug while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event; or ii. the direct observation of alcohol or drug use while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event.
- B. A report of drug or alcohol use while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event, provided by reliable and credible sources.
- C. Evidence that a student has tampered with an alcohol or drug test.
- D. Evidence that a student is involved in the use, possession, sale, solicitation or transfer of alcohol or drugs while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event.

Procedures for Alcohol or Illegal Chemical Substance Testing

1. Any alcohol or drug use test administered under the terms of this policy will be administered by or at the direction of a professional laboratory licensed by the Oklahoma State Department of Health and using scientifically validated toxicological methods that comply with rules promulgated by the State Department of Health. The professional laboratory shall be required to have detailed written specifications to assure

chain of custody of the samples, proper labeling, proper laboratory control and scientific testing, with all samples to be taken under the supervision of appropriate laboratory employees at a school site or site designated by the laboratory. All aspects of the alcohol and drug use testing program, including the taking of samples, will be conducted so as to safeguard the personal and privacy rights of students to the maximum degree possible and shall be conducted under reasonable sanitary conditions. The test sample shall be obtained in a manner which minimizes its intrusiveness. In the case of urine samples, the samples must be collected in a restroom or other private facility behind a closed stall; a sample shall be collected in sufficient quantity for splitting into two (2) separate samples, pursuant to rules of the State Board of Health, to provide for any subsequent independent confirming analysis of the first sample; the test monitor shall not observe any student while the sample is being produced but the test monitor may be present outside the stall to listen for the normal sounds of urination in order to guard against tampered samples and to insure an accurate chain of custody; and the test monitor may verify the normal warmth and appearance of the sample. If at any time during the testing procedure the test monitor has reason to believe or suspect that a student is tampering with the sample, the test monitor may stop the procedure and inform the test coordinator. The test monitor shall be of the same gender as the student giving the sample. If a student is determined to have tampered with any specimen or otherwise engaged in any conduct which disrupts the testing process of any student, then the student will be deemed to have violated this policy and will be subject to disciplinary action, including out-of-school suspension from school. The test monitor shall give each student a form on which the student may, but shall not be required to, list any medications he has taken or any other legitimate reasons for having been in recent contact with alcohol or illegal chemical substances.

2. If the initial drug use test is positive for the presence of an illegal chemical substance or the metabolites thereof, the initial test result will be subject to confirmation by a second and different test of the same sample. The second test will use an equivalent scientifically accepted method of equal or greater accuracy as approved by rules of the State Board of Health, at the cutoff levels determined by board rules. A student will not be subject to disciplinary procedures unless the second test is positive for the presence of illegal chemical substances or the metabolites thereof.

3. If an initial alcohol use test is positive for the presence of alcohol, the initial test result will be subject to confirmation by a second test using any scientifically accepted method approved by rules of the State Board of Health, at the cutoff levels determined by board rules.

4. Upon written request, the student will be furnished with a free copy of all test results performed under this policy. All test records and results will be confidential and kept in files separate from the student's cumulative records. All tests required of a student by the technology center under this policy shall be at technology center expense.

5. Any student who is subject to disciplinary action because of being under the influence of alcohol or an illegal chemical substance while on school property, at a school sponsored event, in school vehicles or going to or from a school sponsored event will be given a reasonable opportunity, in confidence, to explain or rebut the alcohol or drug use test results. If the student asserts that the positive test results are caused by other than consumption of alcohol or an illegal chemical substance by the student, then the student will be

given an opportunity to present evidence that the positive test result was produced by other than consumption of alcohol or an illegal chemical substance. The technology center will rely on the opinion of the technology center's laboratory which performed the tests in determining whether the positive test result was produced by other than consumption of alcohol or an illegal chemical substance.

