

COURSE POLICIES AND GENERAL GUIDELINES

The Emergency Medical Technician—Basic Level Program shall, at all times, conform to the Massachusetts OEMS standards and guidelines. This class policy is intended to clarify these requirements relative to the conduct of the EMT-B Program.

REQUIRED TEXTS:

EMT Pre-Hospital Care: third edition, with workbook; Henry and Stapleton

BLS For Healthcare Providers: American Heart Association

CPR CERTIFICATION:

American Heart Association BLS-C certification is a mandatory part of this class for all students, including those who are already certified.

ATTENDANCE:

Attendance in this program shall be 100% for all students who plan to become certified as an EMT-Basic. This program is one in which the student must spend a great deal of time in the classroom in order to prepare for a career as a functioning EMT-B. Therefore in the best interest of the patient, in the field, the Commonwealth of Massachusetts Department of Public Health requires that attendance be 100% by all students. Any anticipated absences by a student for any reason shall be reported to the course instructor or MVAEMT as soon as possible. All missed classes shall be made up at another date at the discretion of the Course Instructor(s). In any case, this shall be done with a certified EMT Instructor/Coordinator and on an hour for hour basis. Any class not made up in accordance with this policy shall be considered a missed lesson. No credit shall be given for a missed lesson. Note that Saturday classes count as two (2) classes and any missed Saturday class shall require two (2) or equivalent re-couplement of lost time.

CLASS MEETING TIMES:

This class shall begin promptly at 1800 on Friday evenings and shall end at 2100 hours. Saturday session classes shall begin at 0900 and end at 1600 hours with a one hour break at 1200 for lunch. All classes shall be held in accordance with this schedule unless otherwise directed by the Course Instructor(s). If for any reason a student must leave the class during that session, he/she must seek permission from the Course Instructor(s) for that session. Missed lessons due to unexcused exit from the lesson shall be made up.

TARDINESS AND EARLY DEPARTURE:

Classes start promptly at the times listed in "Class Meeting Times". Leaving class before the class has ended shall also be considered an absence. Personal emergencies or sickness are a reasonable excuse for tardiness or early departure, but should always be cleared with the Course Instructor(s) for that lesson, and makeup is required for the lost time/lesson. The makeup policy

applies for both of these instances.

*****LESS THAN 100% ATTENDANCE PREVENTS THE STUDENT FROM TAKING THE COMMONWEALTH OF MASSACHUSETTS EMT CERTIFICATION EXAMINATION*****

CLASSROOM CONDUCT:

Students, who interfere with other students' ability to learn, or the instructors' ability to teach; and maintain a safe, respectful environment, will be required to leave the class. Students who are required to leave the class will not be allowed to return to the class until the student meets with the Instructor and the Program Director to resolve the problem and/or determine further action. The practice of Emergency Medical Technicians is conducted with the expectation that physical contact is necessary.

Professional, appropriate, and thoughtful simulation of physical patient assessments will be undertaken during class and students will be expected to adequately perform the necessary physical assessment skills. Any behavior that is deemed uncomfortable, unwelcome, inappropriate, abusive, or of a sexual nature; WILL NOT BE ALLOWED! Under no circumstances will MVAEMT tolerate behavior that is disrespectful, menacing, unruly, belligerent, and un-ethical or illegal from the students, the Instructor(s), the Assistants, nor anyone associated with the function and purpose of the class. Immediate dismissal and departure from the class may be a result of such conduct. All issues regarding any inappropriate conduct should be brought immediately to the Instructor(s) and Program Director's attention.

EMT students should at all times exercise common sense and understanding. Students are reminded that these policies are intended as a set of guidelines; it shall be up to the individual instructors to administer the every day operation of the program. When in doubt, the decision of the Course Instructor(s) shall be adhered to unless otherwise dictated by MVAEMT. The purposes of the guidelines are to assist and ensure that the students are able to fulfill their goal in completion of the class with as little confusion as possible. It is the responsibility of all/any student(s) to bring any issue to the attention of the Instructor Aides, Site Coordinator, Class Coordinator or Course Instructor(s) for resolution and remedy.

PERSONAL ATTITUDE:

Each student must demonstrate conscientiousness and interest in the course. Students who fail to do so will be counseled while the course is in progress so that they may be given the opportunity to develop and exhibit the proper attitudes expected of an EMT. Sleeping during class time will not be tolerated. Repeated problems with attitude without resolution through counseling will result in the dismissal from the program.

MVAEMT BASIC CLASS CHAIN OF COMMAND:

All students are responsible to report problems of any kind to the appropriate class personnel in order for the swift and complete resolution to the difficulty. The structure of the MVAEMT teaching institution was created in order to ensure the

students ability to resolve any problems that may arise and allow the proper completion of the course. Students are to bring concerns first to any Instructor Aide, Site Coordinator, and/or Class Coordinator. If the problem is unable to be resolved at the level the Class Instructor/Coordinator will be notified. Further action, if necessary, will be brought to the attention of the Program Director and finally to the Medical Director for resolution.

