

WILLIAMSON VALLEY FIRE DISTRICT

PARAMEDIC PROGRAM HAND BOOK

1. Institution Information

Williamson Valley Fire District EMS Education

Address: 11975 AZ-69, Spring Valley, AZ 86333

Phone: 9282733342

Website: WVFD

Email: Joe.au@wvfd.net

Program Director: Joseph Au, B.S.Ed, NRP, FP-C

Medical Director: Jack Routson, MD

Catalog Effective Date: 2024 (3)

Catalog Revision Date: Feb 2026



Paramedic Course

Student Policy & Procedure Handbook

Certified as True and Correct in Content & Program Director

Faculty

Medical Director for Paramedic training programs: 4a, 4b, 4c

Paramedic Program Director:

Joseph Au, B.S.Ed, NRP

Chief Administrative Officer:

Bryan Smith, NRP, B.S, Fire Chief

Medical Director:

Jack Routson, Emergency Medical Physician

Associate Medical Director:

Robyn Chase, Emergency Medical Physician

Instructors:

Joseph Au, NRP

Emily Thoms, NRP, RN

Shawn Smith, NRP

Anthony Tunis, NRP

Tora Gerrick, NRP, NP

Field/Clinical Coordinator:

Emily Thoms, NRP, RN

Internship Coordinator

Bryan Smith, NRP, Fire Chief

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PROGRAM COSTS (PARAMEDIC PROGRAM ONLY) (3)

(Tuition, Admissions, Accreditation, Program Introduction)

6c. PROGRAM COSTS

Tuition: \$6,500

Application Fee and Reading Test Fee Included

\$6,500 Total Tuition

MyClinicalExchange Account \$39.50 – 12-month subscription (Included)

Itemized accessory requirements included in the Total Tuition:

Background Check \$70 (Included)

Drug Screen \$75 (Scheduling provided by the program) (Included)

NREMT Examination Fee \$175 (Not Included in the Total Tuition)

ALL TEXTBOOKS BELOW ARE INCLUDED IN PROGRAM TUITION

JBLearning Paramedic Care: ISBN 9781284256819 – \$442.95

Prehospital Trauma Life Support: ISBN 9781284171471 – \$65.95

Advanced Medical Life Support: ISBN 9781284196115 – \$67.95

Advanced Cardiac Life Support: ISBN 978-1-61669-772-3 – \$47.80

Pediatric Advanced Life Support: ISBN 978-1-61669-785-3 – \$56.70

Basic Arrhythmias 8th Edition by Gail Walraven

ISBN 0134380991 – \$119.97

7. TUITION PAYMENT SCHEDULE

(If paying in partial payments)

Deposit: \$500 due at enrollment

Payment 1: \$2,000 due first week of class (as outlined in course schedule)

Payment 2: \$2,000 due mid-program (as outlined in course schedule)

Final Payment: \$2,000 due prior to the clinical phase (as outlined in course schedule)

8. Applying students may be eligible for grants through the Workforce Development Board.

Please contact the director for further information.

13b. CANCELLATION POLICY (PRIOR TO PROGRAM START)

If a student cancels enrollment prior to the first day of class, all monies paid will be refunded. The application and reading assessment fee may be retained if administrative processing has already occurred. If the program cancels the class all monies will be refunded in full.

9. REFUND POLICY

Procedure for Withdrawal

A student choosing to withdraw from the program after the commencement of classes must provide written notice to the Program Director. The notice must indicate the expected last date of attendance and be signed and dated by the student.

A student will be considered withdrawn if the student has not attended any class for thirty (30) consecutive days and has not provided notification to the program.

Refund eligibility is determined by the percentage of clock hours attempted according to the schedule below. (calculated per trimester)

Percentage of Clock Hours Attempted | Tuition Refunded

10 percent or less | 90 percent

More than 10 percent to 20 percent | 80 percent

More than 20 percent to 30 percent | 70 percent

More than 30 percent to 40 percent | 60 percent

More than 40 percent to 50 percent | 50 percent

More than 50 percent | No refund

Refund calculations are based on the total clock hours of the program.

MAXIMUM PROGRAM COMPLETION TIME

Students must complete all program requirements within 150 percent of the scheduled program length. Students exceeding this maximum timeframe may be withdrawn from the program and required to reapply.

6b. REQUIREMENTS FOR ADMISSION 13a

Applicants must meet the following minimum admission requirements:

Applicants must be at least 18 years of age

Applicants must possess a high school diploma or equivalent

Applicants must possess a current EMT certification

Applicants must possess current American Heart Association Healthcare Provider CPR (BLS)

All applicants must complete a reading comprehension assessment provided by the program (included in tuition)

Students enrolling must attest they are physically able to perform the required functions outlined in the technical standards section of this handbook.

13a. APPLICATION PROCESS

Each applicant must submit a completed application provided by the program. Applicants may be required to attend an interview conducted in person, by phone, or virtually.

Applicants may also be required to submit preliminary documentation including vaccination records and other compliance documentation required by clinical sites.

DENIAL OF ADMISSION

Reasons for denying admission will be documented and retained on file for a minimum of one year.

13e. READMISSION POLICY

Students reapplying to the Paramedic program following withdrawal or termination must meet all general admission requirements.

