



**EMERGENCY MEDICAL TECHNICIAN
BASIC**

STUDENT POLICY MANUAL

EMERGENCY **T**RAINING **S**ERVICES

Mystic, CT

(860) 572-1869,

emsi_steve@hotmail.com

www.emergencytrainingservices.com

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STUDENT POLICY MANUAL

**New London Adult Education
3 Shaws Cove
New London, CT 06320**

Spring 2012 program

SCOPE OF THE COURSE:

The course covers all techniques of Emergency Medical Care presently considered within the realm of the Emergency Medical Technician (EMT) as set forth by the USDOT curriculum, the State of Connecticut Department of Public Health Office of Emergency Medical Services (DPH/OEMS), and the National Highway Traffic and Safety Administration (NHTSA). This course recognizes the development of student skills in recognition of symptoms of illness and injuries and proper procedures of emergency care. All EMT candidates must be at least 16 years of age upon completion of the course.

OBJECTIVES:

This Program is intended to prepare a medically competent EMT to function in the field of pre-hospital medical care. To accomplish this, this Program will teach the student the overall roles, responsibilities, standards, scope of practice and practical aspects of performing emergency pre-hospital care as an EMT. Student skills in all emergency treatment procedures will be in conformity with the guidelines, rules, regulations and curricula established by the US Department of Transportation, the National Highway Traffic and Safety Administration, and the State of Connecticut Department of Public Health / Office of Emergency Medical Services.

TUITION AND COSTS:

All tuition and costs pertaining to the class, with the exception of certification testing fees, must be paid IN FULL before the FIRST class. If your check does not clear the bank, (insufficient funds, stopped payment, etc.), you will be expected to pay these costs IN CASH immediately. This will include any bank fees incurred. No refunds will be given after the first class. If a refund is requested, the request must be in writing. If approved, the refund will in the amount tendered, minus \$150.00 costs to produce any handouts, and cost of any equipment provided the refund will in the amount tendered. This will be at the discretion of the Course Coordinator. If tuition was paid in the form of a check, no refund will be given until such time as the check clears the bank. If

expenses are not met by you, The Program reserves the right to pursue all legal options available to it, including but not limited to, legal action to collect the debt. All fees incurred for any collection action will be the responsibility of the debtor.

PROGRAM HOURS:

The EMT Program will generally meet on Mondays and Thursdays, beginning **January 05, 2012**, and running through **May 12, 2012**, with occasional Saturday classes. The hours of the program will be Mondays and Thursdays from 1830 hours (6:30 PM) to 2130 hours (9:30 PM), with scheduled Saturday classes from 0800 hours (8:00 AM) to 1600 hours (4:00 PM). Students are advised to refer to the class schedule for exact dates and times. State of Connecticut Department of Public Health, Office of Emergency Medical Services regulations require EMT candidates to have a minimum of 130 hours of class time prior to being permitted to take the State practical and written certification examinations for EMT certification.

SYLLABUS:

A class syllabus is provided for your information. The syllabus is intended as a guide and may be subject to change in the sole discretion of the Course Coordinator.

CLASS CANCELLATIONS:

Due to tight scheduling, there will be **NO CANCELLATIONS OF CLASSES EXCEPT** if New London Adult Education is closed. If classes are to be cancelled, you are to call the Course Coordinator, Steven Christina at 860-572-1869 for a message as to whether the class has been cancelled. Alternative cancellation information can be obtained via local news or radio.

