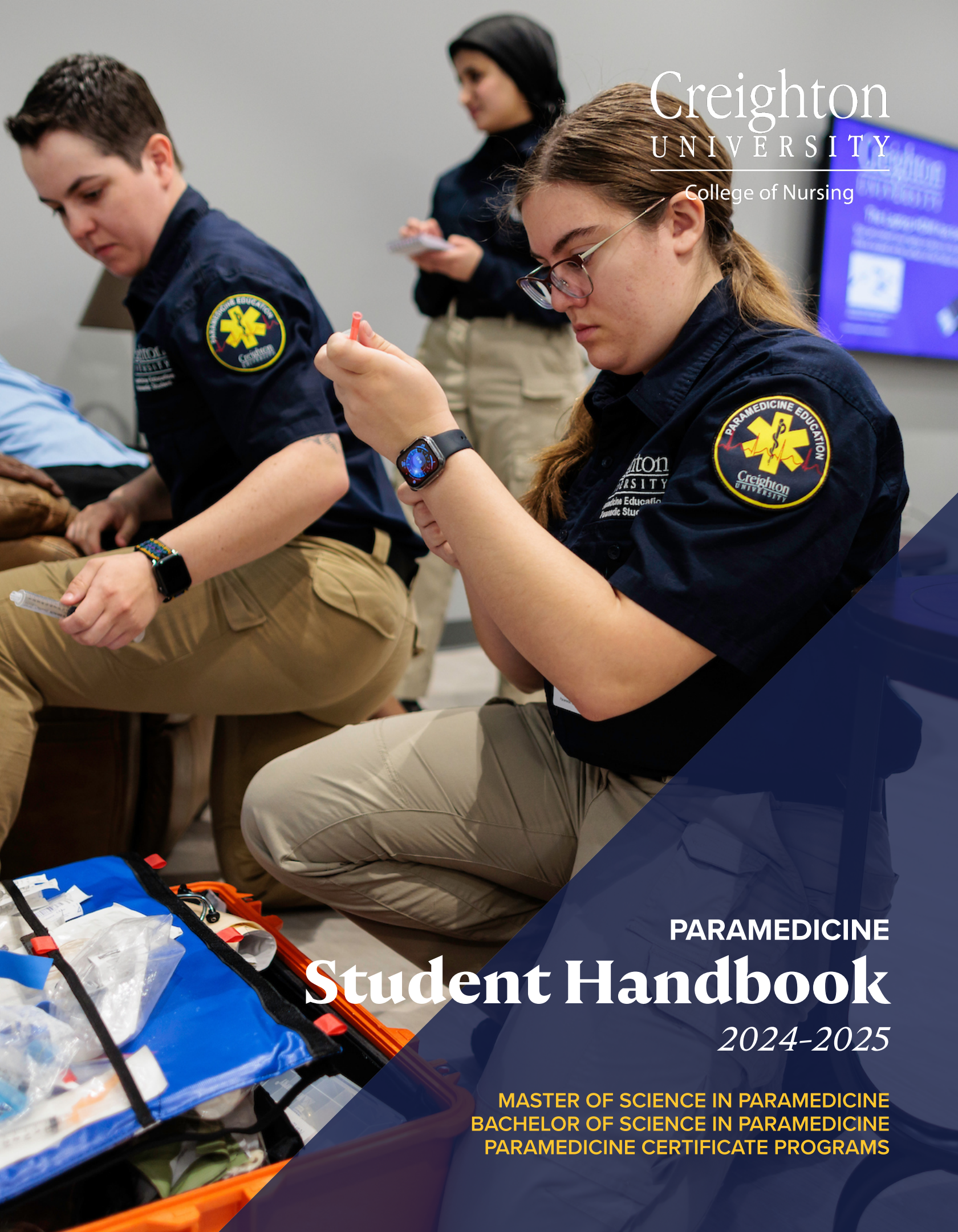


Creighton
UNIVERSITY

College of Nursing



PARAMEDICINE
Student Handbook
2024-2025

MASTER OF SCIENCE IN PARAMEDICINE
BACHELOR OF SCIENCE IN PARAMEDICINE
PARAMEDICINE CERTIFICATE PROGRAMS

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Introduction and Overview

Creighton University College of Nursing's students include both undergraduate and graduate nursing and paramedicine students. At times in the handbook, reference may only be made to "CON students." This reference makes known that the policy/procedure involves all CON students (nursing & paramedicine).