Students dismissed for disciplinary reasons may be considered for readmission at the discretion of the Program Director.

PROGRAM ACCREDITATION STATUS

The Williamson Valley Fire District Paramedic Program has been issued a Letter of Review by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

This Letter of Review is NOT a CAAHEP accreditation status. It signifies that a program seeking initial accreditation has demonstrated sufficient compliance with accreditation standards through submission of the Letter of Review Self-Study Report (LSSR) and other required documentation.

The Letter of Review is recognized by the National Registry of Emergency Medical Technicians (NREMT) for eligibility to take the National Registry Paramedic credentialing examination(s). However, it does not guarantee eventual accreditation.

Contact Information for CoAEMSP

214-703-8445

www.coaemsp.org

POLICY ON ADVANCED PLACEMENT

This program does not accept advanced placement students.

TRANSFER OF CREDIT POLICY

This program does not accept transfer credit from other Paramedic programs.

13k EXPERIENTIAL LEARNING

The Williamson Valley Fire District Paramedic Program does not grant academic credit for experiential learning.

ARTICULATION AGREEMENT

Williamson Valley Fire District has partnered with Columbia Southern University (CSU) to provide a pathway toward an Associate of Science or Bachelor of Science degree in Paramedicine.

Students completing the WVFD Paramedic Program may receive academic credit toward CSU degree programs.

As a CSU Learning Partner, WVFD students are eligible to receive a 10 percent tuition discount toward remaining coursework at CSU.

<https://www.columbiasouthern.edu/admissions/transfer-credit/transfer-credit-to-csu/williamson-valley-fire-district/>

WELCOME

Welcome to the Williamson Valley Fire District Paramedic Program.

The WVFD Paramedic Program strives to produce Paramedics with exceptional clinical ability, sound judgment, and strong critical thinking skills who will provide compassionate, evidence-based patient care in the prehospital environment.

This Policy and Procedures Handbook is designed to assist you with your personal, professional, and academic success. It provides essential policies, expectations, and program requirements that apply both inside and outside the classroom.

We thank you for choosing our program to advance your EMS career.

Joseph Au, NRP
Program Director

6a. PROGRAM GOAL

The goal of the Paramedic Program is:

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

The program achieves this goal through structured didactic instruction, laboratory skill development, hospital clinical rotations, and field internship experiences designed to prepare students for real-world emergency medical practice. This program includes 1196 clock hours as outlined in the sample schedule below. **6g. STUDENTS MUST PASS THE NREMT EXAM AND BE EMPLOYED TO PRACTICE AS A PARAMEDIC**

PROGRAM COMMITMENT

To accomplish this goal, the program will:

Provide a professional classroom environment conducive to learning

Select current and relevant EMS educational materials

Provide modern training equipment and simulation tools

Deliver instruction from experienced EMS professionals and educators

Provide supervised clinical and field experiences that prepare students for entry-level paramedic practice

PARAMEDIC STUDENT RESPONSIBILITIES

The Paramedic Program is an interactive educational experience requiring significant commitment from students.

Students are expected to:

Participate actively in all classroom, laboratory, clinical, and field experiences

Complete assignments and required coursework

Demonstrate professionalism and ethical conduct

Collaborate with peers and instructors to promote a positive learning environment

11. METHODS OF DELIVERY

The Paramedic Program is delivered primarily through in-person instruction. Educational methods include:

Classroom lecture

Skills laboratory training

Simulation exercises

Hospital clinical rotations

EMS field internship rotations

THIS IS AN IN-PERSON CLASS ONLY

DIVERSITY, DISCRIMINATION, AND HARASSMENT POLICY

Williamson Valley Fire District does not discriminate on the basis of race, ethnicity, gender, disability, religion, sexual orientation, or national origin.

The program is committed to providing an inclusive and respectful learning environment.

Harassment in any form is prohibited and includes verbal, physical, visual, or sexual harassment. Any conduct creating a hostile learning environment may result in disciplinary action.

Student Policies, Academic Standards, and Program Operations

PARAMEDIC PROGRAM TECHNICAL STANDARDS

Lifting and Moving Requirements

The following technical standards outline the physical and cognitive requirements for individuals enrolled in the Paramedic Program. These standards are essential to ensure the safety of patients, students, and EMS personnel.

Students must be capable of performing the following essential functions with or without

reasonable accommodation.

PHYSICAL REQUIREMENTS

Lifting Capacity

Students must be able to lift and carry at least 100 pounds without assistance and participate in team lifting of heavier patients using proper body mechanics.

Students must be capable of safely moving patients with varying body weights and sizes using EMS lifting equipment and safe lifting techniques.

Mobility and Range of Motion

Students must demonstrate sufficient mobility to bend, stoop, kneel, crouch, reach, and climb.

Students must be able to operate effectively in confined spaces such as ambulances, patient residences, and emergency scenes.

Manual Dexterity

Students must demonstrate adequate manual dexterity to operate medical equipment and perform procedures such as airway management, medication administration, and patient assessment.

Stamina

Students must possess sufficient physical stamina to participate in extended periods of patient care activities and emergency response situations.

REGULATORY SAFETY STANDARDS

OSHA Compliance

Students must adhere to Occupational Safety and Health Administration (OSHA) standards regarding workplace safety, including infection control, bloodborne pathogen precautions, and safe patient handling practices.

