



Emergency Medical Training Services

Emergency Medical Technician – EMT Program

Policy and Procedures

Revised: 11/2013

Print the policy and procedure packet review and bring to first class session.

Attendance

- When a student is tardy or absent it is required that within 24 hours the online absent log on the student page must be completed.
- A courtesy call to EMTS would be appreciated to notify us of your delay. The number is 972-527-3687.
- Unexcused Absence – Students are allowed up to eight hours of classroom absences before being placed on attendance probation. Any additional time missed may result in dismissal from the program.
- Unexcused Tardy – Students are allowed up to four classroom tardies before being placed on attendance probation. Any additional time missed may result in dismissal from the program. A tardy is defined as arriving to the classroom/instructor after the scheduled start time. If the student arrives more than 45 minutes late or leaves more than 45 minutes early they will be marked absent (4 hour blocks). The student may still participate in the remainder of the current sessions activities. It is the student's responsibility to bring to the instructors attention the moment they arrive.
- Major Exam Make Up - If student will miss an exam they must contact the school prior to the start of the class to schedule a time to take the exam. Must be completed within 24 hours of scheduled exam for class unless approved otherwise by program administrator.

Make Up Hours

- If a student misses a lecture they are required to schedule a time with the office to view the video of the missed lecture PRIOR to the next major exam. Failure to do so will result in 5 percentage points, per occurrence, being taken off of the student's applicable exam score. If a student misses an initial skills training session they are required to schedule a time to meet one-on-one with an instructor and be trained on the skills. All missed initial skill sessions must be made up no later than the assigned date to select clinicals. The student is responsible to pay a \$25 per hour tutoring fee. If student fails to meet the deadline expulsion may occur.

Grade Point Average

- Quizzes – The student quiz score accounts for 10% of the total grade point average. If the student is absent they will not be allowed to take the quiz and will receive a 0% for that quiz. If the student is tardy they will be allotted the remaining time that the rest of the class has to finish the quiz.
- Pass/Fail On Line Assignments - Throughout the class assignments are listed with links on the schedule. These assignments are to be submitted prior to the due date. If the assignment is submitted prior to the due date a pass score will be assigned. If the assignment is late or not submitted a 0% will be added to your overall quiz GPA. Example: "Vital Sign Assignment" due by exam 2.
- Exams – Four exams are given. The first three exams are each worth 20% of your grade point average. The final exam is worth 30% of the student's final grade point average. During the course internet-exams must be completed to take the final.
- Midterm Average – Students must maintain a 78% grade point average throughout the course. Student with a midterm average between 73.0% and 77.99% are placed on academic probation and given until the next exam to raise their average to 78% or greater. If the student doesn't raise the score they will be dismissed from the program. Students with a midterm average below 73.0% will be dismissed from the program at midterm.
- Final Grade Point Average – Students must score an 80% or better on the final exam and have an overall final grade point average of 78% or greater to successfully complete the course. If a student scores below an 79.99% on the final exam but had a 78% or greater average going into the final exam then the student has one final retest and must score an 85% or greater to pass the course. If the student had an average less than 77.99% going into the final exam and doesn't score an 80% or greater no retest is given unless the final score posted raised the overall average to 78% or greater.

On Line Student Page

- The class student page is the main form of communication with students outside of class. Each student is expected to view their student page for updates at least once every 48 hours.

Scheduling of Rotations/Skills

- Skills testing, hospital, and ambulance rotations are completed in order of highest to lowest grade point average.

Cheating/Falsifying Records

- Any cheating or falsifying any information (verbal or written) is grounds for immediate dismissal from the program. Cheating applies to exams, quizzes, homework, and/or skills testing.

Food and Beverages

- Food (meals) are permitted only before or after class, or during breaks. At the lead instructor's sole discretion, snacks (candy, crackers, chips, peanuts, etc.) are permitted during lecture, as long as they are not disruptive. Popcorn will not be permitted. Beverages are allowed during class unless skills are being performed which may result in equipment damage if spillage take place.

Skills Testing

- Students who fail a skill station are given one opportunity to retest and pass. The student may either waive additional training and retest immediately or request additional training prior to retest. If the student fails the retest they may be dismissed from the program. Students must also pass an approved Healthcare Provider CPR class conducted by EMTS.

On-line Exams and Video's

- All 11 on-line exams must be completed successfully prior to taking the final exam, as scheduled. If not completed by the start of the scheduled final exam the student will fail the program. Students are expected to view all on line videos per the schedule. Failure to do so may result in dismissal from the program.