CONTACTS:

Students who need to contact any of the various MVAEMT course personnel may contact the Class Coordinator: (508)693-4992. Students may speak with someone in the office or leave a voice mail. The instructor is available via email at tritown@vineyard.net, dakotaindigoquilts@yahoo.com, or tisburyambulance@comcast.net. **Students shall not call Instructor(s) at their homes or at their work numbers!**

QUIZZES & EXAMS:

Quizzes: May be given at any time without advanced notice by any Instructor, Instructor Assistant, or guest speaker. Students should expect a quiz every class. When a student misses a quiz, due to tardiness or absence, the quiz shall be made up; and it will be marked as a zero only if the student misses the class and does not makeup that lesson.

Exams: Exams may be given at the discretion of the Course Instructor(s), provided that one (1) week notice is given to the students. Exams will include written and practical components.

ASSESSMENT SKILLS DOCUMENTATION:

The Massachusetts OEMS EMT-B course requirements state that each student will document five (5) "patient" assessments. Students may perform and document assessments either during scheduled class time or on their own. Assessments shall be documented on the forms provided by MVAEMT, and in the manner which shall be described and taught in this program. Students shall document assessments on Standard Ambulance Run Forms (SARFs) which will be provided by the course instructor.

PRACTICAL SKILL PRACTICE & EVALUATION:

Various practical, hands-on skills will be taught throughout the class. Students are expected to come prepared, to class, with the appropriate equipment that will be provided to them at the beginning of the class, for their own continued practice. Every class will set apart time for at least fifteen (15) minutes of practice session for at least one practical skill of the EMT-B approved curriculum and as outlined in the course syllabus. All practical skills will be performed for demonstration by the Course Instructor(s) in order to assure proper technique. All State Skill Stations will be performed by the Course Instructor(s) for demonstration to the students to assure proper technique. All students are to adhere to the demonstration by the class Course Instructor(s) ONLY!

Any additional teaching aides and/or help utilized by the student from outside of the class approved Instructor Aides and/or certified Instructor/Coordinator is discouraged and will not be the responsibility of MVAEMT nor the Course Instructor(s) nor the Program Director if the student fails to pass the State Skill Stations at the Practical Exam.

GENERAL ACADEMIC STANDARDS:

In addition to the specific standards required in this policy, all general academic standards apply to students in this program. MVAEMT reserves the right to dismiss any student who, in its judgment, conducts himself/herself in a manner incompatible with its standards; cheating, plagiarism, and similar offenses are examples of such behavior. Failure to do assigned work, excessive absences, and/or inappropriate classroom behavior may be the cause for dismissing a student from the completion of the class. All students are expected to maintain at least a 70% rate of success throughout the class in order to be considered eligible for the State Exam. The final grade for the class will be comprised of the following components: Quizzes = 40%, Exams = 30% (Written = 15%, Practical = 15%), Final Exam = 30%. If a student fails the Final Exam; said student will have the opportunity to retake the exam within 4 days of the original test date.

INSTITUTIONAL PRACTICAL CERTIFICATION TEST POLICY:

The Massachusetts OEMS certification process requires that accredited institutions be responsible for conducting the State practical certification test; using certified State EMT-B Examiners. MVAEMT, as an accredited institution, is required to hire and compensate examiners, and charge a testing fee for this purpose. At about the mid-term point of this class, OEMS will provide MVAEMT with a test date for the class. Immediately after the last class, all State applications will be sent by MVAEMT to OEMS, along with your OEMS certification fee. OEMS will check eligibility for each applicant (as noted on policy pages 3 & 4), and provide MVAEMT with a list of eligible students. MVAEMT will notify you if you are in the scheduled test session. A non-refundable Institution (MVAEMT) test fee, which you will pay to MVAEMT, will be one hundred dollars (\$100.00), and must be turned into MVAEMT by the end of the last class. If you must retake a single station (as a result of a station failure at the test), at the MVAEMT testing site, MVAEMT will waive a re-test fee. Should you fail to pass the test the first time (failure of 2 or more stations); you will be required to re-test at an off-island testing site.

If you are unable to take the practical certification exam with your class, MVAEMT will provide you with alternate testing sites. If you do not make your scheduled practical exam date, or you fail your practical exam, you may be provided a schedule of upcoming practical exams by OEMS.

A non-refundable fifty-five dollar (\$55) testing fee for the State written certification exam will be paid to PSI testing company.

Candidates should refer to the OEMS web site handbook for more information regarding State Written Certification Exam procedures.

MAINTAINING CURRENT STUDENT INFORMATION:

Information provided to MVAEMT on the "Standard Questionnaire" is used to notify you about Massachusetts OEMS certification testing. Students are required to notify the Class Coordinator in writing if contact information changes during the class.

Candidates should refer to the Massachusetts OEMS EMT-B Certification Application for information regarding application filing requirements and procedures.

70% is the OEMS minimum score for passing the written certification exam.

All questions regarding testing must be directed to MVAEMT by calling the class Coordinator (508)693-4992, Monday—Friday, 0900-1400 hours. Or by emailing: www.mvaemt.com. MVAEMT will inform you of your test date via U.S. Mail.