

**APPENDIX XVII: Emergency Medical Health Services Program
Student Handbook
(O.D.P.S. #1-002-004)**

**THE ACME EMS EDUCATION PROGRAM
The College of 911**

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Program Director**

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The Acme EMS Education Program Emergency Medical Health Services Program

I. Program Purpose

This program is designed for individuals interested in providing care to patients in the prehospital setting. It will provide the participant with opportunities to gain information, skills, and attitudes necessary for certification as an Emergency Medical Technician-Paramedic in the State of Ohio.

II. Program Description

The Department of Public Safety approves this program. It addresses information and techniques currently considered to be the responsibilities of the EMT-Paramedic, according to the most current version of United States Department of Transportation's Emergency Medical Technician-Paramedic (EMT-P), National Standard Curriculum. The program consists of didactic (lecture) instruction, practical skills training, and clinical observation and training.

III. Program Goals

The program will contain information and skill practice opportunities, which will enable a properly motivated and capable participant to:

- A. Demonstrate an understanding of human anatomy and physiology and the rationale and fundamentals of prehospital care and treatment of the sick and injured.
- B. Perform a primary and secondary patient survey.
- C. Understand, recognize, and provide appropriate ALS care for life threatening and non life-threatening emergencies.
- D. Learn and demonstrate correct application and utilization of advanced life-support equipment in the prehospital setting.
- E. File a run report of occurrences for the use of the receiving hospital as well as a permanent record for local use.

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- F. Transmit necessary information from the emergency vehicle to on line medical control in an orderly manner using mobile communication equipment.
- G. Understand and discuss the rationale of patient/rescuer safety and care at the scene and through transport to a receiving medical facility.

IV. Instructional Materials

- A. Several textbooks, workbooks and review manuals are available in The Acme EMS Education Program bookstore. The required and recommended books are listed by course number in the bookstore at the beginning of each semester. The costs for books varies each year but average cost is \$200-\$250 for the entire course.
- B. The Laboratory Skill Manual must be purchased as a course pack from the bookstore.
- C. Additional supplies and materials required (Lab coat, Shoulder Patch, stethoscope and EKG Calipers) at approximately \$50.00
- D. Although the textbook selected for the course will be the primary textbook for the entire curriculum, the student **will be responsible** for obtaining the following supplemental textbooks:
 - Advanced Cardiac Life Support, American Heart Association
 - Pediatric Advanced Life Support, American Heart Association
 - Basic Trauma Life Support, American College of Emergency Physicians
 - Basic Pediatric Life Support, American College of Emergency Physicians

V. Program Fees

There will be a tuition and general fee for all students. Students must obtain a student ID card to participate in activities and have access to the computer labs, libraries, and events.

Lab Fee/Liability insurance..... \$75 per year

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Additionally, in accordance with the clinical experience policy, each participant in an EMT education program must submit the original test results from all required laboratory tests and a physician's statement of fitness to perform the required clinical activities prior to the third week of the fall semester.

Upon successful completion of the EMT program verified by the Medical Director and the Program Director an **examination fee of \$35** will be due to the National Registry of EMTs. The Acme EMS Education Program will arrange for and provide space for the National Registry of EMT's examination at the completion of the program. There is a **\$150.00 examination site fee** payable by the participant to The Acme EMS Education Program. This is non-refundable and payable at each examination attempt.

Students who wish to purchase certificate of completion cards for ACLS, PALS, PBTLs and BTLS may do so by paying the appropriate fee at the end of each specialty course. Generally these cards cost between \$8.00 and \$15.00 each.

VI. Class Location

Classes and laboratory sessions are conducted in the Clinical Laboratory Building, unless otherwise noted in the class syllabus. Please refer to the schedules for room locations. Laboratory sessions are held in the Clinical Laboratory Building Room 123.

VII. Class Time

Classes meet from 6:00 p.m. to 9:00 p.m. on Monday and Wednesdays. Laboratory sessions meet on Tuesday evenings from 6:00 p.m. to 9:30 p.m. Periodically during the course of instruction, class times and meeting sites will change to accommodate specialized education and testing programs. Students will be informed of such changes at the beginning of each semester.