Immunization Records

- Students are responsible for current immunization status as required by the rotation and clinical sites. Immunizations must be completed in full by the date indicated on the online schedule. If immunizations are not current and submitted to the school by the indicated date the student may be dismissed from the program.

Dress Code

- Classroom - Students shall wear clothing appropriate for adult education during classroom hours. Some classes will consist of lifting and moving classmates along with lying on the ground. Shoes must be worn at all times. Proper hygiene shall be enforced during class, rotation, and clinical times.
- Clinical/Internship - Student shall wear blue/black slacks black shoes/boots, black belt, and a school polo shirt. Students must wear identification name-tags during rotations/clinical.

Conflict Resolution

- At any time a student feels a decision or situation has occurred that has been viewed unfair during the course the student may ask to speak to the lead instructor, course coordinator, and/or course medical director without fear of retaliation.
- Student may appeal a school ruling as follows:
 1. Upon receipt of a disciplinary form student is given no longer than 36 hours to appeal. (36 hours include weekends)

2. Appeal and justification for appeal must be in written form and received by Tom Cellio, Managing Director, within 36 hours of receipt of this form.
3. It is the student's responsibility to ensure acknowledgment by Mr. Cellio that he has received the appeal request within 36 hours.
4. The appeal will be taken to an independent board consisting of three members. Their final decision will be rendered within 5 business days of receipt of appeal to Mr. Cellio.
5. Depending on violation student may be permitted to audit and/or continue in class until the appeal is finalized. This decision will be up to the Program Director, Managing Director, Program Coordinator, and/or Medical Director.

Internship/Clinicals

- Ambulance Internship – Site location is at the sole discretion of EMTS. Students must successfully complete a minimum of 34 hours on and area ambulance. The student's site preceptor may require additional rotation time or dismissal from the program with acceptable justification to EMTS. Students may only practice skills taught during the course as authorized by the TxDSHS curriculum. Ambulance rotation times are in addition to classroom times. This course will consist of one 10 to 16 hour shifts at private 911 EMS, and one 24-hour shift with fire department. A minimum of three transports are required. Additional time may be required. Students must arrive no less than 30 minutes (911 EMS Department) before the scheduled start time. Not arriving to a scheduled site may result in dismissal from the program. Once a student has signed up for a rotation date the student is obligated to that particular rotation. EMTS is under no obligation to reschedule the student and rarely does so.
- Student will be expelled from the program for the following, but not limited to:
 - Arriving tardy to a clinical or internship without making school notification prior to the shift as described in class and EMTS' Clinical Manual.
 - Missing a clinical or internship without making school notification prior to the shift as described in class and EMTS' Clinical Manual.
 - Leaving a clinical or internship prior to end time.
 - Disappearing during a clinical or internship.
 - Tweeting, Face booking, My Spacing or using any other social networking site to discuss any clinical information such as clinical site, any information about a patient (including but not limited to name, anything regarding their condition, family members/friends), or any information regarding the clinical and or internship staff will not be tolerated.
 - Any problems, concerns, and/or exposures during a rotation are to be reported to EMTS immediately at 972-527-3687.
- Hospital Clinicals – Site location is at the sole discretion of EMTS. Students must successfully complete a minimum of three 12 hours shifts. The student's site preceptor may require additional clinical time or dismissal from the program with acceptable justification to EMTS. Students may only practice skills taught during the course as authorized by the TDH curriculum. Clinical times are in addition to classroom times. Students must arrive no less than 15 minutes before the scheduled start time. Not arriving to a scheduled site may result in dismissal from the program. Once a student has signed up for a clinical date the student is obligated to that particular clinical. EMTS is under no obligation to reschedule the student and rarely does so.
- Student will be expelled from the program for the following, but not limited to:
 - Arriving tardy to a clinical or internship without making school notification prior to the shift as described in class and EMTS' Clinical Manual.
 - Missing a clinical or internship without making school notification prior to the shift as described in class and EMTS' Clinical Manual.
 - Leaving a clinical or internship prior to end time.
 - Disappearing during a clinical or internship.
 - Tweeting, Face booking, My Spacing or using any other social networking site to discuss any clinical information such as clinical site, any information about a patient (including but not limited to name, anything regarding their condition, family members/friends), or any information regarding the clinical and or internship staff will not be tolerated.
 - Any problems, concerns, and/or exposures during a clinical are to be reported to EMTS immediately at 972-527-3687.

