

**JEFFERSON COUNTY EMERGENCY MEDICAL SERVICES PROGRAM  
ACADEMIC POLICIES & PROCEDURES  
EMT ORIGINAL AND REFRESHER COURSE**

**GOALS & OBJECTIVES:**

The goal of Jefferson County EMS training program is to produce competent EMT's, who will positively impact the quality of prehospital care. The objectives for each course are specified by NYS EMS and are adopted without modification.

**AGE REQUIREMENTS:**

Students enrolled in the EMT course must be 17 years of age on the last day of the month in which the written certification exam for the course they are enrolled in is administered. The date of the written certification exam will be given to the student the first night of class.

**ATTENDANCE REQUIREMENTS AND MAKE/UP:**

Successful completion of this course requires attendance at all sessions. If a student is going to be absent it is the responsibility of the student to notify the CIC of the course or the JCEMS office.

Students will be allowed 2 excused absences for the following reasons: illness, death of family member, unavoidable transportation problems, extenuating emergency situations. If you arrive at class up to 30 minutes after the class begins, you will be considered late. More than 30 minutes of tardiness will constitute an absence. If the student is late, it is his/her responsibility to get with the CIC of the course to see which component of the session was missed and what needs to be completed. If a student is absent, make-up will consist of completing the reading assignment on session missed, completing an overview of the subject matter and completion of a quiz or exam, skills, lecture materials if required. Attendance will be completed at each session by the CIC and maintained with course records.

**EMERGENCY CANCELLATION:**

The CIC and or Sponsor will have the EMS/Fire Control announce the course cancellation at least 1 hour prior to the start of class. If a student does not have access to Fire Control announcements, please notify the CIC of your contact numbers and you will be contacted by the CIC or JCEMS office. A text message or email may be sent, please make sure the Instructor has the appropriate number and/or email address to contact you.

## **TESTING REQUIREMENTS AND PASS FAIL CRITERIA**

The EMT curriculum is divided into modules. Each module has an evaluation section that requires students to demonstrate a level of competence in all identified objective areas (cognitive, affective and psychomotor). Methods of evaluation will be quizzes, homework assignments, unit/module exams, midterms and class final. A passing average grade of 70% for EMT courses must be maintained by midterm on all quizzes and module exams. A passing average grade of 70% for EMT courses must be maintained by the end of the course for students to be eligible to sit for the course final exam. A retest for module exams will be administered (1) time within one week of failure notification, if required. Module exams will be given at the end of each module for the curriculum. The original grade of the module exam will be used for determining the student average. Student's grades and an evaluation of performance will be reviewed with the student at the midterm. Lab skills will be tested at the end of each module and skill sheets will be completed at lab sessions. Any make-up assignments requested must be successfully completed prior to the final exam. Students are required to pass the class final (there is no retest for the class final) to successfully complete the course and be eligible to take the NYS Practical Certification Examination.

Grades are determined by the following:

- 60% of grade is module exams
- 20% of grade is quizzes
- 10% of grade is homework
- 10% of grade is class participation

Students must complete all lab skills and be checked off satisfactorily prior to the practical skills examination.

Any make-up assignments requested must be successfully completed prior to the final exam.

Each student must be successfully checked off prior to initiation of clinical preceptorship if required. A student is required to complete all clinical time prior to admission to the NYS Practical Skills examination if he/she is required to do so. All clinical and field time must be completed and clinical and field evaluation tools submitted 1 week prior to the practical skills examination.

### **PERSONAL CONDUCT:**

A student is expected to act in a professional manner at all times during class, practical lab sessions, field internships and clinical preceptorship. A student should always be forthright and honest. A student is expected to be attentive, quiet and not disruptive.

## **CLASSROOM/LAB SKILL SESSIONS DRESS CODE:**

Dress for classroom/labs should be comfortable fitting slacks/pants/shirts/sweaters. Due to physical activity during classroom/clinical/field sessions the following clothing is not permitted:

- Open Toed Shoes
- Sleeveless blouses/shirts
- Long, loose fitting clothing
- Extremely short/tight fitting clothing

Students who do not follow the dress code will be asked to leave class and this will be considered an absence.