NIOSH Guidelines

The program follows National Institute for Occupational Safety and Health (NIOSH) recommendations for safe patient handling and injury prevention.

Americans with Disabilities Act (ADA)

The program complies with ADA regulations and will provide reasonable accommodations for qualified individuals with documented disabilities when such accommodations do not fundamentally alter the program requirements.

GENERAL INFORMATION

Williamson Valley Fire District is a fire protection and emergency response agency serving communities throughout Yavapai County, Arizona.

The department provides fire suppression, emergency medical services, public education, and community safety initiatives. The department operates multiple fire stations staffed by trained firefighters and emergency medical personnel.

The Paramedic Program operates as part of the district's EMS education division and is designed to prepare students for entry-level paramedic practice.

CLASSROOM HOURS

The classroom is generally open Monday through Friday from 8:00 AM to 5:00 PM. These hours may vary depending on the instructional schedule and course requirements.

FACILITY INFORMATION

The training facility is a single-story building with ground-level access.

The facility includes:

One primary lecture classroom

Simulation and skills training equipment

Wireless internet access

Audio-visual teaching equipment including LCD projectors

Students requiring assistance with accessibility should notify program staff so appropriate accommodations can be arranged.

Facility Policies

Smoking or the use of tobacco products, vaping devices, or e-cigarettes is prohibited inside the facility.

Training equipment and mannequins must be handled with care. Damaged equipment must be reported to an instructor immediately.

STUDENT PARKING

Student parking is located directly opposite the main building.

Students must not park in restricted areas or emergency vehicle access areas.

WVFD is not responsible for theft or damage to vehicles or personal property in the parking areas.

LEARNING RESOURCES

The following learning resources are available to students during normal program hours.

Textbooks and Learning Materials

Program textbooks and reference materials have been selected to support student success and align with the National EMS Education Standards.

Students should understand that National Registry examinations are not based on a single textbook, and additional references may be provided during the program.

Training Equipment

Simulation equipment and skills training materials are available for student use during scheduled labs and supervised practice sessions.

All equipment must be returned to its proper location after use.

Equipment may not be removed from the training facility without permission from the Program Director.

6d. TECHNOLOGY REQUIREMENTS

The program includes online assignments and digital course resources.

Students must have access to an appropriate electronic device capable of accessing course materials.

Recommended devices include:

Laptop computer, Tablet or iPad, Wireless internet access is available at the training facility.

10. STUDENT SUPPORT SERVICES

The program offers the following student support services when available.

- Academic Advising
- Remediation and tutoring assistance
- Certification examination preparation
- Career counseling and EMS employment guidance

Students experiencing academic difficulty are encouraged to seek assistance from instructors or the Program Director as early as possible.

EXTRA HELP

Instructors are available by appointment to assist students with course material, assignments, and exam preparation.

COUNSELING

Students are encouraged to seek guidance from instructors or the Program Director if they experience academic or personal challenges that may affect program success.

EMS ADVISORY COMMITTEE REPRESENTATIVE

A student representative may be appointed from the Paramedic class to participate in the EMS Advisory Committee.

The student representative provides feedback regarding program operations and student experience.

SOCIAL MEDIA POLICY

Students must not share confidential information regarding patients, clinical sites, or program activities on social media platforms.

Protected health information must never be disclosed.

Students may be held personally liable for violations of privacy laws including HIPAA.

GIFTS

Students may not give or receive gifts from faculty, staff, patients, or patient family members during the course of the program.

WEAPONS POLICY

Firearms or weapons are not permitted on WVFD property, clinical sites, or during program activities.

Violation of this policy may result in immediate dismissal from the program.

ADDRESS OR EMAIL CHANGE

Students must notify the program office and Program Director if their contact information changes.

Failure to update contact information may interfere with clinical clearance, background checks, or certification documentation.

TRANSPORTATION

Students must maintain reliable transportation to attend classroom sessions, clinical rotations, field internships, and other program-related activities.

UNFORESEEN PROGRAM INTERRUPTION

In the event of unforeseen circumstances such as natural disasters, public health emergencies, or facility issues, the program may modify schedules or delivery methods.

Program leadership will communicate changes as soon as possible to ensure student safety and continuity of instruction.

CELL PHONES AND ELECTRONIC DEVICES

To minimize classroom distractions, students must silence cell phones during instructional time.

Electronic devices may only be used for educational purposes during class sessions.

13h. RECORD RETENTION AND TRANSCRIPTS

The program maintains student records in accordance with state regulations.

Training center records are retained for a minimum of five years.

Certificates of completion and transcripts are retained indefinitely.

13i. Records are maintained at:

WVFD Station 22

Mayer Fire District

11975 AZ 69

Spring Valley, Arizona 86333

Students may request copies of transcripts or completion documentation in writing.

Administrative fees may apply.

STUDENTS WITH DISABILITIES

WVFD will provide reasonable accommodations for students with documented disabilities in accordance with the Americans with Disabilities Act.

Students requesting accommodations must provide documentation and notify the program in writing at least fifteen business days prior to the start of the program.

PERFORMANCE CRITERIA

Students admitted to the Paramedic Program must be able to perform the following essential functions with or without reasonable accommodation.

