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INTRODUCTION

Welcome to the Emergency Medical Technician Program at the Cetronia Ambulance Corps.

This handbook is designed to assist you and will serve as a guide for your new educational endeavor. Included in this handbook is the information that you need regarding the attendance, clinical rotations, grading etc. You are responsible for learning this material.*

Please read it carefully and sign the last sheet of the handbook indicating that you have read and understand its contents.

*Please Note- While the information and dates included in this handbook are as accurate as possible at this time, CAC reserves the right to make additions and changes as required. Any changes will be communicated to you in written form.

WEATHER

During inclement weather, the decision of canceling class will not be made until 6 A.M. If class is canceled, tune into WFMZ TV Channel 69 (also WFMZ.com). Emails and phone calls may also be used.

**PLEASE DO NOT PHONE THE OFFICE OF THE COORDINATORS FOR
CANCELLATION INFORMATION.**

****Always use your own judgment when traveling in bad weather****

CONFIDENTIALITY

Patient information cannot be accessed or discussed outside of the class room or field internship. The HIPPA act protects the rights of any patient you come into contact with. Any disregard for the patient's privacy is grounds for dismissal from the program.

COURSE REQUIREMENTS

1. Aptitudes

a. Vision

Student must have visual acuity sufficient to distinguish visual color discrimination in examining patients and determining by appearance diagnostic signs that require immediate detection and proper action.

b. Hearing

Students must have hearing acuity sufficient to receive verbal directions and instructions and to distinguish signs.

c. Reading/Writing

Students must have the ability to read and write English sufficiently to read items such as prescription bottles, and to write English sufficiently to complete patient forms and examinations.

d. Physical

Students must have the ability to perform the skill objective as outlined in the National Standard Curriculum and/or Health Professional Curriculum.

All students must have the aptitudes as listed above when taking the practical skills examination for state certification. Medical problems must be resolved prior to taking the practical examinations.

2. Attendance

Although attendance at every class is expected, it is the responsibility of the students to be prepared for the National Registry Examination at the end of the Program.

a. Cetronia Ambulance Corps deems it necessary that an attendance of 80% be maintained by each student. Failure to not attend 80% of the course will result in dismissal from the program.

b. Tardiness

Any student that is more than 15 minutes late or leaves 15 minutes prior to the end of class will be assessed 1 hour of absence.

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3. Clinical Time

a. Field Internship

Field experience shall include direct patient care responsibilities necessary for completion of the program's educational objective. Field experience will include evaluation of the student skill performance in the prehospital setting by and approved field preceptor. Written radio report should be attached for each assessment. You are responsible for making sure all 10 are complete and accounted for.

You must have 10 patient contact assessments in order to pass the program or you will not be able to take a local or state test.

4. Testing

Students must obtain a **74%** on each examination. All tests will be completed using the emstesting.com on-line exams. Re-tests will be at the instructor's discretion, either given on-line or as a paper test. Re-tests must be taken during normal class hours. Make up tests are at the discretion of the coordinators. If you fail a retest; you will be terminated from the program. You may not fail more than three examinations. The higher of the two grades will be used to determine if the students passed or failed the test. If you fail the third test on the first attempt, you will be terminated from the program.

5. National Incident Management System (NIMS) 100 & 700

NIMS 100 & 700 must be completed from the **FEMA** website and certificates of completion turned in by the **first modular test**

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CAUSE FOR DISMISSAL

1. A student may be immediately dismissed from a course for:
 - a. Failing three initial examinations. Failure to obtain a **74%** on each examination, including the midterm and final examination.
 - b. Failure to successfully pass a retest.
 - c. Missing 24 hrs.

2. A student will be immediately dismissed from a course for:
 - a. Failure to meet attendance requirements.
 - b. Academic dishonesty.
 - c. Misconduct which could endanger public safety/property.
 - d. Violation of HIPPA Privacy.

3. The following are subject to one counseling session prior to dismissal. Any additional infraction will result in an automatic dismissal from the course:
 - a. Behavioral conduct.
 - b. Inappropriate hygiene.

DRESS CODE

Being an EMT requires bending, stooping, lying on the floor, performing hands-on physical exams on each other, and partial removal of clothing to expose arms, legs, etc. This dress code also applies to field internship.

Therefore the following is strictly enforced:

- a. EMT class shirt that is provided.
- b. EMS BDU pants of slacks. (Black, Navy & Khaki are acceptable)
- c. Hard sole shoes. Boots are preferred during field time, but sneakers are accepted.
- d. ID Badge.

If you show up to class in anything other than the above mentioned, you will be asked to leave and change into the appropriate attire, failure to do so will result in an absence.