## **CLINICAL / FIELD INTERNSHIPS:**

Students at clinical sites shall be clearly identified by name and student status. All immunizations and physical requirements must be completed at the time specified by the CIC in order to continue, if not the student will be administratively withdrawn from the course. You will not be allowed to initiate clinical/field time until all prerequisites are complete. Dress code for clinical/field sites is clean slacks, blouses, shirts, and appropriate footwear. NO jeans, scrubs, sweats or other prohibited clothing

A student should consistently exhibit concern for the dignity and welfare of patients and insure confidence of privileged information. Students should always be respectful of the rights of patients, families, staff, instructors and fellow students.

If a counseling statement is completed on a student, then that statement will be placed in the student's file.

An EMT Student is required to successfully complete 10 hours of Hospital/ Ambulance Clinical Time. Hospital Clinical Time may be waived at any time based on the needs of the institution. Additional training including, but not limited to, dispatch time may be required. All documentation must be completed and signed by the appropriate parties and submitted to the instructor at least one week prior to the practical examination.

## **ADDITIONAL TRAINING REQUIREMENTS:**

ICS-100.b, NIMS-700a, and Hazmat Awareness level IS-5.a or other Hazmat training that meets OSHA standards are a course requirement which you must complete on your own PRIOR to the start of the course. Submission of certificates of completion of these training courses must be submitted to your Instructor prior to the New York State Practical Skills Examination or the date designated by your Instructor. If not, you will not be eligible to complete the course. You may obtain these courses thru the FEMA Independent Study website – <http://training.fema.gov/IS/>

If you have completed these courses prior to the course you must submit that documentation to the CIC.

Clinical and/or field internship sites may require additional training based upon the needs of the facility or agency.

### **COURSE TERMINATION/EXPULSION/APPEAL**

A student may be terminated/expelled from the course for the following reasons:

- 1) Excessive Absenteeism
- 2) Not carrying a passing grade
- 3) Disruptive Behavior
- 4) Cheating / Dishonesty
- 5) Forgery of any documents
- 6) Failure to exhibit patient confidentiality
- 7) Inability to successfully perform lab skills
- 8) Failure to meet contract requirements and comply with Clinical/Field Training Policies

### **APPEAL PROCEDURE:**

- 1) Discussion of reasons for expulsion and appeal will be held between CIC and student. Proper documentation will be completed and signed by both CIC and student and placed in the student's file.
- 2) CIC will contact Sponsors Administrator to review appeal with CIC and student.
- 3) Sponsor's Administrator will consult with Course Medical Director and NYSEMS Regional Office @ 217 S. Salina Street Syracuse, NY 13202, 315-477-8544.
- 4) After review by all parties, final determination is made by the Course Medical Director.

### **CLINICAL PRECEPTORSHIP:**

The students and instructors will comply with all rules, regulations, procedures, and policies of all clinical/field sites at all times. If not, you will be dismissed from the course.

Clinical/Field books must be submitted to the CIC no later than 1 week prior to the NYS practical skills exam. **If your clinical and / or field time is not complete you will not be allowed to take the practical exam.**

**TEXTBOOK AND SUPPLIES REQUIRED:**

TEXTBOOK: - My Brady Lab with EText

OR

Brady Emergency Care – 13<sup>th</sup> Edition with Student access for My Brady Lab

**Contact JCEMS (315-786-3760) BEFORE ordering any textbook or course material.**

NYS Bureau of EMS Statewide Prehospital Treatment Protocols  
(Download from the NYS Bureau of EMS Website)

Pocketmask

Stethoscope

BP Cuff

Penlight

**TUITION REFUND:**

Tuition fees collected will have the following refund rate:

1<sup>st</sup> Wk – 75%

2<sup>nd</sup> Wk – 50%

3<sup>rd</sup> Wk- 25%

4<sup>th</sup> Wk – No Refund

**VERIFICATION OF MEMBERSHIPS:**

Must be submitted to the Course Sponsor by the 3<sup>rd</sup> session of class.

