

**JEFFERSON COUNTY EMERGENCY MEDICAL SERVICES PROGRAM
ACADEMIC POLICIES & PROCEDURES
CFR COURSE**

GOALS & OBJECTIVES:

The goal of Jefferson County EMS training program is to produce competent EMR'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 Certified First Responder course must be 16 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 I/C 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 a 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 I/C 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 I/C and maintained with course records.

EMERGENCY CANCELLATION:

The I/C 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 I/C of your contact numbers and you will be contacted by the I/C 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 EMR 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 EMR courses must be maintained by midterm on all quizzes and exams. 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

PERSONAL CONDUCT:

A student is expected to act in a professional manner at all times during class, practical and lab sessions. 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.

ADDITIONAL TRAINING REQUIREMENTS:

ICS-100.b, NIMS-700.a and IS-5.a Hazmat Awareness level training that meets OSHA standards are a course requirement which you must complete on your own during the course if you have not previously completed these courses. Submission of certificates of completion of these training courses must be submitted to your instructor prior to the NYS Practical Skills Examination. If not submitted by the Practical skills exam you will be considered ineligible to test and you will need to reschedule the practical and written exams after completion and submission. You may obtain these courses thru the FEMA Independent Study website – <http://training.fema.gov/IS/>. Go to IS Course list and click on the course listed or enter the course number in the key word search. If you have already completed these courses previously you need to submit certificates of completion to your Instructor.

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

APPEAL PROCEDURE:

- 1) Discussion of reasons for expulsion and appeal will be held between I/C and student. Proper documentation will be completed and signed by both I/C and student and placed in the student's file.
- 2) I/C will contact Sponsors Administrator to review appeal with I/C 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.

TEXTBOOK AND SUPPLIES REQUIRED:

TEXTBOOK: - Emergency Medical Responder: First on Scene, 11th Edition
NYS Bureau of EMS Statewide Prehospital Treatment Protocols
(Download from the NYS Bureau of EMS Website)
Pocketmask

Stethoscope
Blood Pressure Cuff
Penlight

TUITION REFUND:

Tuition fees collected will have the following refund rate:

1st Wk – 75%

2nd Wk – 50%

3rd Wk- 25%

4th Wk – No Refund

VERIFICATION OF MEMBERSHIPS:

Must be submitted to the Course Sponsor by the third 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

Successful completion of CPR training

Submission of ICS 100, NIMS 700 and Hazmat Awareness Level Training Certificates

Successfully pass the class final (70%)

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

TESTING / RETESTING OF PRACTICAL SKILLS STATIONS:

The NYSEMS practical examination must precede the NYS EMS written examination

CFR 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.

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.

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 mail 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 to NYSEMS please contact the JCEMS office and we will assist you.

STUDENT CONTRACT AGREEMENTS:

Each student will sign a student contract agreement between the student, I/C and the Course Sponsor.

REMEDICATION / TUTORING:

Remediation and tutoring will be documented on counseling statements signed by both I/C 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 EMR Written Certification Examinations with proper documentation of their disability. An accommodation means changing the manner 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 requests 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 EMR 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 EMR. 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 fax it to the NYS Bureau of EMS @ 518-402-0985.

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, information ,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