Department of Paramedicine Philosophy

Creighton University Paramedicine Education is dedicated to providing comprehensive high-quality education. The Program supports every student's growth and development toward the goal of becoming competent clinicians in Paramedicine. The Program has the highest regard for critical thinking and a broad knowledge base, as well as proficiency in performing psychomotor skills quickly, precisely and accurately. Along with a sound depth of knowledge and proficiency in performing skills, each student is challenged to develop into a caring professional with excellent communication skills and respect for all patients and colleagues.

Becoming a competent and caring clinical care clinician is an internalized process that is gradual but measurable and is affected by individual motivation and attitude. The education is designed to lead each student through a planned sequence that guides the student toward success through constant constructive feedback. Every instructor strives to provide an excellent role-model that reinforces self-motivation and reflections.

Paramedicine is a dynamic field and the role of the clinician is both unique and challenging. Becoming a competent clinician requires a full-time commitment on the part of every student and a dedication to life-long learning. It is the goal to have all students become assets to their communities and competent emergency medical professionals who care for all patients with compassion and respect, as well as with proficiency and knowledge.

The clinician must be a confident leader who can accept the challenge and high degree of responsibility entailed in the position. These clinicians must have excellent judgment and be able to prioritize decisions and act quickly in the best interest of the patient. Additionally, clinicians must be able to work as members of sophisticated multi-disciplinary teams caring for patients in many varied types of circumstances. The Creighton University College of Nursing Department of Paramedicine prepares students to become confident, highly skilled practitioners who are patient-focused team players.

Creighton University Paramedicine Education Mission

The mission of the Creighton University, Paramedicine Education program is to provide a distinctive education which empowers individuals to become critical-thinking, compassionate, respectful, skilled and knowledgeable clinicians, who embrace authentic, servant leadership and value education as a lifelong process.

Undergraduate Academic Program

The Paramedicine Program offers two curricula for undergraduate study leading to a Bachelor of Science (B.S.PMC) in Paramedicine degree. The Traditional 4-year curriculum is for qualified high school graduates and college transfer students. The Paramedic to BS in Paramedicine is designed for individuals who have been previously certified as paramedics or hold an Associate's degree with a major in paramedicine.

BS-Paramedicine Goal Statement

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

*Standards and Guidelines
for the Accreditation of Educational Programs in the
Emergency Medical Services Professions
Essentials/Standards initially adopted in 1978; revised in 1989, 1999, 2005, 2015, and 2023; and
effective 01/2024*

*Developed by
Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions*

*Approved by the
Commission on Accreditation of Allied Health Education Programs (CAAHEP)*

BS-PMC Program Overview

The traditional bachelor's degree in paramedicine is a four-year program that includes the paramedic curriculum and Magis courses.

Traditional Paramedicine BS-PMC Sample 4 Year Plan of Study

Additional tracks in pre-accelerated nursing, pre-med and pre-physician assistant are available on request following discussions with the Assistant Dean for Student Success.

The program's core paramedicine curriculum is based on the United States Department of Transportation, National Highway Traffic Safety Administration (US DOT NHTSA), *National EMS Education Standards – Paramedic*, first published in 2009. The 2021 edition of these standards is located at https://www.ems.gov/assets/EMS_Education-Standards_2021_FNL.pdf

The Paramedic to BS-PMC is a degree completion program targeted to practicing paramedics who seek to obtain a BS degree. This program of study synthesizes knowledge from the sciences and liberal arts in order to prepare the paramedic to function as a critical member of the interprofessional team and address complex health issues in an ever-changing healthcare landscape.

The Paramedicine curriculum is delivered in a format that involves didactic, lab, clinical practicum, and field internship experiences.