**PREREQUISITES FOR ADMISSION TO THE PRACTICAL SKILLS EXAM:**

Acceptable attendance in the course

Minimum grade requirements on all Modular Exams (70%)

Successful lab skills check-off

Completed clinical and field training

Successful completion of CPR training

Submission of ICS 100.b, NIMS 700 and Hazmat Awareness level training that meets OSHA Standards.

Successfully pass the class final (70%)

The NYS – EMT Practical Skills Examination must precede the NYS – EMT Written Certification examination. All stations of the practical examination must be passed before admission to the NYSDOH EMT Written Certification Examination.

### **TESTING / RETESTING OF PRACTICAL SKILLS STATIONS:**

#### **The NYSEMS practical examination must precede the NYS EMS written examination**

Basic EMT Candidates who fail two skill stations or less on the practical exam may be retested on those skills. Three or more failed stations constitutes a failure of the practical exam and the candidate must complete a refresher or original course prior to being retested.

The first retest must occur on the same day as the initial exam. Failure of a same day retest entitles the student to a second retest of those skills failed.

The second retest must be conducted on another date and the candidate must receive documented remediation instruction before the second retest.

Retests will be administered by a different examiner.

A candidate is allowed to test a single station a maximum of three times before he/she must complete a refresher course.

### **IMMUNIZATION AND PHYSICAL REQUIREMENTS:**

If clinical/field observation time is required, documentation of the following immunizations must be submitted to the JCEMS office prior to initiation of required clinical/field observation time. Documentation **MUST** be submitted to the CIC by mid-term. **If not received by midterm you will be dropped from the class.** They are as follows:

Tetanus – Within 10 years

PPD - Within 1 year (Lewis Co. Hospital requires 2 Step)

MMR's - Documentation of 2 (Measles, Mumps, Rubella) for anyone born on or after Jan.1, 1957.

Flu vaccine may be required by participating hospitals

Immunizations may be obtained thru the Jefferson County Public Health Services immunization Clinic, 531 Meade St, Watertown, NY. Starting January 1, 2017 you must make an appointment online for immunizations at [www.jcphs.org](http://www.jcphs.org). If you are in Lewis County you may want to contact Lewis County Public Health Service @ 315-376-5453.

A physical exam within 1 year is required. If you cannot obtain a physical, please notify your instructor. JCEMS does not cover the costs for physicals and immunizations.

Copies of professional liability insurance must be submitted prior to initiation of clinical/field time.

### **STUDENT CONTRACT AGREEMENTS:**

Each student will sign a student contract agreement between the student, CIC and the Course Sponsor. Refresher students will sign a contract outlining course sessions and dates which the student will need to attend. Refresher students will be offered a challenge written and practical skills exam. Students may waive the written, practical exam or both and this will be documented on their learning contract.

### **NEW YORK STATE CERTIFICATION EXAMINATION:**

If a student is unable to take the New York State Written Certification exam on the scheduled exam date you must reschedule your test with the NYS Bureau of EMS. You must complete form DOH-4245 which is available online and email it to the NYS Bureau of EMS in order to schedule another written certification exam. If you are unable to print the form to submit or need assistance please contact the JCEMS office.

### **REMEDICATION / TUTORING:**

Remediation and tutoring will be documented on counseling statements signed by both CIC and student and placed in the student's course file.

### **AMERICANS WITH DISABILITIES ACT POLICY**

The Americans with Disabilities Act makes it possible for students with certain types of disabilities to request an accommodation for the New York State EMT Written Certification Examinations with proper documentation of their disability. An accommodation means changing the manner in which the examination is conducted for the student. There will be NO accommodations made in the New York state Practical Skills Examination. Jefferson County EMS nor its staff, do not discuss or screen for disabilities, or consider addressing any potential disabilities prior to a student's admission into the educational program. No inquiries are ever made of a prospective student about any disability.

All students are provided a copy of the functional job descriptions for the level of certification they are seeking at the beginning of class. The student should be encouraged to carefully review the descriptions and if there are any questions, they should be given the opportunity to discuss them privately with the CIC or the Course Sponsors representative.