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VIII. Clinical Experience

The clinical coordinator, in cooperation with a medical facility, medic unit, ambulance service, life squad, and/or dispatch center will provide the opportunity for the program participants to observe and train in a clinical setting.

A. Clinical instruction and experiences are offered each semester.

1. The clinical experience is designed to meet and enhance the specific learning needs of the student. Each area of clinical experience has been selected to correspond with a specific area of didactic classroom instruction and to meet the clinical skill objectives outlined in the USNSTC.
2. The number of successful skill completions is designated for each specific area of clinical experience (see Appendix 1) and must be met by each student in order to successfully complete the program.

Areas used for clinical experience include the following:

- a) Coronary Care Unit
- b) Emergency Department
- c) Life Squad
- d) Obstetrics
- e) Intubation Experience
- f) Burn Unit
- g) Pediatric ED
- f) Dispatch Center

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B. Clinical Attendance

1. Clinical assignments are made for each student. The student is expected to report 15 minutes before the start of the shift. The student is expected to stay in the area for the entire designated shift. If the student is unable to meet the schedule, they must notify the Clinical Coordinator at the phone numbers supplied to the students at the beginning of each semester. The coordinator will then notify the specific clinical area that the student will not be in attendance.
2. Due to the complexity of scheduling students into limited clinical affiliates, there will be no change in the assigned clinical training. Students must be in the specific area that they are assigned. Make-up time is available **only at the end of the semester** and only on a **limited basis**.
3. If a student is ill, they must make-up the time based upon availability. Absence from clinical areas is permitted only for **true emergencies**. **A written excuse from a physician must be presented for an accepted excuse for failure to meet assigned clinical rotations**.
4. **Unexcused** (no call, no show) absences from **two** clinical assignments in any one semester will result in the students' grade being lowered by **one full letter grade**.
5. **More than two unexcused absences in any one semester** will be grounds for dismissal from the program and the assignment of letter grade F for the clinical course.

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6. The stated hours for each clinical area are based on the student successfully completing the objectives. This is a minimum requirement and at the discretion of the director of the program, the student may be asked to participate in further clinical learning experiences.
 7. The students must have their hours of attendance verified by the preceptor on the Acme EMS Education Program form. The completed form must be submitted to the director to be recorded. **Falsification of these forms will be grounds for dismissal from the program**
 8. In order to document the quantity and quality of clinical experiences in each clinical field, the student will keep a clinical log to be reviewed by the clinical coordinator on a weekly basis. Failure to have the forms completed and reviewed by the director will result in the student being asked to repeat the specific clinical experience.
 9. Clinical logs are due one week prior to the end of the semester. Clinical logs submitted for review after that time will be subject to **a drop of one full letter grade**.
 10. **Falsification of these forms will be grounds for dismissal from the program.**
- C. Dress Code for Clinical Experience
1. Students should wear a white, collared shirt, dark blue pants, black shoes, and a short white lab coat, which the student provides. Students **must** wear the Acme EMS Education Program patch on the left shoulder of the shirt and on the front pocket of the laboratory coat. **Students must clearly display their picture student ID card**

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while in the clinical setting. The laboratory coat will not be worn during life squad, ambulance or communication center experiences.

2. **Official Student ID Nametags should be visible at all times during in-hospital clinical experience. ID tags will not be worn during life squad and ambulance experience, however the student must present the picture ID to the preceptor when reporting for duty. Students without picture ID will be asked to leave the clinical site.**
3. No jeans, sandals, t-shirts, cowboy boots or other inappropriate attire during clinical experience. Students should have hair up and off the collar and be free of heavy jewelry, perfume, and inappropriate make-up. No body pierced jewelry is allowed to be visible during clinical experience

D. Performance on Duty

1. Each student must utilize self-initiative in the clinical area in which they are assigned.
2. The clinical coordinator/director reviews and coordinates the clinical experience, but they are not responsible for providing specific activity. Hospitals may vary somewhat in their approach to the students.
3. The student **must** tell preceptors which areas they would like more experience in. The request must conform to the guidelines of paramedic responsibilities. (See specific Clinical Objectives for each area.) Students should utilize the check-off list provided to ensure completion of objectives.