5. The laboratory reports and results of alcohol and drug use testing will be maintained on a confidential basis except as otherwise required by law. The laboratory performing alcohol or drug use tests for the technology center will not report on or disclose to the technology center any physical or mental condition affecting a student which may be discovered in the examination of a sample other than the presence of alcohol or illegal chemical substances or the metabolites thereof. The use of samples to test for any other substances will not be permitted. S

Student Alcohol and Drug Use Tests - When Required

1. Any student whose behavior while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event creates a reasonable individualized suspicion that the student is under the influence of alcohol, or an illegal chemical substance may be required to take an alcohol and/or drug use test. Nothing in this policy shall require alcohol and/or drug use testing of any student nor prohibit the technology center from disciplining any student in the absence of an alcohol or drug use test of the student.
2. Any student who refuses to take an alcohol or drug use test when so required under the provisions of this policy will be deemed to have violated this policy and will be subject to disciplinary action including out-of-schools suspension from school to the same extent as if the student tested positive for the presence of alcohol or illegal chemical substances.

Medical Marijuana

1. Pursuant to OKLA. STAT. tit. 63, § 420 et. seq., unless failure to do so would cause the technology center to imminently lose a monetary or licensing related benefit under Federal law or regulations, the technology center will not discriminate against a student in enrollment or otherwise penalize a student solely based on the student's status as a medical marijuana holder.
2. The technology center will not subject a student holding a valid medical marijuana license to disciplinary action based solely on a positive drug test for marijuana or the metabolites thereof. Students who use, possess, sale, distribute, purchase or are under the influence of medical marijuana or medical marijuana product may be subject to discipline pursuant to this policy regardless of license holder status.

As used in this section, a determination of whether a student is "under the influence of medical marijuana or medical marijuana product" shall be based on the totality of circumstances. Circumstances that may contribute to a determination that the student is under the influence may include, but are not limited to: A. Observation of any of the conduct or phenomenon described below: (i) the smell of marijuana on around the individual; (ii) Disorganized thinking; (iii) Paranoia and/or confusion; (iv) Bloodshot eyes; (v) Increased

heart rate; (vi) Increased appetite; or (vii) Loss of Coordination and B. Any circumstance that would permit the technology center to engage in “reasonable suspicion” drug or alcohol testing of the student under this policy. Student Use, Sale, Possession, Distribution, Purchase or Being Under the Influence of Alcohol or Illegal Chemical Substance Any student who possesses, uses, distributes, purchases, sells or is confirmed by alcohol or drug use tests to be under the influence (as defined by this policy) of alcohol or an illegal chemical substance while on school property, at a school-sponsored event, in school vehicles, or going to or from a school-sponsored event or as a result of alcohol or drug use tests conducted under this policy will be subject to disciplinary action, including out-of-school suspension from school.

Persons Authorized to Order Alcohol or Drug Testing The following persons have the authority to require alcohol or drug use testing of students under this policy:

1. The superintendent.

2. Any employee designated for such purposes by the superintendent or the board.

Out-of-School Suspension Due Process Procedures Any student who is subject to an out-of-school suspension for the violation of this policy shall be afforded appropriate due process procedures allowed by the technology center’s policy on student behavior. **Circulation of Policy** This policy shall be given broad circulation to all students of the technology center which shall include prominent posting at various places in the technology center.

Internet Acceptable Use Policy

Refer to Great Plains Technology Center *Student Handbook*, sections 40.0 – 41.6.

Exposure Control Plan

Statement of Policy

This policy was created and adopted to provide a comprehensive infection control system that maximizes protection against blood and other potentially infectious material for all members of Great Plains Technology Center paramedic program and the communities they serve. This policy is intended to comply with OSHA Standard 29CFR1910.1030 for implementation and maintenance by all Great Plains Technology Center agencies personnel.

Furthermore, this policy will ensure that all Great Plains Technology Center personnel, paid or volunteer, are protected from occupational exposure to blood and other potentially infectious material. Additionally, this policy requires that all procedures, as set forth in the OSHA Standard, are followed.