ATTENDANCE:

Attendance is an integral part of the EMT program. It is expected that all students will be on time for class. If you arrive at class more than 15 minutes after the lecture or lab has started, you will be marked late for that night. **ALL** classes are considered **MANDATORY**. In the event that a class must be missed, it is the student's responsibility to notify the Course Coordinator prior to the scheduled class, or as soon as practicable thereafter. There are several classes that will not be excused, and if not attended, a "0" (zero) grade will be given. Furthermore, the following classes on "CPR. Basic Life Support," "Gaining Access, ""Final Class Practical Exam and Final Class Written Exam" is a State of Connecticut, Office of Emergency Medical Services **MANDATORY** requirement, and must be completed. If these classes are not completed by the student on the designated date scheduled, it must be made up at an alternate

location, and proof of completion must be provided to the Course Coordinator, or the student will be considered incomplete, and will not qualify for the final testing. It is to each student's own benefit to attend all classes because of the extensive amount of information provided. Without all this information, students will have a very hard time keeping up with the class and will find it very difficult to pass any of the exams. In addition, if a student misses more than four (4) sessions total or three (3) consecutive sessions, the student will be termed incomplete and will not qualify for the final testing. In the event that the Program must cancel a scheduled class (i.e., due to unforeseen circumstances including but not limited to weather, public health emergencies, or building / facility access problems), attendance at any make-up classes will be MANDATORY.

ILLNESS / FLU-LIKE SYMPTOMS:

Students, instructors, evaluators and assistants can come to class as long as they do not think they have flu-like symptoms. Flu-like symptoms include: Fever (over 101 degrees Fahrenheit), cough, sore throat, and runny nose. Additional symptoms may be experienced with the Novel H1N1 flu, including muscle pain, fatigue, and sometimes vomiting and diarrhea.

Flu spreads easily. If you suspect you are getting the flu, it is important that you not attend class, engage in any observation or ride-along time, or go anywhere else – such as group events, the mall, or sporting events – where other people would be exposed to flu germs. It is important to reduce the risk of getting the flu and protect others from infection.

The general public – but especially those engaged in a health care profession or training program – are instructed to:

- Wash hands often. Always wash hands with soap and hot water for at least 20 seconds. Hand sanitizer gels, rubs, and hand wipes all work well, as long as they contain at least 60% alcohol. Hand wipes must be disposed of properly. Always read and follow label instructions when using hand sanitizer.
- Remember to keep hands away from your face and avoid touching your mouth, nose, or eyes.
- Cover coughs and sneezes with tissues or by coughing into the inside of your elbow (i.e., cough or sneeze into your sleeve, not into your hands).

If N1H1 flu or other types of flu spread and students, instructors, evaluators or assistants become ill, it may become necessary to temporarily close the class for a short period of time. Emergency Training Services will consult with the State of Connecticut Department of Public Health / Office of Emergency Medical Services to monitor the flu situation in the local area and will made all decisions after consultation

with said agency. Students, instructors, evaluators and assistants will be informed immediately if the situation changes and it becomes necessary to temporarily close the program. If the program must close, class time will be added to the end of the EMT Program to ensure the State-required classroom hours are provided.

EMERGENCY RESPONSES DURING CLASS:

Students who are affiliated with emergency response agencies are not allowed to respond to calls during class time, except in the case of extraordinary circumstances such as in the case of a national disaster or at the specific request of their agency during said crisis or disaster. In the event that a student gets called out of class in the event of a crisis or disaster, said student will have to make up any lost classroom hours prior to completion of the class.

Furthermore, students are prohibited from doing observation ride-along time with any agency during scheduled class time and shall not, under any circumstances leave or be allowed to leave class during class time for the purpose of observing EMS call responses.

CLINICAL OBSERVATION TIME: February 17, 2012 and conclude by April 15, 2012

All students are required to spend no less than 10 hours of clinical emergency observation time ("clinical observation time"). This time may be completed in either in our sponsor hospital (L&M Hospital or on a ride-along with our sponsoring EMS agencies (i.e., L&M Hospital Paramedics, Groton Ambulance and Mystic River Ambulance). Students must complete their clinical observation time only with a course-approved clinical site. If a student is not affiliated with an EMS or Fire agency, they must speak with the Course Coordinator as soon as possible to determine what clinical observation sites may be available to them.