Lift a minimum of 125 pounds with assistance if necessary.

Visually and audibly assess patient conditions.

Communicate effectively in written and spoken English.

Exercise sound judgment during emergency situations.

Maintain emotional stability in stressful conditions.

Interact professionally with patients, instructors, and healthcare personnel.

ACADEMIC STANDARDS

The Medical Director oversees the medical aspects of the Paramedic Program and approves the standards by which students are trained and evaluated.

The Program Director is responsible for overall program administration including curriculum development, quality improvement, and program effectiveness.

13f. ACADEMIC REQUIREMENTS AND PROBATION

Students must achieve a minimum score of 80 percent in each trimester to progress through the program. Students who score below 80 percent may be placed on academic probation.

13c. GRADING SCALE

A = 90 to 100 percent

B = 80 to 89 percent

C = 70 to 79 percent

Students must maintain an overall course average of at least 80 percent to successfully complete the program.

TERMINAL COMPETENCY EXAMINATION

A final comprehensive examination will be administered near the completion of the program.

Students must achieve a score of at least 80 percent to pass the examination.

Students are allowed two attempts to successfully pass the examination.

PRACTICAL EXAMINATIONS

Practical examinations are graded on a pass or fail basis.

Students must successfully complete all required psychomotor skill evaluations.

Students requiring remediation may be scheduled for additional skill testing sessions.

SATISFACTORY ACADEMIC PROGRESS

Students must maintain satisfactory academic progress throughout the program.

Academic progress is reviewed at the conclusion of each trimester.

Failure to maintain satisfactory academic progress may result in probation or dismissal.

13j. ATTENDANCE POLICY

Students are expected to attend all scheduled classes, laboratories, clinical rotations, and field internships.

Attendance records are maintained for all program activities.

Students must notify the instructor prior to any absence.

Excessive absences or tardiness may result in disciplinary action.

LABORATORY ATTENDANCE

Attendance at scheduled laboratory sessions is mandatory.

Students who miss laboratory training may be required to complete makeup sessions.

13d. LEAVE OF ABSENCE

Students may request a leave of absence for medical or personal reasons.

Requests must be submitted in writing to the Program Director.

Approval of leave is at the discretion of the Program Director.

Maximum leave of absence allowed: 5 days.

Failure to return from an approved leave may result in withdrawal from the program.

Clinical Education, Capstone Internship, Legal Disclosures, and Student Records

CLASSROOM SKILLS PRACTICE

Classroom education in EMS devotes significant time to teaching patient assessment and treatment skills. Practice of these skills is essential to the development of competent paramedics.

Students will practice both non-invasive and selected invasive skills in laboratory settings using simulation equipment and other training methods.

Skills practiced may include:

Traction splinting
Foreign body airway obstruction management
Patient assessment and physical examination
Blood pressure measurement by auscultation and palpation
Bandaging, dressing, and splinting
Auscultation of breath sounds
Assessment of pulse and respirations
Application of ECG electrodes and 12-lead ECG electrodes
Supine and seated spinal motion restriction

Students who feel uncomfortable performing or receiving a particular skill should notify the instructor before the skill practice session begins.

PROPERTY DAMAGE

Damage to program equipment must be reported to the Program Director within 24 hours.

Students may be held responsible for damage resulting from negligence or misuse.

STUDENT MISCONDUCT

Students are expected to demonstrate professional behavior consistent with EMS standards.

Misconduct includes but is not limited to:

Cheating on examinations or assignments
Plagiarism or falsification of academic records
Threatening or unsafe behavior
Disruptive conduct interfering with the educational process
Violation of program policies or Arizona law

Academic misconduct may result in disciplinary action including warnings, grade adjustments, probation, suspension, or dismissal.

DISCIPLINE, COUNSELING, AND DISMISSAL

Professional conduct is expected at all times.

Situations that may result in counseling or disciplinary action include:

- Intoxicated or impaired behavior
- Possession of alcohol or illegal drugs on program premises
- Positive drug screening
- Possession of weapons
- Dishonesty in documentation or examinations
- Academic dishonesty
- Disruptive classroom behavior
- Patient confidentiality violations
- Falsification of records
- Theft or destruction of property

Corrective actions may include:

- Verbal counseling
- Written counseling
- Academic probation
- Program suspension
- Program dismissal

GROUND FOR WRITTEN COUNSELING

Written counseling may be issued for:

- Failure to follow program procedures
- Missing clinical or field shifts
- Medication errors
- Unprofessional behavior
- Safety violations
- Attendance issues
- Failure to complete assignments
- Poor academic performance

Students receiving repeated written counseling may be placed on probation or dismissed from the program.

STUDENT SERVICES

The program offers the following student services when available:

Academic advising
Remediation and tutoring
Certification exam preparation
Career guidance and employment counseling

DISMISSAL OR WITHDRAWAL

A student may be dismissed from the program for:

Failure to meet academic standards
Failure to meet probation requirements
Failure to complete program requirements
Repeated absences or tardiness
Failure to comply with uniform or conduct policies
Failure to maintain required certifications
Violation of program policies

Students dismissed from the program will receive written notification explaining the reason for dismissal.