Accreditation

Creighton University's Paramedicine Program's core curriculum is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

To contact CAAHEP:

Commission on Accreditation of
Allied Health Education Programs
9355 – 113th St. N, #7709
Seminole, FL 33775

(727) 210-2350 FAX: (727) 210-2354
www.caahep.org

To contact CoAEMSP:

Committee on Accreditation of Educational Programs for EMS
Professions
8301 Lakeview Parkway, Suite 111-312
Rowlett, TX 70588

(214) 703-8445 FAX: (214) 703-8992
www.coaemsp.org

Accelerated Master's Program (AMP)

Bachelor of Science in Paramedicine/Master of Science in Paramedicine. The accelerated M.S. in Paramedicine degree for students in the B.S. in Paramedicine program will allow students to begin earning credits toward the M.S. in Paramedicine degree during their final semesters in the B.S. in Paramedicine degree program.

[ACCELERATED MASTER'S PROGRAM \(AMP\): BACHELOR OF SCIENCE IN PARAMEDICINE/MASTER OF SCIENCE IN PARAMEDICINE](#)

Certificate Programs

Students who have successfully completed PMC 101 are eligible to test for the National Registry certification exam as an Emergency Medical Technician (EMT). Students who have successfully completed PMC 303 through PMC 425 courses are eligible to test for National Registry certification exam as a paramedic. Applicants with successful completion of the National Registry certification exam are eligible for licensure in each respective certification.

2024 Paramedicine Certificate Plan of Study

[EMT](#)

The Creighton University EMT course (PMC 101) emphasizes patient assessment and reinforcement of the basic sequence of emergency care procedures. The course follows the United States Department of Transportation Emergency Medical Technician, Educational Standards and Guidelines. Developed by emergency medical and education experts, this curriculum ensures you are receiving the highest quality, most up-to-date EMT education.

[Admission Requirements and Conditions of Enrollment – EMT](#)

[Paramedic](#)

The Creighton University Paramedic core curriculum emphasizes patient assessment and reinforcement at an advanced sequence of emergency care procedures. The program follows the United States Department of Transportation Emergency Medical Technician, Educational Standards and Guidelines. Developed by emergency medical and education experts, this curriculum ensures you are receiving the highest quality, most up-to-date Paramedic education.

[Admission Requirements and Conditions of Enrollment – Paramedic](#)

Annual Verification

The Department of Paramedicine's Clinical Coordinator and Student Health Education and Compliance (SHEC) will contact students via Creighton email notifications on an on-going basis to ensure currency of specific health-care related requirements (e.g., PPD, immunizations, BLS certification) and/or other clinical agency requirements (e.g., HIPAA) necessary to continue practice in the clinical agencies. Students not current in their requirements are subject to removal from the clinical agency until the requirements are met. Students should note that removal from clinical could delay their academic progression.

Students will verify that they meet the following requirements annually: they have access to the Handbook in electronic form, and they will abide by the policies and procedures in the Handbook by signing the "Undergraduate Handbook Acknowledgement and Signature Sheet".

- A. The "Safety and Technical Standards" is to validate the student's ability to meet the cognitive, affective, and psychomotor requirements of the curriculum, with or without reasonable accommodations, consistent with the Americans with Disabilities Act.
- B. Students agree to the following statement. "I agree to notify the College of Nursing Department of Paramedicine within 30 days of being charged with crime, felony, misdemeanor, or other offense; and any convictions, guilty pleas or no contest pleas to any crime, felony, misdemeanor or other offense which occurs during my enrollment in the College (any such occurrence is called an "Offense"). I understand any such Offense may subject me to disciplinary action by the College, with possible consequences up to and including dismissal from the College. I also understand that if I fail to provide the College with information about an Offense, such failure to report could subject me to disciplinary action by the College, with possible consequences up to and including dismissal from the College."
- C. Prior to entering the first clinical course, and annually thereafter, the student must complete all required general orientation modules and the agency specific modules.