By the second session of a course, all students are advised that if any student wishes to request a disability accommodation for the New York State Written Certification Examination they must submit their request in writing to the Department via fax to 518-402-0985 or to

NYSDOH Bureau of EMS - Certification Unit  
875 Central Avenue

Albany, NY 12206

The request for reasonable accommodations must be made no later than eight (8) weeks prior to the scheduled NYS Written Certification Examination for the course in which the student is enrolled. It is the responsibility of the student to make this request, not the CIC or Course Sponsor. The Bureau of EMS will only accept an accommodation request from the student.

If a student would like to discuss a disability that may affect his/her performance during portions of a course (classroom, clinical and/ or field rotations, laboratory sessions, etc.) the student should speak privately to the CIC and/or the Course Sponsor representative. All students will be expected to perform all functions of an EMT as specified in the functional job description. All students must successfully complete all aspects of all course requirements as outlined elsewhere in this documentation in order to proceed to the Final Practical Skills Examination, and then to the NYS Written Examination. Accommodations for disabilities during the educational portion of a course will be considered on a case by case basis by the Course Administrator in consultation with the NYSDOH. All students, however, must be able to successfully complete all aspects of a course as outlined.

With regard to the Final Practical Skills Examination, the NYS Bureau of EMS does not allow testing accommodations, but will consider the use of certain aids by candidates, which they would be responsible to provide, and reasonably be able to bring to the patient's side in actual practice. The only types of aids which are permitted are those which do not alter the functions of the EMT. For example, the use of prescription or reading glasses, hearing aids, and personal stethoscopes have been permitted since they serve as an aid to the provider, while Braille sphygmomanometer would not be permitted since sight is considered an essential function of the certified EMS provider.

It is important to note that the process of requesting an accommodation for the NYS Written Examination is separate and distinct from that of requesting an accommodation for the educational portion of a course. The NYS Bureau of EMS and Jefferson County EMS considers the certification process to be separate from the educational process.

### **STUDENTS WITH CRIMINAL CONVICTIONS (See NYSEMS Policy 02-02)**

All candidates applying for the NYS EMS certification at any level must complete the Application for Emergency Medical Services Certification (DOH-65,1/2009). The application contains a personal affirmation that the candidate signs. Under NO circumstances should a candidate sign this application if he or she has a conviction of any type.

The student will not be allowed to take the NYS Practical Skills Examination or Written Certification Examination until cleared by DOH.



All unsigned applications will be identified when submitted to the Bureau of EMS. The candidate will be on the course memorandum, but will not be issued an examination ticket until cleared in writing by DOH. Upon the Bureaus receipt and processing of the unsigned application, the candidate will be sent a packet of information outlining the investigative process and the required information to be supplied. There is no need to contact the Bureau of EMS directly. In an effort to permit timely review and determination the candidate must provide the DOH with all required documentation within 30 days of the initial DOH contact.

The Department of Health will discuss issues related to criminal convictions ONLY with the candidate or their legal representative. There is no requirement or need for the candidate to divulge or discuss the circumstance of any conviction(s) with the CIC.

Upon receipt of proof of the NYS Bureaus positive determination, the student should contact the CIC and/or Course Sponsor to make arrangements to be scheduled for a Practical Skills Examination. Upon successfully completing the Practical Skills Examination the student should complete a request for the NYS written certification examination which is available on the NYSDOH Bureau of EMS website and email it to the NYS Bureau of EMS.

**ADDITIONAL INFORMATION:**

Link to NYSDOH Bureau of EMS – <http://www.health.state.ny.us/nysdoh/ems/main.htm>  
For NYS Bureau of EMS Statewide Prehospital Treatment Protocols, Updates, Policies, etc.

If you have any questions or need assistance please contact:

Jefferson County EMS  
531 Meade Street  
Watertown, NY 13601  
(315) 786-3760  
[jcems@co.jefferson.ny.us](mailto:jcems@co.jefferson.ny.us)