Great Plains Technology Center recognizes that exposure to blood and other potentially infectious material is a hazard of this occupation. Infectious disease transmission is possible during any aspect of emergency care. Although the student is ultimately responsible for his health, Great Plains Technology Center recognizes the need to provide the student with as safe a workplace as is possible. The goal of this policy is to provide the student with the tools necessary to protect the student from occupational exposure to blood or other potentially infectious material.

It is the responsibility of the Infectious Control Officer, to ensure that the procedures contained herein are followed.

It is the policy of the Great Plains Technology Center to:

- Provide access to all students with the necessary training and personal protective equipment needed for protection from blood and other potentially infectious material.
- Provide medical responders to the public without regard to known or suspected diagnosis of infectious disease.
- Regard all patient contacts as potentially infectious. Precautions will be taken at all times to protect the student from blood or other potentially infectious material.
- Recognize the need for work restrictions based on infectious control concerns.
- Prohibit the discrimination of any student for health reasons, including infection with HIV/HBV.
- Regard all medical information as **confidential**. No student health information will be released without written consent of subject student.

In accordance with the OSHA Bloodborne Pathogen Standard, 29CFR1910.1030, Great Plains Technology Center Paramedic Program and its contract agencies has adopted the following exposure control plan.

Exposure determination

The Standard requires students to perform an exposure determination concerning which student may incur occupational exposure to blood or other potentially infectious materials. The exposure determination is made without regard to the use of personal protective equipment. This exposure determination is required to list all job classifications in which all students may be expected to incur such occupational exposure, regardless of frequency. At Great Plains Technology Center, the following job classifications are in this category:

Paramedic
EMT-Advanced
EMT-Intermediate
EMT-Basic
EMR

The following tasks are reasonably anticipated to involve potential exposure to blood and other potentially infectious material.

- Provision of emergency medical care to ill or injured patients
- Rescue of victims from hostile environments, such as, burning structures, water contaminated atmospheres, or oxygen deficient atmospheres.
- Extrication of persons from motorized vehicles, machinery, or collapsed excavations or structures.
- Recovery of bodies from any situation listed herein.
- Response to hazardous materials emergencies, both transportation and fixed site, involving potentially infectious material.

In addition, if the student has job classifications in which some students may have occupational exposure, then a listing of those classifications is required. Since not all the students in these categories would be expected to incur exposure to blood or other potentially infectious materials, tasks or procedures that would cause these students to have occupational exposure are also required to be listed to clearly understand which students in these categories are considered to have occupational exposure. The job classifications and associated task/procedure for these categories are as follows:

Implementation

OSHA also requires this plan include a schedule of method of implementation for the various requirements of the Standard. The following complies with this requirement:

Universal precautions will be observed during operational duties at Great Plains Technology Center to prevent contact with blood or other potentially infectious material; to include clinical rotations. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual.

Work practice controls will be utilized to eliminate or minimize exposure to students of Great Plains Technology Centers Paramedic Program. Where occupational exposure remains after institution of these controls, personal protective equipment will be utilized.

Should an employee incur an exposure to their skin or mucous membranes, then those areas will be washed or flushed with water as appropriate, as soon as possible following the contact.

Needles

Contaminated needles and other sharps will **NOT** be bent, recapped, removed, sheared, or purposely broken. All needles will be disposed of in an OSHA approved sharps container designed specifically for use as such. Where possible all sharps will have safety control features.

Sharps Containers

Sharps containers used by a Great Plains Technology Center paramedic student will meet all requirements of the OSHA standard calling for their design.

Work area restrictions

Use of the student's mouth to suction blood or other infectious materials is prohibited. Additionally, the use of the student's mouth to provide a breath for testing the placement of an endotracheal intubation tube or the performance of mouth-to-mouth resuscitation is likewise prohibited.

Contaminated Supplies

All supplies that may have contact with or exposure to blood or other potentially infectious material will be treated as a biohazard and cleaned or disposed of as necessary. The following supplies will be disposed of after any use or exposure.