Advising

The Department of Paramedicine abides by College of Nursing and University Policies regarding registration, special student status, transient study, and general university leave of absence policies. All students are assigned a faculty advisor who is responsible for academic advisement. Students are expected to meet with advisors regularly (at least once each semester) and to keep the advisor apprised

of their progress. Exceptions to the recommended plan of study must be approved by the Director of the Department of Paramedicine.

Registration

Degree seeking and certificate students register online via the [Creighton University admissions website](#). Registration plans are approved by the assigned faculty advisor.

Adjustments and Withdrawals after Registration

Changes in registration (dropping or adding courses) must be approved by the student's advisor. After the Add and Drop deadlines, students may change their schedule (i.e. drop or withdraw from individual courses) by following the directions on the Registrar's website: <https://www.creighton.edu/registrar>. When a student withdraws from a course, they receive a grade of "W" for that course.

Academic Calendars

Academic Calendars Note: Traditional 4-year paramedicine students follow the Creighton Undergraduate Academic Calendar and Paramedicine Certificate Students follow the appropriate Paramedic course Calendar by cohort and campus.

Student Rights and Responsibilities

Each student is personally responsible for completing all requirements established for the degree by the University and the College of Nursing. It is the student's responsibility to inform him/herself of these requirements. A student's advisor may not assume these responsibilities and may not substitute, waive, or exempt the student from any established requirement or academic standard. The University reserves the right to modify requirements at any time. Although the University encourages the widest amount of student responsibility with a minimum of administrative regulation, it expects each student to maintain appropriate standards in their academic and personal life. The University reserves the right to terminate the registration of any student who does not meet the standards acceptable to the University.

<https://studentlife.creighton.edu/community/student-handbook>

Undergraduate Student Policies and Procedures

[Drug and Alcohol Testing](#)

[Criminal Background Check](#)

[Grading](#)

[Academic Failure Appeal](#)

[Classroom and Clinical Attendance](#)

[Return to Class/Clinical after Illness or Injury](#)

[Retention and Progression](#)

[Reapplication to CON Paramedicine Program](#)

Academic Honesty and Misconduct

In keeping with its mission, the University seeks to prepare its students to be knowledgeable, forthright, and honest. It expects and requires academic honesty from all members of the University community. Academic honesty includes adherence to guidelines established by the University, its Colleges and Schools and their faculties, its libraries, and the computer center.

[Creighton University Student Handbook](#)

[College of Nursing Academic Misconduct Policy](#)

[College of Nursing Academic Misconduct Algorithm](#)

Department of Paramedicine Exams

[Exam Policy and Test Security](#)

[Exam Attendance](#)

[Exam Review](#)

[Exposure to Infectious Diseases in Clinical Settings](#)

[Professional Appearance Policy](#)

[Weather and Campus Closure](#)

Students are encouraged to sign up with Creighton Alert (CU Alert) at <https://doit.creighton.edu/network-security/security/cualert> to receive automated cancellations and other pertinent safety information.

In addition to the inclement weather and campus closure policy, please note the following: If it is necessary to cancel class for adverse weather or any other reason:

Should severe weather conditions develop on a day you are scheduled for clinical or field internship during which the University does not have classes scheduled, you must make a judgment as to your ability to attend the scheduled session. If you must cancel the session, you must immediately contact the Clinical/Field Coordinator and Charge Nurse or other representative as appropriate. It is then your responsibility to make arrangements to reschedule the missed session with the Clinical/Field Coordinator as soon as possible.

Due to the broad geographical area from where students may be traveling to class, even if classes are being held, individual circumstances may prevent your attendance at class. Absences/tardiness related to weather conditions will be evaluated on a case-by-case basis and do not necessarily constitute an absence/tardy.

Other reasons for cancellation:

Should the Paramedicine Program Director find it necessary to cancel class as scheduled for other

unforeseen situations, you will be contacted by the Clinical Coordinator at the phone number of record or through Creighton email. Multiple phone numbers will not be allowed.

