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 at least 17 years of age on the last day of the month in which the course is scheduled to end. The date of the certification exam will be given to the student the first night of class and is also available on the Jefferson County EMS website.

VERIFICATION OF MEMBERSHIPS:

Must be submitted to the CIC or Course Sponsor no later than the 3rd session of the course.

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 and any of the following: completing an overview of the subject matter, completion of a quiz or exam, skills, or reviewing lecture materials. Attendance will be completed at each session by the CIC and maintained with course records.

EMERGENCY CANCELLATION:

The CIC and or Course Sponsor will have EMS/Fire Control announce the course cancellation at least 2 hours 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.
ADDITIONAL TRAINING REQUIREMENTS:

IS-100, IS-700, 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. You may obtain these courses thru the FEMA Independent Study website – [http://training.fema.gov/IS/](http://training.fema.gov/IS/)

If you have completed these courses prior to the course you must submit that documentation to Jefferson County EMS.

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

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 the START of the course. Exceptions may be made by the Course Sponsor. 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. 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 and must be submitted to the JCEMS office PRIOR to the START of the course. Exceptions may be made by the Course Sponsor. JCEMS does not cover the costs for physicals and immunizations.

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
• Dirty clothes
• Ripped, torn clothing

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

STUDENT CONTRACT AGREEMENTS:

Each student will sign a student contract agreement between the student, CIC and the Course Sponsor. Refresher students will be offered a challenge written and practical skills exam. Refresher students will sign a contract outlining course sessions and dates which the student will need to attend. Refresher students must score an 85% on each challenge section exam. For each section that the student scores less than an 85%, the student must attend the didactic portion of the course and pass the exam at the end of the section. Students may waive the written, practical exam or both and this will be documented on their learning contract.

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.
4) After review by all parties, final determination is made by the Course Medical Director.

TUITION REFUND:
Tuition fees collected will have the following refund rate:
1st week – 75%
2nd week – 50%
3rd week – 25%
4th week – No Refund

Students registered with Jefferson Community College must complete Add/Drop form within the first three weeks to be removed from the course. After three weeks students must complete a withdrawal form. Failure to complete the required paperwork will result in a Y grade which is equivalent to an F. Students may have a financial liability to JCC if this paperwork is not completed properly.

TEXTBOOK AND SUPPLIES REQUIRED:

TEXTBOOK: - My Brady Lab with EText
OR
Brady Emergency Care – 14th 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

TESTING REQUIREMENTS AND PASS FAIL CRITERIA

The EMT curriculum is divided into chapters and sections. Each chapter 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 may include quizzes, homework assignments, unit/section exams, midterms and class final. Students must maintain a 70% grade by the midterm date. Student’s grades and an evaluation of performance will be reviewed with the student at the midterm. An average grade of 70% must be maintained by the end of the course for students to be eligible to sit for the course final exam.

Each chapter and section has strict time limits and dates that assignments will open and close. Individual exceptions may be made by the CIC, JCEMS and if necessary the Medical Director.

Students must complete all assignments for each chapter. Reading of chapter material, pretests, homework, posttests, and case studies are mandatory. Students have unlimited attempts on homework and posttests but must achieve a score of 100% before being allowed to attempt the chapter test.
Chapter tests are opened when the student completes all chapter pre-requisites. Students have two attempts at each chapter test but must achieve a score of at least 85% to advance to the next chapter. Lab skills may be tested at the end of each chapter/section 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. An Affective Evaluation form will be provided to each student the first night of class. This evaluation will be reviewed during the midterm review and graded at the end of the course.

Grades are determined by the following:

- 60% of grade is section/chapter exams
- 15% of grade is quizzes
- 15% of grade is homework
- 5% of grade is class participation
- 5% affective evaluation

Students are required to complete any lab skills as required for the course BEFORE being allowed to take the Practical Skills Exam. 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. Refresher students are required to pass any chapter or section exam for which they did not successfully pass during their challenge.

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.

**CLINICAL / FIELD INTERNSHIPS:**

Students at clinical sites (hospital, ambulance ride time and dispatch) 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.
An EMT Student is required to successfully complete 10 hours of clinical/field time. JCEMS requires Basic EMT students to have a minimum of five (5) patient contacts. A patient contact is defined as any contact with a patient where a medical or trauma patient assessment, including vital signs is performed regardless of transport outcome. Clinical time may be waived at any time based on the needs of the institution. Additional training including, but not limited to, dispatch time or an Out of Hospital Experience 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.

**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 forms 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.**

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

Acceptable attendance in the course
All class assignments completed
Successful lab skills check-off
Completed clinical and field training
Successful completion of CPR training
Submission of IS 100, IS 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 Certification examination. All stations of the practical examination must be passed before admission to the NYSDOH EMT Certification Examination.

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

The NYSEMS practical examination must precede the NYS EMS 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.

**NEW YORK STATE CERTIFICATION EXAMINATION:**

If a student is unable to take the New York State 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 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 memo 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 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 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 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 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 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 Certification Examination until cleared by DOH.

All unsigned applications will be identified when submitted to the Bureau of EMS. 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 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](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