When reporting for Clinical Observation Time, students should introduce themselves to the Charge Nurse or Shift Supervisor (as applicable, depending upon the Clinical Observation Site) when they arrive. They will then be introduced to the Health Care Provider (in the Hospital setting, a Nurse or other Health Care Provider, or on an ambulance, the EMS provider) that will be in charge of the clinical time and he or she will provide direction ("Clinical Mentor"). This observation time is for students to learn about pre-hospital medicine and emergency care. Students should assist as much as possible with vital signs and other skills as directed with the assigned Clinical Mentor's approval. Above all else, observe as much as possible, be respectful, and be interested. Students are expected to be awake and alert throughout the duration of their clinical time. Students are expected to be respectful, polite, and eager to assist with those skills learned in class and to observe new skills or procedures. When participating in clinical

observation, students should remember that they are guests at the Clinical Observation Site and should assist the staff as much as possible. Students are prohibited from sitting behind the nurse's station or in hospital break rooms, waiting rooms, or cafeterias, or performing fire-fighting or other non-EMS- or non-medical-care functions during clinical observation time rotations. Furthermore, students are responsible for knowing and informing their Clinical Mentor at the beginning of each clinical observation time rotation what skills, if any, they are allowed to perform on patients while performing clinical observation time rotation (the extent of such skills to be determined by the student's progress in the course and material covered to-date, as well as the requisite Scope of Practice). The student's Clinical Mentor shall have complete authority over the student during his or her clinical observation time rotation. If at any time the student performs actions not approved by the Clinical Mentor and/or beyond the scope of the student's training-to-date or Scope of Practice, or the student performs a skill or treatment that is in violation of the Standard of Care, the student will be dismissed from the program.

During the student's clinical observations, they are expected to have a minimum of five (5) patient contacts. Each of these experiences will be documented on forms handed out after the first graded practical. Students should complete required forms and documentation as best as possible.

A schedule will be provided for students to sign up for specific observation times based on availability of scheduling by the sponsor hospital and/or the sponsoring EMS agency. Clinical observation time documentation form will be provided and must be signed by the student's Clinical Mentor for EACH clinical observation time rotation. The student must return the documentation form) to the Course Coordinator IMMEDIATELY following their clinical observation time rotation. Clinical observation time sheets will be provided to students in advance of the start of the clinical observation time rotations and MUST be brought by the student to each of the clinical sites NOTE: It is the SOLE responsibility of the STUDENT to provide the clinical observation site with the clinical observation time sheet. The clinical observation sites DO NOT keep blank clinical observation time sheets on file for use by students during their clinical time rotations. If the student fails to bring a clinical rotation time sheet with them to EACH clinical observation site rotation, it will be the SOLE responsibility of the STUDENT to provide the clinical observation site with a clinical observation time sheet at a later date. In this instance, there is no guarantee that the clinical observation site will sign off on the clinical observation time sheet after the fact, in which case, the student will have to repeat the clinical observation time at another date and/or location to meet the Program requirements for completion of the Program. The EMS provider or nurse (as applicable) should fill out the form and sign it as proof of attendance. These forms should be

attached to any documentation of patient contacts required from the student by the Program and returned with their clinical observation time paperwork.

Regardless of the clinical site, students represent us and the entire course faculty. As such, they are expected to act in a professional manner at all times. The Course Coordinator and other instructors are in frequent contact with the emergency department and ambulance staff. Any and all concerns will be directed to them. The course faculty will not tolerate unprofessional behavior during class or clinical time. If any complaints, either written or verbal, are received from a Clinical Mentor or other personnel at a clinical site regarding a student during clinical observation time, the student may be subject to immediate dismissal from this Program with no refunds.

Any and all material submitted will become property of Emergency Training Services and may be used for publication at a later date.