Evaluation of Students

Students are notified of their academic progress on a regular basis. Instructors are responsible for keeping anecdotal records of all conferences informing students of their progress. Written evaluations of student's clinical performance are prepared at the completion of each clinical course rotation and are reviewed and filed accordingly. Evaluations are based on the achievement of specified clinical objectives and/or competencies. Final evaluations are reviewed by students and faculty. Any concerning scores or comments are to be discussed with the student by faculty.

Professional Conduct Policies

The educational process at Creighton University is founded on Christian ideals and is committed not only to intellectual growth and the search for truth, but to the development of such attributes as integrity, human dignity, and concern for others. The Creighton University community is based on a Catholic Jesuit tradition and is committed to supporting the intrinsic value of each human being. This tradition involves striving to create a human community influenced by the laws of justice and love, complete with respect and concern for all persons as children of God. The Creighton University community is dedicated to the promotion of values consistent with personal and academic excellence. Choosing to join this community, whether as student, faculty or staff obligates one to act in a manner that is consistent with these commitments. Joining the Creighton University community evidence acceptance of these commitments and agreement to strive for their achievement.

Affective Domain

Attitudes and behaviors of the students, including interpersonal interactions, shall also be evaluated for each student separate from affective components of clinical/field evaluations. Regular affective domain evaluations will be completed by faculty. Students that demonstrate unsatisfactory affective performance during the program will receive individual counseling sessions and remediation plans.

A Paramedic's professionalism is of the utmost importance, especially in terms of safety, patient care, and reliability. 10% of each course's grade will be based on a professionalism score. Each student will start each course with 100 possible professionalism points. The following deductions will be applied as necessary:

Point Deduction	Reason
50 points	Unexcused Absence
10 points	Excused Absence
5 points	Tardy
10 points	Out of Uniform – 1st Offense (lab/clinical/field)
20 points	Out of Uniform – 2nd Offense (lab/clinical/field)
50 points	Out of Uniform – 3rd Offense (lab/clinical/field)
10 points	Each student for a lab or other student space left in disarray

25 points	Creating a hazardous learning environment
10 points	Unprofessional interactions with instructors, peers, or clinical/field staff – 1st Offense
20 points	Unprofessional interactions with instructors, peers, or clinical/field staff – 2nd Offense
50 points	Unprofessional interactions with instructors, peers, or clinical/field staff – 3rd Offense

*Once uniforms are received, students must be in full uniform for scheduled labs.

Paramedicine Education Faculty reserve the right to consider extenuating circumstances when applying professionalism point deductions. Please note, absences and tardiness deductions apply to the classroom, lab, clinical, and field environments. Professionalism point deductions of 75 or more will result in a performance improvement conference (PIC).

Performance Improvement Conference (PIC)

A Performance Improvement Conference (PIC) form aims to develop a plan to facilitate student success in a course. A PIC is initiated for any student who has an exam average of below 75% at midterm or who has a failing grade at midterm, or at the discretion of the Course Leader/Course Coordinator in theory, laboratory, or clinical courses where another mechanism does not provide weekly student feedback. The PIC form may also address issues related to student misconduct and poor academic or clinical performance. These conferences are held in individual counseling sessions with instructors, academic advisors, the Program Coordinator, the Program Director, and/or the Program Medical Director(s).

Creighton University Student Handbook and Office of Community Standards and Wellbeing

The [Creighton University Student Handbook](#) describes disciplinary procedures and penalties, which may include suspension or expulsion from the University.

[Office of Community Standards and Wellbeing](#)

[Creighton University Office of Title IX and Compliance](#)

Disruptive Behavior

Commitment to living by the Jesuit values means that one will endeavor to:

1. Act with professional, academic, and personal integrity.
2. Respect and promote the dignity of all persons.
3. Respect the policies of the Creighton University community and the rights of its members both on and off campus, as well as the just laws of the civic community and the rights of its members.
4. Support the personal, professional, academic, and vocational development of the members of

the Creighton University Community.

If a student demonstrates disruptive behavior during the class time, faculty may ask the student to leave the classroom. Should this occur, the student will not be allowed to return the next hour of class. Disruptive behavior includes, but is not limited to, talking, text messaging, excessive sleeping, and use of cell phones.