Things to consider when dressing for class or field internship:

- Use of perfumes or colognes should be avoided or used very sparingly.
- Good hygiene is paramount!
- Revealing or overly snug clothing is not acceptable. This includes yoga pants.
- Hats must be removed while in the building.
- No excessive jewelry is allowed; especially anything that could get caught and yanked.

GRIEVANCE

Complaints regarding the instructors, course administration, course content, or any other problems, shall be submitted in the following manner:

1. An individual must present the complaint to the course coordinator. The course coordinator will discuss the complaint and review the policies with the individual to determine if a particular problem is defined and explained.
2. If unsatisfied with the initial discussion, the individual may present the complaint to the training institute in writing. The training institute will review the complaint and discuss the complaint with the course coordinator. The training institute will notify the individual of the outcome of the investigation.

REFUND AND PAYMENT POLICY

If you must withdraw from the class, you can receive full refund, minus a \$5 administrative processing charge, provided you have informed Noncredit Registration in writing before the beginning of the second class. For classes that meet only once, refunds will be given only if requested prior to the start of class. All refunds are issued by college check.

Please be reminded of CAC's refund policy for materials:

- There is NO refund available for books, workbooks, CD's, CPR books or other materials.
- If paid by check or credit card and my check or credit card did not have sufficient funds available, I will owe a late/overdraft fee of \$30.00.

I further understand that I will not be allowed to take any local or state FINAL EXAMS until I have paid my obligations in full.

RULES OF CONDUCT

1. Appearance

Students must exhibit good personal hygiene. Each student must be neat, clean; and wear clothing appropriate for the material being covered.

2. Behavior

Students must maintain a positive attitude, professional manner and demonstrate behavior appropriate to a classroom setting. Disruptive students will be asked to leave the classroom. Multiple occurrences will result in expulsion from the program.

3. Drugs/Alcohol

Students displaying abusive behavior or other behavior normally associated with drug or alcohol usage shall be dismissed from the class and will count as an absence. The student will be counseled and possibly terminated from the program.

4. Academic Honesty

The Cetronia Ambulance Corps expects that work produced by students will represent their personal effort. Academic dishonesty includes but should not be limited to:

- 1) Cheating on written exams and online exams
 - a) Use of test aids (crib sheets)
 - b) Copying
 - c) Stealing of test questions
 - d) Working together on the online exams
- 2) Plagiarism
- 3) False statements designed to earn a student the right to miss clinical assignment dates or deadlines.

5. Cell Phones

Cell phones must be turned off or on vibrate while in class. Please no texting or making phone calls while class is in session. If needed, please excuse yourself from the room.

6. Smoking

Smoking is **NOT ALLOWED** on Cetronia's property, including in any vehicle on the premises. Smoking is also not permitted while on any field rotation at any scene or facility. Therefore smoking will be prohibited during all classes. Most organizations for clinical and field time have similar policies. First offence, written warning, second offence will result in termination.

STUDENT'S RIGHTS AND RESPONSIBILITIES

1. Student Rights

- a. The student has a right to competent instruction, course counseling, and adequate facilities, and in all areas s/he has the right to expect the highest degree of excellence possible within the resources of the Training Institute.
- b. The student has a right to protection from unreasonable and capricious actions by faculty and administration.
- c. Each student has the right to be considered for admission without regard to ancestry, religious or political belief, or country of origin.
- d. Each student has the right to know the rules, by which s/he is governed, through the medium of a clear and precise written exposition of the rules.

2. Student Responsibilities

- a. The student has the responsibility to devote him/herself to the serious pursuit of learning and to respect the rights and opinions of others, including faculty, administration, and fellow students.
- b. The student has the responsibility to comply with any and all the rules governing students of training courses.
- c. The student has the responsibility to support academic integrity.
- d. The student has the responsibility to conduct him/herself in accordance with general accepted standards of conduct as embodied in society's laws and regulations.
- e. Each student has the responsibility to respect innovation and individual differences and to conduct him/herself so as not to violate the rights of other students and members of the administration and faculty.

CONCLUSION

After successful completion of this didactic and clinical internship, you will be eligible to sit for the NREMT Written Examination and the NREMT Practical Examination.

Cetronia Ambulance Corps

Student Syllabus & Policy Manual Agreement

I, _____, have read the EMT student handbook and comprehend what is expected of me as a student.

I, _____, have read the 'Rules of conduct' and comprehend what is expected of me as a student.

I, _____, have read the 'students' rights & responsibilities' and comprehend what is expected of me as a student.

Signature: _____

Date: _____

Parent or Guardian Signature if Under 18: _____

Date: _____

Coordinator: _____

Date: _____