Students must complete their clinical observation time before April 15, 2012 and have submitted their written clinical paperwork no less than 7 days prior to their last clinical observation day. **THERE WILL BE NO EXTENSION OF TIME TO COMPLETE ROTATIONS**, and it is the student's responsibility to make sure clinical observation time is completed within the designated time-frame. This is a mandatory requirement of the State of Connecticut Department of Public Health, Office of Emergency Medical Services, and NHTSA, and must be completed. If not completed by the designated time, the student will be considered incomplete, and will not qualify for the final testing. No refunds will be given in the event the student fails to qualify for final testing.

While riding in emergency vehicles, students will be seated in the proper seat (as designated by their Clinical Mentor) with their seat belt on. No student is allowed to drive any EMS vehicle(s) at any time or perform any fire-fighting or other non-EMS-related duties or activities while performing clinical observation time. Failure to comply with this rule will result in the automatic dismissal of the student from the program.

The use of cell phone cameras and other types of cameras or recording devices are **EXPRESSLY PROHIBITED** during clinical observation time. The taking of photographs or recordings of patients and/or emergency responses will not be tolerated, and will result in **IMMEDIATE** dismissal from the program. Furthermore, students engaging in such activity may be subject to disciplinary and/or legal action including but not limited to action by the State of Connecticut Department of Public Health Office of Emergency Medical Services and/or judicial proceedings.

Students are prohibited from accessing the internet and all forms of social media (i.e., Facebook, Twitter, Youtube, etc.) during clinical observation time for the purpose of informing others as to their clinical observation activities. Furthermore, the posting or blogging of **ANY** information obtained during clinical observation time **AT ANY TIME EITHER DURING OR AFTER** said clinical observation time is **EXPRESSLY**

PROHIBITED and will result in the student's IMMEDIATE dismissal from the program. Furthermore, students engaging in such activity may be subject to disciplinary and/or legal action including but not limited to action by the State of Connecticut Department of Public Health Office of Emergency Medical Services and/or judicial proceedings.

PROFESSIONAL CONDUCT:

It is the intent of all instructors to provide students with an environment that is conducive to learning. Conduct disrupting the classroom or showing lack of respect for staff, guests, or other students will not be tolerated, and shall be reported to the Course Coordinator.

CONFIDENTIALITY:

Students are expected to maintain the confidentiality of all matters related to patients and other parties they come in contact with during the course of the EMT Program. This includes, but is not limited to, refraining from looking up, disclosing, copying, altering, or modifying any business, employee or patient records, materials, computerized data or any other form of information unless authorized to do so. Students may be required to complete a Confidentiality Agreement by a clinical observation site prior to starting their clinical observation time. Any violation of confidentiality rules shall result in immediate termination from the Program, and may also result in serious legal consequences.

This Confidentiality provision is intended to and shall survive the end of the student's participation in the Program, whether such end is by completion or termination from the Program, and in the case of termination, regardless of the reasons for such termination.

CPR CERTIFICATION:

CPR will be taught during the first few weeks of class. If a student completes and passes all phases of this module, they will be issued a CPR card. If the student does not pass CPR certification provided as part of the class, they must then obtain CPR certification from an outside agency and present a copy of the course CPR certification card to the Course Coordinator before the completion of the EMT class or they will be considered incomplete and will not qualify for the final testing.

READING AND HOMEWORK:

Lectures and homework assignments are designed to supplement the reading assignments. The dates and reading assignments are listed in the class syllabus. Specific reading assignments are indicated on the syllabus next to the corresponding lecture, and may be quizzed on in the Course Coordinator's sole discretion. Homework may be assigned as a supplemental learning tool during the Program. Homework

assignments, if any, will be given in class; due dates for any homework assignments will be announced at the time a homework assignment is given. Students should come to class having completed the assigned reading and any assigned homework on that date. We provide a class that goes above and beyond the book to give students a comprehensive education. This requires each student to be familiar with the lecture material before class.

The pages for each class MUST be read prior to the class. This program has been developed so that each segment of instruction builds upon the previous segment. Failure to keep up with the reading assignments will cause a student to fall behind very rapidly. Class notes are considered an integral addition to the material covered in the text. Students are responsible for all study materials presented whether they attend class or not.