All gloves used in patient treatment

IV extensions, administration sets, and fluid bags

Syringes without needles

Dressings and bandages

Any additional items that may become contaminated and are disposable

Items that present a stick hazard must be disposed of in an appropriate sharp's container.

Needles that are attached to a syringe will not be removed, replaced, or recapped prior to disposal. The following items will be disposed of in an appropriate sharp's container.

IV catheters with or without stylettes

Syringes with needles

Prefilled drug syringes
Ampules
Anything used for injection through an IV port
Any items used for venipuncture or injection through the skin
Any other items that may provide a skin puncture risk

Supplies that are reusable will be cleaned according to the guidelines of this policy before being placed back in service. Items that cannot be immediately decontaminated will be isolated from all persons, equipment, and supplies until such time as decontamination can be performed. Items that may potentially be decontaminated and returned service are as listed.

Personal Protective Equipment

All personal protective equipment used at a Great Plains Technology Center paramedic program will be provided at no cost to students in the classroom setting. Personal protective equipment will be chosen based on the anticipated exposure to blood or other potentially infectious material. The protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious material to pass through or reach the students clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time. During clinical rotation adhere to the [policy and procedure both clinical and field setting.

All garments that are penetrated by blood will be removed immediately or as soon as possible. All personal protective equipment will be removed prior to leaving the scene of a patient contact or at the hospital, nursing home, or doctor's office as applicable. Potentially contaminated personal protective equipment will not be worn while in the passenger compartment of any vehicle or while in the station. Potentially contaminated personal protective equipment will be placed within an approved and properly labeled receptacle for disposal or cleaning as applicable.

Gloves will be worn when it is reasonably anticipated employees will have hand contact with blood or other potentially infectious material, non-intact skin, and/or mucous membranes.

All contaminated work surfaces will be decontaminated after completion of procedures and immediately or

Hepatitis B Vaccine

Students who decline the Hepatitis B vaccine will sign a waiver that uses the wording in appendix A of the OSHA standard and this exposure control plan.

Post Exposure Evaluation and Follow-up

When a student incurs an exposure to blood or other potentially infectious materials, the exposure will be reported first to the student's clinical supervisor and then to the EMS Coordinator who has the responsibility for maintaining records involving exposure incidents. The student will file a written report noting the circumstances of the exposure. Additionally, the student will be permitted to make a report of this process, once completed, and insert it into the permanent record.

All students who incur an exposure incident will be offered post-exposure evaluation and follow-up in accordance with the OSHA Standard. This follow-up will include the following.

Documentation of the route of exposure and the circumstances related to the incident.

If possible, the identification of the source individual and the status of the source individual is found. The blood of the source individual will be tested, after consent is obtained, for HIV/HBV infectivity.

The student will be given appropriate counseling concerning precautions to take during the period after the exposure incident. The student will also be given information on what potential illnesses to be alert for and to report any related experiences to the appropriate personnel.

Record keeping

All documentation will be kept in the student's file.

GREAT PLAINS TECHNOLOGY CENTER
4500 W. Lee Blvd., Lawton, OK 73505 ♦ 580.355.6371

ACCREDITATION STATEMENT

BOTH STATE AND NATIONAL AGENCIES CURRENTLY CERTIFY FULL TIME PROGRAMS AT GREAT PLAINS TECHNOLOGY CENTER.