Dismissed students are not eligible for tuition refunds beyond the refund schedule outlined earlier.

VOLUNTARY WITHDRAWAL

Students choosing to withdraw must submit written notice to the Program Director.

The notice must include the expected last date of attendance.

Refunds will be calculated based on the official withdrawal date and the refund schedule.

6f. CLINICAL AND FIELD COMPLETION REQUIREMENTS

Students must complete all didactic, laboratory, clinical, and field internship requirements to graduate from the program. Graduate employment opportunities are not guaranteed but include Emergency Rooms and EMS transport or Fire related agencies.

All clinical and field documentation must be entered into the data system

No credit will be granted for clinical or field hours not documented

6e. CLINICAL PRACTICUM

Students must complete a minimum of:

168 hours of hospital clinical rotations.

Up to 60 of these hours may be supplemented with field experience depending on competency achievement.

Clinical experiences may include:

Emergency department

Critical care units

Pediatric care

Labor and delivery

Minimum clinical requirements include:

Critical care related experience – 12 hours

Emergency department – 108 hours

Pediatric experience – 36 hours

Labor and delivery – 12 hours

FIELD INTERNSHIP

Students must complete a minimum of:

500 hours of EMS field internship experience. (133 of these hours are capstone)

Field internship must occur with approved EMS agencies and under the supervision of qualified

field preceptors.

Students must function in the role of a paramedic intern and may not be used to meet staffing requirements.

Students may begin field internship once:

All written examinations are complete

All required fees are paid

Clinical documentation is complete

CAPSTONE FIELD INTERNSHIP

Of the 500 required field hours, approximately 133 hours will occur during the Capstone Field Internship phase.

The capstone internship is designed to allow students to demonstrate entry-level paramedic competency while functioning as team leader during patient care scenarios.

Simulation may not be used to complete capstone team lead requirements.

TEAM LEAD DEFINITION

A student is considered to have served as a successful team leader when the student:

Conducts a comprehensive patient assessment

Develops a field impression

Determines patient acuity

Formulates a treatment plan

Directs patient care

Participates in transport and transfer of care

Minimal prompting from the preceptor should be required.

Students must complete a minimum of:

20 capstone team lead patient encounters.

PROGRAM COMPETENCY REQUIREMENTS

Students must demonstrate competency in required patient contacts and skills including:

- Trauma cases
- Psychiatric cases
- Obstetric cases
- Cardiac cases
- Respiratory cases
- Medication administration
- IV and IO access
- Airway management
- Cardiac monitoring and defibrillation

Specific skill and patient contact minimums are tracked through Fisdap and must meet CoAEMSP program requirements.

PROGRAM COMPLETION

Students must meet all of the following requirements to complete the program:

- Successful completion of all didactic coursework
- Minimum cumulative course average of 80 percent
- Successful completion of all required psychomotor skills
- Completion of required clinical and field internship hours
- Successful completion of the terminal competency examination
- Completion of capstone field internship requirements

Upon completion, students will receive a Certificate of Completion and become eligible to apply for the National Registry Paramedic examination.

TRANSFERABILITY OF CREDIT

The transferability of credits or certificates earned through Williamson Valley Fire District is determined by the receiving institution.

Students should confirm transfer acceptance with the receiving institution prior to enrollment.

INFECTION CONTROL

Students must follow infection control policies established by clinical and field internship sites.

Failure to follow infection control policies may result in disciplinary action.

STUDENT INJURY AND INCIDENT REPORTING

Any injury or exposure occurring during program activities must be reported immediately.

Students must complete an incident report within 24 hours.

Failure to report incidents may result in financial responsibility for medical expenses.

HIPAA AND PATIENT CONFIDENTIALITY

Students must maintain strict confidentiality regarding all patient information encountered during training.

Protected health information must not be disclosed or discussed outside authorized educational settings.

Violations of HIPAA regulations may result in dismissal and possible civil or criminal penalties.

14a. GRIEVANCE PROCEDURE

Students who believe they have been treated unfairly may submit a grievance.

Students should first attempt to resolve concerns informally with the involved instructor.

If unresolved, students may submit a written grievance to the Program Director.

The program will review and respond to grievances in a timely manner.

Refer to the program specific grievance and complaint policy.

14b. If the student complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the:

Arizona State Board for Private Postsecondary Education

1740 W Adams Street Suite 3008

Phoenix Arizona 85007

Phone 602-542-5709

<https://ppse.az.gov>

DRUG SCREENING

Students may be required to undergo drug or alcohol testing when reasonable suspicion exists or when required by clinical sites.

Refusal to submit to testing may be treated as a positive result and may result in dismissal.

STUDENT FILE SECURITY

A student file is maintained for each enrolled student.

Records may include:

Handbook acknowledgment

Clinical documentation

Examination scores

Skill verification sheets

Counseling documentation

Program correspondence

Student records are confidential and protected under the Family Educational Rights and Privacy Act (FERPA).

STATE APPROVAL DISCLOSURE

Williamson Valley Fire District is approved in the State of Arizona by:

Arizona Department of Health Services
150 North 18th Avenue
Phoenix Arizona 85007
Phone 602-542-1025

This approval indicates compliance with minimum state standards for EMS training programs.