State Certification, National Testing and Passing

- By receiving a course completion certificate it does not guarantee that the student will pass the state/national registry exam. EMTS cannot be held liable if a student does not pass the state/national registry exam. Any state and NREMT testing/application fees are the responsibility of the participant. If you are active with a volunteer department and you do not receive any compensation then the state testing/application fee may be waived by the DSHS. All students agree to take the
- NREMT exam first attempt within 45 days of being eligible.

American's with Disability Act

- EMTS strives to comply with the provisions of the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. Students must have acceptable documentation that an ADA situation exists. The student must bring this information to the course coordinators attention before the conclusion of the first class session. Information will be reviewed and student will be advised if ADA applies to EMS training. As a general guideline, the school uses previous court cases and TDSHS recommendations to determine what qualifies for accommodation. Because this profession requires rapid action and the ability to perform tasks autonomously, students with disabilities are encouraged to meet with program officials before enrolling.
- EMTS facilities, clinical and internship sites must comply with ADA accessibility requirements.
- Allowable Accommodations: The Americans with Disability Act of 1990 permits testing that requires the use of sensory, manual, or speaking skills where the tests are intended to measure essential function of the profession. For example, an applicant with reading difficulties is still required to take a written exam (rather than an oral exam) since the ability to read is an essential function of EMS. Students are expected to pass a written exam and pass the skills proficiency verifications within established criteria.
 - Students are required to demonstrate performance within specific time frames.
 - Students must complete written exams within specific time limits.
 - Students are not allowed to have written exams given orally.
 - Students must take all exams at the scheduled times.
 - Students must answer all test questions as written.
 - Students must meet all professionalism standards.

Smoking, Tobacco, Drugs, and Other Alcohol Products

- None of the above mentioned products will be permitted in the classroom. Tobacco products will only be permitted in approved areas only. Arriving to a course, rotation or clinical while under the influence of a substance that has affected or may affect the student's best judgment will result in dismissal from the program and possible law enforcement involvement, if the law permits.

Prescription Medication

- Any student on a medication or substance that may affect the body's ability to function in a safe manner must be reported to the instructor immediately at the start of class or prior to rotations or clinicals.

Drug Testing and Criminal Back Ground Check

- At EMTS' sole discretion, student(s) may be required to conduct an unannounced drug screen. As explained in the pre-course advertisements the cost to cover the drug screen will not exceed a \$40 fee which will be collected from the student sometime during the class. Failure of a drug screen will result in immediate expulsion. All students are expected to complete the EMTS criminal background form. Failure to divulge any requested information may result in dismissal from the program.

Refunds

- No refunds are issued once the first day of the course has concluded for any reasons. The seat deposit is non-refundable. If student is dismissed from the program, with cause, no refunds are issued. If student drops out no refunds are issued.

Cell Phone and Other Technical Devices

- Cell phones are not to be seen or heard in class. This includes any interruptions caused by a vibrating phone. Cell phone use is only authorized during class breaks and outside of the classroom. If the student believes they have a situation which requires them to monitor their cell phone during class pre-approval is required by the lead instructor for that particular class session. One example taken under consideration may be a sick child at school or home. While a student is at a clinical or internship no cell phones or pagers are to be present. You may give the number to the school, fire station or hospital to a person who may need to get a hold of you in an emergency or they can call the school and EMTS will get a hold of you and relay a message.

Returning Student Policy Variations

The following policy variances will only apply to those students who are returning to EMTS who dropped out of a program after midterm (exam 2).

- GPA: Must maintain a minimum GPA of 85% throughout class. If GPA falls below an 85% at any time the student will be dismissed from program. Returning students are not given until the next major exam to raise GPA above an 85%.
- Attendance: Returning students are only given 8 hours of absence and then will be dismissed from the program. No extension past 8 hours will be granted.
- Paperwork: Must resubmit all paperwork, not limited to; criminal background check, immunization status, drug testing, waiver forms.
- CPR: If student passed the EMTS CPR course they may challenge the course for competency to avoid attending the program again in second course. Student is expected to attend the AHA CPR course as scheduled if competency was not obtained.
- Rotations: All rotations are expected to be completed again. Exception is triage rotation if completed successfully during previous class.
- Deadlines: If class deadlines are not met no extensions will be considered. Dismissal from program will result.
- Policy Violations: If a school policy violation is proven a warning or probation status is not required to expel student.
- All class tuition must be paid in full within 7 days of start of class. Unless otherwise approved by program manager.
- Conduct: Returning student is expected to be a leader during skills. Be a role model for first time students.
- Returning students are expected to take advantage of the opportunity to return and participate in all aspects of the course and take notes during lectures.