[Code of Ethics for EMS Practitioners](#)

Social Media and Communication Policies

Creighton University College of Nursing and Department of Paramedicine abides by the [Creighton University Statement on Social Media](#).

In addition, the College of Nursing and the Department of Paramedicine recognizes that social media are an important and timely means of communication.

[Social Media](#)

[Confidentiality of Classroom, Clinical, and Electronic Communications](#)

Student Governance and Involvement

Students' contributions are important to the overall governance of the College. Students are crucial to the formulation and revision of policies that govern the college. Student input is valued and provision is made for student participation on most College of Nursing committees and Paramedicine Advisory Board. Students are encouraged to volunteer as representatives on these committees.

Creighton University EMS Club

The Creighton University EMS Club is a student-led organization within the Department of Paramedicine. The EMS Club welcomes anyone wanting to expand their knowledge and exposure to prehospital medicine. Experience and exposure to the EMS profession are crucial to saving lives when seconds count. The EMS club comprises healthcare students and students of other disciplines, so this club is tailored around skills and scenarios to which students might have not yet had any exposure. The experiences in the EMS Club help students to be better prepared if/when these situations happen in real life. Student Course and Faculty Evaluation

Creighton University's College of Nursing is committed to the continuous quality improvement of its curriculum. The College seeks input from students in order to continually assess course effectiveness as well as the quality of the College's faculty and instruction. Provision will be made for anonymity of responses. Faculty use this information for formative evaluation and modification of the course and the learning strategies. Results from all evaluations are taken seriously and incorporated into improving course offerings and teaching as well as to inform overall curricular and programmatic decisions.

A representative sample of student evaluations is also used by faculty in their own self-evaluation.

Students are provided with multiple evaluation opportunities including, but not limited to, opportunities to evaluate:

1. Course effectiveness

2. Quality of faculty instruction
3. Classroom resources
4. Clinical resources
5. Overall satisfaction with their experience as a student at Creighton University

The College of Nursing's Department of Paramedicine will conduct online course and faculty surveys. An opportunity for evaluation is provided for each course and at the completion of the program.

Communication Protocols

Lines of Authority and Communication

Lines of authority/communication are delineated below according to academic or non-academic concerns.

1. If an academic question or problem arises, the student should pursue the matter in the following sequence:
 - a. Individual faculty member and/or the student's faculty advisor who can serve as a student advocate, if warranted
 - b. Program Director
 - c. Senior Associate Dean for Academic Affairs
 - d. Dean of the College of Nursing
2. If a non-academic question or problem arises, the student should pursue the matter in the following sequence:
 - a. The student's faculty advisor
 - b. Program Director
 - c. Dean of the College of Nursing

[Formal Complaint Form](#)

[Confidentiality of Student Records/FERPA](#)

Information about students or former students will not be released without the consent of the student other than in the exceptions stated in the Federal Act. Students have the option to grant permission to specific individuals regarding academic information, financial information, and Release for Parents/Guardians/Spouses/Others: Academic & Behavior through their Creighton NEST account.

E-Mail Accounts/Listserv

Students are required to have and regularly use a Creighton University e-mail account and will be placed on the Paramedicine listserv. Direct e mail and the Paramedicine listserv are the official means for the Department of Paramedicine communication with students.

Student Resources

All resources are on the Omaha campus unless otherwise noted.

University [Academic Calendars](#)

Office of the [Registrar](#)

[Student Accessibility Services](#)

College of Nursing's Academic Success professionals provide coaching and mentoring to all degree, degree completion, graduate, and certificate seeking students.

Dr. Kimberly Zuzenak, Assistant Dean for Student Success kimzuzenak@creighton.edu, (402).280-5263

Richard Murcek, Assistant Director of Academic Success and Advising richardmurcek@creighton.edu, (402)280-2254

Student Health

[Student Health Education and Compliance](#)

[Student Counseling Services](#)

[CHI Student Health Clinic](#) – Omaha Campus

[Creighton University Libraries](#)

[Writing Center – Omaha Campus](#) [Online Resources](#)

[Creighton Intercultural Center](#)

[Health Sciences – Multicultural and Community Affairs Support Services](#)

Insurance Information

[Student Health Insurance](#)

Health insurance is required of all students. A complete announcement of the insurance plan is sent to each student and prospective student.