NATIONAL REGISTRY CERTIFICATION

Completion of this program prepares students to apply for the National Registry Paramedic certification examination.

Certification by the National Registry of Emergency Medical Technicians is not guaranteed.

STUDENT ACKNOWLEDGMENT

I acknowledge receipt of the Williamson Valley Fire District Paramedic Program Student Handbook.

I understand that I am responsible for reviewing and complying with all policies and procedures contained in this handbook.

Student Name _____

Student Signature _____

Date _____

12. EXAMPLE COURSE CALENDAR, WE ALLOW FOR ALL MAJOR HOLIDAY BREAKS SUCH AS CHRISTMAS AND THANKSGIVING. 12b

Williamson Valley Fire District Paramedic Program

WVFD Current Cohort Schedule and Hourly Breakdown, Academic Year 2025 to 2026

CoAEMSP Program Number 601014

Program phase structure and hours

This schedule demonstrates progressive sequencing of didactic, laboratory, clinical, field internship, and capstone field internship components consistent with the program visual course progression flow map and CoAEMSP Standard III.C.

Exact hourly breakdown by phase and trimester

Component	Dates	Planned contact sessions	Hours per session	Planned hours
Phase I Didactic and Lab, Trimester 1	Sep 16, 2025 to Nov 25, 2025	21	8	168
Phase I Didactic and Lab, Trimester 2	Dec 02, 2025 to Feb 26, 2026	22	8	176
Phase I Didactic and Lab, Trimester 3	Mar 03, 2026 to May 14, 2026	22	8	176
Phase I Required competency and remediation	Scheduled as needed within Trimester 3	1	8	8
Phase I total	Sep 16, 2025 to May 14, 2026	66		528
Phase II Clinical internship minimum	After Phase I core course completion			168
Phase III Field internship minimum	After clinical competency development			367

Phase IV Capstone field internship minimum	Terminal phase after core completion	133
Program total hours	Academic year 2025 to 2026	1196

Planned contact sessions reflect the published Tuesday and Thursday calendar. The required competency and remediation flex block is reserved for mandatory skills checkoffs, make up labs, and documentation activities required to verify student competency and maintain CoAEMSP compliant tracking.

Trimester 1, Foundations of Paramedicine

Date	Syllabus labels	Assessments and checkpoints	Lecture and reading focus	Lab and skills focus
09/16/2025 Tuesday			Orientation & Introduction, Jblearning, Handbook, Q&A Introduction to FISDAP and MyCE	
09/18/2025 Thursday			EMS Systems, Workforce, Safety, and Wellness, Public Health (Ch. 1-3) BLS Skills Practice: NREMT sheet Review	
09/23/2025 Tuesday		Chap. 1-3 Assessment Exam	Medical, Legal, and Ethical Issues, Communications, Documentation, Life Span Development (Ch. 4-6) BLS Skills Practice: Q&A	
09/25/2025 Thursday		ALS Terminology, AHA BLS Quiz	Inhaled & Intranasal Med Delivery, Glucometry, 12-Lead Placement, BVM Adult & Pediatric, CPR & FBAO (Adult, Child, Infant), AED	BLS Skill Lab: Backboarding, K.E.D., Joint & Long Bone Immobilization, Hemorrhage Control
09/30/2025 Tuesday		Chap. 4-6 Assessment Exam	Introduction to Anatomy & Physiology (Ch. 8) Drug Introduction	

10/02/2025 Thursday		Chap. 7 Assessment Exam	Introduction to Anatomy & Physiology (Ch. 8) Drug Review	
10/07/2025 Tuesday		Chap. 8 (pg. 227-355) Assessment Exam	Introduction to Anatomy & Physiology (Ch. 8) Drug Introduction	
10/09/2025 Thursday			Pathophysiology (Ch. 9) Drug Review	
10/14/2025 Tuesday	EMS 220: Principles of Pharmacology (Ch. 13)	Drug Group 1 Fill-in Quiz	EMS 220: Principles of Pharmacology (Ch. 13)	
10/16/2025 Thursday		Chap. 8 (pg. 355-418) & Chap. 9 Assessment Exam	Principles of Medication Administration (Ch. 14) Med Math Handout Review	
10/21/2025 Tuesday			Practice safe administration, dosage calculations, and site selection Drug Group 3 Introduction	Vascular Access and Medication Administration Lab Skills: IV Therapy, IO Therapy, IM/SubQ Injections, Infusion Setup, Medication Draw-up, Saline Lock, Large Lab
10/23/2025 Thursday		Chap. 13-14 Assessment Exam	Emergency Medications (Ch. 15) Drug Review	
10/28/2025 Tuesday	EMS 240: Principles of Airway Management (Ch. 16)	Drug Group 2 Fill-in Quiz	EMS 240: Principles of Airway Management (Ch. 16)	
10/30/2025 Thursday		Drug Group 3 Fill-in Quiz	Principles of Airway Management (Continued) (Ch. 16) Drug Review	
11/04/2025 Tuesday		Chap. 10 Assessment Exam		Airway Access and Management Lab Skills: Adult/Pediatric Intubation, Supraglottic Airway Placement, Needle/Surgical Cric, CPAP/PEEP setup, Pleural Decompression Emphasis: Troubleshooting, confirmation, complications