EXAMS AND QUIZZES:

Quizzes will be turned in at the beginning of each class and an average quiz grade must be maintained throughout the class. In addition, exams will be given throughout the course and they are cumulative in nature. A passing grade of 70% is required on all written exams. Due to the logistics of running exams, ALL EXAMS (BOTH WRITTEN & PRACTICAL) ARE MANDATORY. MISSED PRACTICAL EXAMS CANNOT BE MADE UP. THERE WILL ALSO BE NO MAKE-UP TIME FOR ANY WRITTEN EXAMS, unless there are extenuating circumstances. What constitutes “extenuating circumstances” shall be in the sole discretion of the Course Coordinator. If a student does not attend a specific exam (either written or practical) they will receive a “0” (zero) grade for that written exam and an incomplete (INC) for that practical exam. Students will be given a specific amount of time to complete all written & practical testing. Students must have a passing average in order to be able to take the class final exams (written & practical). Students must pass the class final written and practical exams to be eligible to take the State of Connecticut written and practical exams for EMT certification.

Students will be required to show a valid photo ID (i.e., Driver’s License or State-issued identification card) at the start of each and every written exam. Students who do not have a photo ID with them at the start of the written exam will not be allowed to sit for the exam.

PRACTICAL LABS AND EXAMINATIONS:

Practical Labs and Examinations are hands-on applications of skills learned in lectures. Labs are dedicated to providing time for students to practice the skills they have been taught. Once a student feels they are proficient in a skill on a particular Lab night, they must demonstrate that skill satisfactorily to one of the instructors present at the Lab.

Practical examination sessions are dedicated to scenario-based skills practice and testing. Students are expected to take Lab and Examination sessions seriously, as these days form the backbone of the EMT's education. Practical examinations will consist of scenarios that will test the student's ability to integrate academic knowledge into various "real-world" situations.

Skills are often introduced in class and students should be proficient in these skills within one to two weeks. The time provided in class and practical labs and examinations alone is not enough for students to become mastered in these skills. Students will need to find time outside of class to practice, with roommates, friends, classmates, or a member of their Emergency Service organization. Students are encouraged to form study groups with their classmates for purposes of reviewing all aspects of course material. It is understood that any and all out-of-class practice sessions will be at the sole discretion and risk of the students, and the Program disclaims and is not and will not be responsible for any misconduct or injury which occurs by or between students engaged in such out-of-class practice activity.

Individual practice sessions with class instructors, evaluators and assistants outside of class time is not allowed and should not be requested.

If a location for practice time and/or access to Program equipment is needed outside of class time, contact the Course Coordinator to see if arrangements can be made. Generally, a minimum number of students will be required to participate in a practice session before the Program facilities and resources will be made available outside of class time. Any such arrangements and minimum-student requirement determinations shall be made solely in the discretion of the Course Coordinator or his/her designee.

Some of the skills and techniques taught in the program are dangerous and risky to perform without proper training and supervision during the learning process. The Course Coordinator reserves the right to designate certain skills as being too risky / dangerous to perform without permission and only with proper supervision as determined solely by the Course Coordinator.

PERSONAL EQUIPMENT:

The Course tuition does not include the cost of some of the personal equipment required to perform emergency medical care. Students will need to purchase said equipment (including a CPR mask, stethoscope, blood pressure cuff, and penlight) at an appropriate point(s) in the course, and will thereafter be expected to bring the equipment with them to each and every class and exam. In addition, students are responsible for supplying their own watch with a second-hand. Watches must be brought to ALL classes and exams along with all required equipment. Sharing of personal equipment and watches is not allowed. Students who fail to bring their

equipment and/or watch to class or an exam will be unable to properly perform the skills required, and will receive an “INC” for those skills requiring the use of personal equipment.