For comments contact here: <https://oklahoma.gov/careertech/policies/comments-or-complaints.html>

Students/Stakeholders can request a copy of accreditation and licensure documents here: jarcher@greatplains.edu

ALL FULL TIME CAREER MAJORS / PROGRAMS ARE CERTIFIED BY:
OKLAHOMA STATE BOARD OF CAREER AND TECHNOLOGY EDUCATION

1500 West 7th Avenue ♦ Stillwater, Oklahoma 74074-4364 ♦ Phone: 405.377.2000 ♦ www.okcareertech.org

INDIVIDUAL PROGRAMS ARE ACCREDITED THROUGH THE FOLLOWING AGENCIES

FULL TIME CAREER MAJOR/PROGRAM	ACCREDITING AGENCY	ADDRESS	PHONE & E-MAIL
Cosmetology (OSBCB)	Oklahoma State Board of Cosmetology and Barbering	2401 NW 23rd Street #84 Oklahoma City, OK 73107	405.521.2441 www.ok.gov/cosmo/
Practical Nurse (ACEN)	Accreditation Commission for Education in Nursing, Inc.	3343 Peachtree Road NE, Suite 850 Atlanta, GA 30326	404.975.5000 www.acenursing.org
Practical Nurse (OBN)	Oklahoma Board of Nursing	2915 N. Classen, Suite 524 Oklahoma City, OK 73106	405.962.1800 www.ok.gov/nursing
Surgical Technologist (CAAHEP)	Commission on Accreditation of Allied Health Education Programs	1361 Park Street Clearwater, Florida 33756	727.210.2350 www.caahep.org
Surgical Technologist (ARC-STSA)	Accreditation Review Committee on Education in Surgical Technology and Surgical Assisting	7108 – C South Alton Way Centennial, CO 80112-2106	303.694.9262 www.arcstsa.org
<ul style="list-style-type: none"> Automotive Service Technician Combination Collision Repair Technician 	Automotive Service Excellence (ASE)	15034 Edwards Ferry Road, NE Suite 401 Leesburg, VA 20176	703.699.6650 www.asealliance.org
<ul style="list-style-type: none"> Veterans Education and Training 	Oklahoma Dept. of Veteran Affairs	4545 North Lincoln #281 P.O. Box 53067 Oklahoma City, OK 73152	405.521.3807 Fax: 405.521.4551 www.ok.gov/vaa
SHORT TERM COURSES	ACCREDITING AGENCY	ADDRESS	PHONE & E-MAIL
<ul style="list-style-type: none"> Emergency Medical Services Long Term Care Nurse Assistant/ Home Health Aide 	Oklahoma State Department of Health	1000 Northeast Tenth Street Oklahoma City, OK 73152	405.271.4027 www.health.state.ok.us
Motorcycle Safety	Motorcycle Safety Foundation, State Coordinator Oklahoma Highway Patrol	P. O. Box 11415 Oklahoma City, OK 73136	405.425.7705
Paramedic (CAAHEP)	Commission on Accreditation of Allied Health Education Programs	1361 Park Street Clearwater, Florida 33756	727.210.2350 www.caahep.org
Paramedic (CoAEMSP)	Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions	8301 Lakeview Parkway, Suite 111-112, Rowlett, Texas 75088	214.703.8445 www.coaemsp.org
CAMERON UNIVERSITY PROGRAMS TAUGHT AT GREAT PLAINS TECHNOLOGY CENTER	ACCREDITING AGENCY	ADDRESS	PHONE & E-MAIL
Radiologic Technology (JRCERT)	Joint Review Committee on Education in Radiologic Technology	20 N. Wacker Drive, Suite 2850 Chicago, IL 60606-3182	312.704.5300 Electronic Accreditation System can be found at www.jrcert.org
Advanced Respiratory Therapist (CoARC)	Committee on Accreditation for Respiratory Care	1248 Harwood Road Bedford, Texas 76021-4244	817.283.2835 www.coarc.com

ALL PROGRAMS POLICIES AND PROCEDURES ARE AVAILABLE TO THE PUBLIC FOR VIEWING

Revised 3-31-2023

Statement of Receipt

I, _____, have received a copy of the Great Plains Technology Center *Paramedic Program Handbook*. I understand that by signing this, I have read and agree to abide by the policies listed in the *Program Handbook*.

I understand that this signed acknowledgement will be retained in my student files and any violations of the codes listed in this handbook may result in dismissal from the Paramedic Program.

Signature

Date

Program Director

Date