11/06/2025 Thursday		Drug Group 4 Fill-in Quiz	Respiratory Emergencies (Ch. 17) Drug Group Review	
11/11/2025 Tuesday	EMS 230: Patient Assessment (Ch. 12)	EMS 230: Patient Assessment (Ch. 12) Drug Group 5 Fill-in Quiz	Critical Thinking and Clinical Decision Making Management and Resuscitation of the Critical Patient	
11/13/2025 Thursday		Chap. 11 & 12 Assessment Exam	Cardiovascular General Overview and Introduction Trimester 1 Evaluations, Drug Review, Progress Reports, Compliance	
11/18/2025 Tuesday		Patient Assessment Lab. Skills: Scene Size-up, Primary/Seco ndary Survey, Rapid/Focused		Emphasis: Medical vs Trauma Approach, Effective Handoffs
11/20/2025 Thursday			Simulations, Airway, IV, SALAD, Ribs, Compliance MyCE, Exams, Kahoot Prizes, Student Evaluations	General Lab and Compliance
11/25/2025 Tuesday		EMS TRI 1 Course Final Exam	SMC Review	

Trimester 2, Medical emergencies and critical care

Date	Syllabus labels	Assessments and checkpoints	Lecture and reading focus	Lab and skills focus
12/02/2025 Tuesday	EMS 260: ACLS		EMS 260: ACLS Identify and Treat: ACS, Brady/Tachy Rhythms, VF/PVT, PEA/Asystole, ROSC Cardiovascular Emergencies (Ch. 18, pgs. 959-1015) Drug Introduction	
12/04/2025 Thursday	EMS 260: ACLS Group Skills	Drug Fill-in Quiz 6	EMS 260: ACLS Group Skills Cardiovascular Emergencies (Continued) (Ch. 18, pgs. 1015-1071) Drug Review	

12/09/2025 Tuesday		Chap. 17 Assessment Exam, Part 1 (Paper Review)	Cardiac Anatomy, Electrophysiology, Sinus, Atrial, Junctional Rhythms (Ch. 1-5) 6-sec ECG Strip Practice	
12/11/2025 Thursday		Chap. 17 Assessment Exam, Part 2 (Paper Review)	Ventricular Rhythms, A/V Blocks, Pacemaker Rhythms, 12-Lead ECGs (Ch. 6-9) 12-lead ECG Practice	
12/16/2025 Tuesday		50 ECG Strip Exam EXAM IN JB	Responding to a Field Code (Ch. 40)	
12/18/2025 Thursday	EMS 260: ACLS Skills Lab		Winter Break: No class Dec 23, Dec 25, Dec 30, Jan 1 12b	EMS 260: ACLS Skills Lab Skills: High-performance CPR, Megacode scenarios, Manual Defib, Advanced Airway Management, Team Leadership Emphasis: ROSC, Post-arrest Care
01/06/2026 Tuesday		Chap. 39 Assessment Quiz	AHA ACLS Provider Course SKILLS FOCUS – Day 1 ACLS	
01/08/2026 Thursday			ACLS Process/Review and Debrief	
01/13/2026 Tuesday	EMS 270: Pharm II	Drug Quiz w/ ECG strips 7	EMS 270: Pharm II Neurological Emergencies, Eye/Ear/Nose/Throat (Ch. 19 & 20) Presentation Subject	
01/15/2026 Thursday		Drug Quiz w/ ECG strips 8	Pharm II Abdominal/GI, GU/Renal, and Gynecological Emergencies (Ch. 21-23) Presentation Subject	
01/20/2026 Tuesday		Ch. 18, 19 & 20 Assessment Exam	Endocrine and Hematologic Emergencies (Ch. 24 & 25) Presentation Subject	
01/22/2026 Thursday		Drug Quiz w/ ECG strips 9 Ch. 21, 22 & 23 Assessment Exam	Immunological & Infectious Emergencies (Ch. 26 & 27) Presentation Subject	
01/27/2026 Tuesday		Ch. 24-25 Assessment Exam	Toxicology & Psychiatric Emergencies (Ch. 28 & 29) Presentation Subject	

01/29/2026 Thursday	EMS 360: Drug Fill-In Quiz w/ ECG strips 10	EMS 360: Drug Fill-In Quiz w/ ECG strips 10	Geriatric Emergencies, Special Challenges (Ch. 45 & 46) Presentation Subject	
02/03/2026 Tuesday	EMS 380: NAEMT AMLS Course Day 1		EMS 380: NAEMT AMLS Course – Day 1 AMLS (4th Ed.) Presentation Subject	
02/05/2026 Thursday		Ch. 26-27 Assessment Exam	NAEMT AMLS Course – Day 2 AMLS (4th Ed.) Drug Box Check-off	
02/10/2026 Tuesday	EMS 300: Obstetrics & Neonatal Care (Ch. 42)		EMS 300: Obstetrics & Neonatal Care (Ch. 42) Drug Group Practice	
02/12/2026 Thursday		Ch. 44-45 Assessment Exam	Neonatal Care (Continued), Pediatrics (Ch. 43 & 44) Drug Group Practice	
02/17/2026 Tuesday	EMS 350: Ch. 41, 42 & 43 Assessment	EMS 350: Ch. 41, 42 & 43 Assessment	AHA PALS Course – Day 1 PALS (2025)	
02/19/2026 Thursday			AHA PALS Course – Day 2 PALS (2025) With Proctors	
02/24/2026 Tuesday		Skills: Normal & Complicated Delivery, Neonatal Resuscitation, Pediatric Assessment, Shock, Resp. Distress, Trachs, G-tubes, Ventilators, Home Lines, Peripheral Lines, Shunt Management	OB/Neonate/Peds/Special Challenges Skills Lab Emphasis: Age-appropriate communication, pediatric med math	
02/26/2026 Thursday		EMS TRI 2 Course Final Exam	SMC Review	