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4. The student is expected to be tactful and courteous at all times. If a problem arises during clinical activities, the student is required to contact the clinical coordinator of the program to intervene.
5. Students may perform activities only under the direct guidance and observation of the registered nurse, physician, EMS Dispatcher, or certified paramedic. If the student is unfamiliar with the duty or has never performed the function outside the classroom, they must relay this information to the preceptor and observe. Subsequent availability of these specific experiences warrants a request by the student to actively participate.
6. Students must conform to **all rules and regulations of the clinical affiliate** during clinical experience. Students who display unprofessional appearance, substandard hygiene, unprofessional or inappropriate attitude, or misconduct as defined by the clinical affiliates employees handbook and the programs clinical guidelines will be subject to dismissal from the program.

In view of the limited time for clinical experience, there should be no area too menial or repetitious for the students to participate. The student should be aware of, and make use of, the vast learning opportunities available in every clinical situation and respect the clinical expertise of the preceptors working in those areas.

IX. Attendance Policies

Due to the volume of the material to be covered and the speed at which it will be presented, attendance will be expected at all classes. The maximum allowable number of absences and make-up arrangements is **two per semester**. **Unexcused** (no call, no show) absences from two classes in any one semester will result in the students' grade being lowered by **one full letter grade**. **More**

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than two unexcused absences in any one semester will be grounds for dismissal from the program and the assignment of letter grade F for the semester coursework. Exceptions to these regulations will be made on a case-by-case basis as determined by the program director and medical director.

Participants are expected to take responsibility for getting class notes, handouts, and make-up assignments when necessary. The Instructor is **NOT** responsible for supplying the student with these items. It is suggested that students designate another student to make sure that all classroom material is obtained.

When a student misses a scheduled quiz, the quiz will be made available to the student for study purposes; however, the student **will not be allowed to make up the quiz for a recorded score.**

X. Participant attire

Participants will be required to adhere to clinical guidelines when in an assigned clinical setting.

XI. Participant Progress Conference

The program director may request program participants to attend progress conference(s) during the course of the program.

XII. Examinations/Grading

Each student is expected to complete the reading assignment and workbook assignment prior to attending the class sessions. The lectures are based on the US DOT National Standard Curriculum. The lectures vary in sequence from the textbook. The material presented **in lectures,**

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textbooks, and assigned readings will be utilized in preparing the mid-term and final examinations.

All assignments must be completed before a grade will be assigned to the student. Quizzes and workbook assignments offer guidelines for individual study and for faculty appraisal of the student's progress. **Late assignments will be not be reviewed or evaluated.**

A mid-term examination will be given each semester. A final examination, which is comprehensive in design, is given at the end of each semester. Students must obtain at least a 75% on the final examination to successfully complete the course.

Academic dishonesty is grounds for immediate dismissal from the program. Please refer to The Acme EMS Education Program Catalogue for statement on academic dishonesty. No hats, ball caps, or sunglasses should be worn during examinations. In addition, no pagers, cell phones, PDA or other forms of electronic transmission of information are allowed during examinations.

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Grading Scale:

| Letter Grade | Point | Range |
|--------------|-------|--------|
| A | 4.0 | 95-100 |
| B+ | 3.33 | 90-94 |
| B | 3.0 | 85-89 |
| C+ | 2.33 | 81-84 |
| C | 2.0 | 75-80 |
| D | 1.0 | 70-74 |
| F | 0.0 | <69 |

Grades will be determined by the following weighting:

Mid-term: 20%; Final: 50%; Quizzes: 20%; and, Homework 10%

Written examinations are the most appropriate and effective process for measurement and assessment of the participants' success in converting content into knowledge. Practical skills provide feedback to both the instructor and participant on the ability of the participant to perform specific tasks. Results of written and practical skills and observational reports detailing participants' attendance and participation will be considered on the final grade.

Practical skill examinations will be administered **three** times during the program and must be successfully completed in order to continue in the program. At the instructor's discretion, a second opportunity to demonstrate competency on skills (prior to the end of the program) may be arranged.