[Motor Vehicle Insurance](#)

Nebraska regulations require that insurance coverage for a vehicle must be retained by the vehicle owner. Initial insurance claims on the vehicle are always made to the owner's insurance policy. The University cannot be responsible for damage to a student's vehicle while the vehicle is in use for student learning experiences. Since the student must look to personal auto insurance coverage if an accident occurs, it is important that adequate limits of personal liability and physical damage coverage be maintained on your vehicle.

Financial Resources

[Financial Aid](#)

[Undergraduate Tuition and Fees](#)

[Refunds, Overpayments, and Withdrawals](#)

[Scholarships](#)

Additional Student Resources

[Parking](#)

[Campus Emergency Preparedness Procedures](#)

[Bookstore and Textbook Acquisition](#)

[Transcripts](#)

[Name and Address Changes](#)

[Student Employment](#)

While students may be engaged in part-time employment, the Department of Paramedicine is under no obligation to adjust class times and clinical experiences, exams, etc. to accommodate student work schedules.

[Emergency Preparedness and Severe Weather](#)

Graduation Preparation

[Application for Degree](#)

[Graduation/Commencement](#)

[Center for Interprofessional, Practice, Education, and Research \(CIPER\) Requirements](#)

Pinning and Hooding Ceremony

At the completion of every semester an undergraduate pinning and graduate hooding ceremony is conducted. This ceremony is an opportunity for all nursing and paramedicine graduates to celebrate their achievements with classmates, family, faculty and staff. Student awards are presented at the ceremony.

Paramedicine Certificate Ceremony

The Paramedicine Department holds a Paramedic Certificate Ceremony following completion of the PMC core curriculum. This event is celebrated by the Paramedicine faculty, staff, and medical directors. After a rigorous year of classroom, lab, and clinical shifts, students are encouraged to attend this momentous occasion.

National Registry of EMTs Application

The National Registry, established in 1970 as a non-profit organization, is the *Nation's Emergency Medical Services Certification* organization. The mission of the National Registry of Emergency Medical Technicians has always been centered on protecting the public and advancing the EMS

profession.

The National Registry's mission is to provide a valid, uniform process to assess the knowledge and skills required for competent practice by EMS professionals throughout their careers, and to maintain a registry of certification status. Candidates must meet all program requirements and will need to [create an account](#) to attempt the National Registry Cognitive and Psychomotor certification exam.

State Licensure Application

Eligibility for licensure may be compromised by any criminal charges, either in Nebraska or other states (this may include alcohol or drug-related charges as well as any other misdemeanor or felony charges).

Applicants applying for licensure are responsible for contacting and completing all procedures of the Department of Health and Human Services and the [State of Nebraska Emergency Medical Services Licensing](#).

Non-discrimination Policy

It is the admission policy of Creighton University to accept qualified students within the limits of its resources and facilities. Creighton admits qualified students and hires qualified employees without regard to race, color, national or ethnic origin, handicap, sex, religion, or status as a disabled veteran or veteran of the Vietnam era. Its education and employment policies, scholarship and loan programs, and other programs and activities, are administered without any such discrimination. Furthermore, Creighton University believes that each individual should be treated with respect and dignity, and that any form of harassment, discrimination, sexual and/or relationship misconduct is a violation of human dignity.

The Office of Title IX and Civil Rights Compliance works to foster an environment that promotes and respects the human dignity of all members of the Creighton community.

If you have experienced or witnessed any form of harassment, discrimination, sexual misconduct, or relationship misconduct, contact the Office of Title IX and Civil Rights at 402-280-3189 or titleix@creighton.edu. For information regarding all reporting options or questions about Creighton's Non-Discrimination and Title IX policies, see <https://www.creighton.edu/generalcounsel/title-ix-compliance>.