ON-GOING EVALUATION:

The Program instructors will be evaluating student attendance and performance (both written & practical) throughout the entire length of this course and they will have the authority to withdraw a student’s candidacy from the Program if a student does not meet Program standards.

SUCCESSFUL COURSE COMPLETION:

Because this is a class that teaches life-saving skills, completion of the course does not rely on academic knowledge alone. Successful students demonstrate the ability to synthesize classroom material in the hands-on portions of the Program practical examinations.

Upon successful course completion of all final written and practical examinations and completion of all required coursework, clinical observation time, qualified students will be issued a Course Completion Certificate that will permit them to apply for EMT certification in the State of Connecticut and to take the National Registry of EMTs examination required for State certification. The determination of successful course completion shall be solely within the discretion of the Course Coordinator. Any fees which may be assessed by the State of Connecticut and/or the National Registry of EMTs for testing and certification shall be the sole responsibility of the student. In accordance with State of Connecticut law and regulations, students shall have up to two years from the date of successful course completion to take and pass the examination (both written & practical) required for State certification as an EMT.

PROGRAM RESPONSIBILITY TO STUDENT BEYOND END OF COURSE:

This Program’s responsibility to the student shall be deemed complete with the issuance with the Course Completion Certificate, with the limited exception that students who are unable to attend their scheduled State practical examination test date, or students who, having attended the test date, are required to re-test at a later date, may contact the Course Coordinator for assistance in locating additional testing dates and locations within the two-year window for initial certification.

In the event that a student does not successfully complete the Program (regardless of whether the student did not pass the course, or voluntarily withdrew from the program), the student may reapply for up to one (1) additional EMT Course offered by Emergency Training Services. No special treatment shall be offered to any former student, and no

price reductions for future programs, including a re-application program, shall be granted to any former student except in the sole discretion of the Course Coordinator. In the event that a student is terminated or dismissed from the Program for reasons including but not limited to violations of these policies and procedures, the decision whether to allow the former student to return and retake the Program shall be in the sole discretion of the Course Coordinator.

DRESS CODE:

Professional and appropriate attire is required for all class sessions and clinical observation time rotations. Proper attire is defined as neat, clean and pressed t-shirts or collared shirts and pants without holes, tears or rips. Low-cut, excessively tight, or see-through tops or other articles of clothing are not permitted. Close-toed shoes or boots are required for all practical labs and testing. Work-out or fitness attire may be worn for practical labs and/or testing, as long as it is neither low-cut, overly tight, or too revealing. Belts are required for loose-fitting pants. Additional protective clothing or cold-weather attire may be required for outdoor classroom activities, including the “Gaining Access” class. Further information regarding protective or cold-weather attire will be provided as necessary. All attire shall be provided at the student’s expense and will not be provided by the Program.

CLINICAL OBSERVATION TIME DRESS CODE:

During clinical observation time, dark blue or black pants, a white collared shirt which does not bear any logo or affiliation (with the exception of Program-sanctioned logos or affiliations), and black close-toed shoes shall be worn. These items shall be provided at the student’s expense. A Program-affiliation identification badge shall be provided to each student in advance of their scheduled clinical observation time and must be displayed visibly at all times during all clinical observation time. No jeans, sandals, t-shirts, cowboy boots, open-toed shoes or other inappropriate attire is allowed during clinical observation time. Students with long hair should have their hair pinned up and off the collar and all students shall be free of heavy jewelry, perfume, and inappropriate make-up. No visible body piercing jewelry (except for small, non-dangling earrings) is allowed during clinical observation time.

STUDENTS WITH DISABILITIES:

Students with any type of learning disability who require extra time for the written exams must have an up to date letter from a recognized authority documenting their disability and must provide such letter to the Course Coordinator on or before the first class examination date. Students with physical disabilities who require reasonable

accommodations for participation in the Program must have a letter from a recognized authority (i.e., healthcare provider) documenting their disability and must submit both the letter and a written request for reasonable accommodation to the Course Coordinator on or before the first class examination date. The determination as to whether or not a requested accommodation is reasonable and can be provided by the Program shall be in the sole discretion of the Course Coordinator. Practical exams are an integral part of the program and MUST be attended in conjunction with the written exams; a student's performance on practical exams will be taken into consideration during evaluation of the completion of program requirements.