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Successful completion of the course will be determined by:

- **Minimum 75%** grade on the final examination
- Overall course grade of 75%
- Successful completion of AHA/ACLS provider level and other certificate courses as required (BTLS, PALS, PTLIS)
- Practical skills score of 100%
- Satisfactory performance (completion of all quantified skill exposures) and a grade of **C or higher in** clinical courses
- Attendance at 80% or better of all classes and clinical assignments

Failure to successfully complete the above will result in ineligibility to sit for the initial attempt at the State Certification examination, until the time the student has completed remediation as required by the program director, program medical director and program faculty.

XIII. State Examination Requirements

Upon program completion of all final written and practical examinations and completion of all quantified clinical experiences as addressed in the objectives and in Appendix I, the participant will be permitted to take the National Registry of EMTs examination required for State certification. A site fee of \$150.00 is assessed by the Acme EMS Education Program to cover the cost of staging the examination. These fees are above and separate from any fee charged by the National Registry of EMTs.

XVI. Continuing Education

This course is only the beginning of the participant's experience in EMS. The participant should plan to devote sufficient time and effort to continuing education to maintain certification in compliance with requirements set by the State and to maintain an appropriate level of knowledge and proficiency with patient care skills. Specific requirements for annual recertification training are available from the State and the National Registry of Emergency Medical Technicians.

XV. Participant Safety

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Good mental and physical health is necessary for an individual to maintain the pace and physical demands that this course entails.

The program director or part-time faculty and clinical preceptors will oversee all student performance in both the classroom and clinical setting. **Each student should address any problems or concerns** that he or she may have regarding his or her safety immediately to the individual directly involved with the training in progress. Directions given by program personnel should be followed accurately, and if not understood, should be questioned to prevent problems and misunderstandings. All students will perform with normal regard for personal safety as well as the safety of patients and others involved with patient care. At no time will the student perform any **act that he or the preceptor deems unsafe or that the student/preceptor feels is inappropriate action for the student to take.**

Any student who has an infectious disease (common cold, flu, hepatitis, herpes, or cold sore, etc.) should not participate in activities in the lab or the clinical setting. Students will be expected to attend class - if their condition permits - and observe others in the practical stations. The student will make-up practical time at the discretion of the program director. The student will be held responsible for the instruction and will be expected to practice on his or her own time to maintain skill levels in keeping with class progress.

In the case of any illness which requires the student to miss two or more classes, **the student will be required to have a medical release by a physician before being allowed to return to class.**

All manikins, airway adjuncts, and other equipment will be properly cleaned with disinfectant between each student's use (each student will have clean equipment). Due to the nature of the training, it is imperative that all students maintain good personal hygiene habits at all times. A sink and disinfecting soap is **available in the laboratory** and will routinely be used by students when working within the laboratory setting.

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Any student with a history of chronic health problems, pregnancy, recent surgery, or back injury will be required to present a medical release from a physician. The program director and the medical director have the option to request such a release at his or her discretion.

Students should be able to lift 100-150 pounds; however, all students will exercise prudent physical exertion in labs and on calls - cot lifting, patient lifting, scene safety precautions, etc.

Any time a student suffers an injury while functioning as an EMT student, he or she will immediately report the occurrence to the preceptor who will in turn make an immediate report to the program director. A written incident report will be filed with **the program director and medical director** within 24 hours of the occurrence.

The paramedic on an EMS call or the clinical preceptor has complete authority over the student during his or her clinical rotation. If at any time the student performs actions not approved by the paramedic or preceptor, the student will be dismissed from the program.

While riding in emergency vehicles, students will be seated in the proper seat with their seat belt on.

No student is allowed to drive EMS vehicles at any time. Failure to comply with this rule will result in the automatic dismissal of the student from the program.

XVI. Statement of Understanding

I have received and read the student handbook for the program.

I understand the contents of the student handbook and agree to abide by the policies specified in it.

(Student's Name)

(Date)

NOTE: This form must be signed and returned to the program director before the first scheduled examination. Failure to return the form will result in the student being ineligible to participate in the examination.