Trimester 3, Trauma, operations and capstone

Date	Syllabus labels	Assessments and checkpoints	Lecture and reading focus	Lab and skills focus
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03/03/2026 Tuesday	EMS 320: Drug Fill-In Quiz w/ ECG Strips 11	EMS 320: Drug Fill-In Quiz w/ ECG Strips 11	Introduction to Trauma & Bleeding (Ch. 30 & 31) Presentation Subject	
03/05/2026 Thursday		Drug Fill-In Quiz w/ ECG Strips 12	Soft-Tissue Trauma & Burns (Ch. 32 & 33) Presentation Subject	
03/10/2026 Tuesday	EMS 330: Ch. 28-30 Assessment Exam	EMS 330: Ch. 28-30 Assessment Exam	Face/Neck, Head/Spine Trauma (Ch. 34 & 35) Presentation Subject	
03/12/2026 Thursday		Drug Fill-In Quiz w/ ECG Strips 13	Chest & Abdominal/Genitourinary Trauma (Ch. 36 & 37) Presentation Subject	
03/17/2026 Tuesday		Ch. 31–33 Assessment Exam	Orthopedic Trauma & Environmental Emergencies (Ch. 38 & 39) Presentation Subject	
03/19/2026 Thursday		Drug Fill-In Quiz w/ ECG Strips Skills: ALS Trauma Assessment, Pelvic Binder, Hemostatic Dressings, Packing		
03/24/2026 Tuesday	EMS 290: Ch. 34 & 35 Assessment Exam	EMS 290: Ch. 34 & 35 Assessment Exam Ch. 36, 37 & 38 Assessment Exam	PHTLS Provider Course – Day 1 Drug Introduction	
03/26/2026 Thursday		Exam Review	Drug Review	PHTLS Provider Course – Day 2 Lab
03/31/2026 Tuesday	EMS 370: Drug Quiz w/ ECG Strips 14	EMS 370: Drug Quiz w/ ECG Strips 14	Transport Operations / Incident Management & Mass Casualty (Ch. 47 & 48) Presentation Subject	
04/02/2026 Thursday		Drug Quiz w/ ECG Strips 15	Vehicle Extrication & Special Rescue / Career Development (Ch. 49 & 54) Presentation Subject	
04/07/2026 Tuesday		Ch. 39–40 Assessment Exam	Hazardous Materials / Terrorism Response (Ch. 50 & 51) 2020 ERG Practice Presentation Subject	
04/09/2026 Thursday		Drug Fill-In Quiz w/ ECG Strips 16	Disaster Response / Crime Scene Awareness (Ch. 52 & 53) MCI and Triage Practice	

04/14/2026 Tuesday			Mass Casualty Incident Day	Lab: Triage Drills, MCI Command, Triage Tagging, Rapid Transport/Load, Incident Command Simulation
04/16/2026 Thursday		Ch. 46 & 47 Assessment Exam	NREMT Prep: Airway, Respiration, Ventilation Presentation Subject	
04/21/2026 Tuesday		Drug Fill-In Quiz w/ ECG Strips 17	NREMT Prep: Medical, Geriatrics Presentation Subject	
04/23/2026 Thursday		EMS TRI 3 Course Final Exam	SMC Review	
04/28/2026 Tuesday		Drug Fill-In Quiz w/ ECG Strips 18 Ch. 48 & 49 Assessment Exam	NREMT Prep: Cardiology & Resuscitation EKG check in	
04/30/2026 Thursday		Drug Fill-In Quiz w/ ECG Strips 19/20 Ch. 50-52 Assessment Exam	NREMT Prep: OB, Neonates & Pediatrics Presentation Subject	
05/05/2026 Tuesday	EMS 340: Pharm III	Program Drug Competency Exam (75% or higher) and EKG FINAL	EMS 340: Pharm III NREMT Prep: Trauma/Operations Presentation Subject	
05/07/2026 Thursday		MOCK Psychomotor Exam and Affective Evaluation Lab: Static/Dynamic Cardiology, Oral Station, Patient Assessment (Trauma), Integrated Out of Hospital Simulation, Professionalism/Affective		Emphasis: Real-world testing, feedback
05/12/2026 Tuesday		STATE/PROGRAM Psychomotor Exam (sign-up fee to NREMT) Lab: Full NREMT skills exam simulation		
05/14/2026 Thursday		Program Final (Terminal Competency) Exam (75% or higher)	200 Questions (190 Multiple Choice, 10 ECG Strips) Must complete all clinical and vehicular shifts to Pass	

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2. Catalog shall be available to students and prospective students in a written or electronic format.