PARTICIPANT SAFETY:

The Course Coordinator, as well as other instructors, evaluators, staff members, Clinical Mentors and clinical preceptors will oversee all student performance in both the classroom and clinical setting. Each student should address any problems or concerns that he or she may have regarding his or her safety immediately to the individual directly involved with the training in progress.

Directions given by Program personnel should be followed accurately, and if not understood, should be confirmed with the person giving the instructions prior to proceeding with the activity to prevent problems and misunderstandings. All students will perform with normal regard for personal safety as well as the safety of patients and others involved with patient care. At no time will the student perform any act that he or the preceptor deems unsafe or that the student/preceptor feels is an inappropriate action for the student to take.

STUDENT INJURY:

Any time a student suffers an injury while functioning as an EMT student, he or she will immediately report the occurrence to the Course Coordinator, or if the Course Coordinator is unavailable, to another Program instructor, evaluator or staff member who will in turn make an immediate report to the Course Coordinator. A written incident report will be filed with the Course Coordinator within 24 hours of the occurrence.

WEAPONS:

In accordance with Federal and State laws and regulations, no weapons of ANY kind will be allowed in the classroom.

ANTI-VIOLENCE POLICY:

Given the increasing violence in society in general, and in keeping with the commitment to keep the learning environment free from violence, the Program has established a

policy that provides "zero tolerance" for actual or threatened violence against instructors, evaluators, assistants, Clinical Mentors and preceptors, guests, patients, students, or any other person who has contact with this Program in the course of their duties. Everyone affiliated with this Program, including instructors, evaluators, assistants, Clinical Mentors and preceptors, guests, patients, other health care providers, and students, should be treated with courtesy and respect at all times. Program employees, students and affiliates are expected to refrain from fighting, "horseplay", or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of New London Adult Education without proper authorization.

Conduct that threatens, intimidates, or coerces an instructor, evaluator, assistant, affiliate, student, Clinical Mentor, clinical preceptor, patient, or a member of the public at any time, including out-of-classroom periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or other characteristic protected by federal, state, or local law.

Emergency Training Services will treat every verbal or physical threat of violence seriously. Any such threat should be immediately reported to the Course Coordinator. This includes threats by employees, as well as threats by patients, Program staff and employees, hospital employees or other members of the public. In situations where a Program staff member or a student becomes aware of an imminent act of violence, a threat of imminent violence, or actual violence, emergency assistance must be immediately sought. In such situations, the individual should immediately contact the Course Coordinator and, if necessary and appropriate, law enforcement authorities by dialing 9-1-1. When reporting a threat of (or actual) violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to the Course Coordinator. Students should not place themselves in peril. If a student sees or hears a commotion or disturbance nearby, they should not try to intercede or see what is happening.

Emergency Training Services will promptly and thoroughly investigate or cause to be investigated all reports of threats of (or actual) violence and of suspicious individuals or activities. In cases involving criminal actions or behavior, the police will be notified. The identity of the individual making a report will be protected as much as is practical. Where a staff member, student, or Program affiliate is involved, and in order to maintain workplace safety and the integrity of its investigation, Emergency Training Services may suspend the offending individual pending investigation.

Where a violation of this policy is found to exist, Emergency Training Services will take appropriate corrective action involving Program staff, students and personnel. Any

Program staff, student or personnel determined to be responsible for threats of (or EMS Training Program Policy Manual actual) violence or other conduct that is in violation of this policy will be subject to prompt disciplinary action, up to and including termination from the Program.

Emergency Training Services encourages its staff, students and affiliates to bring their disputes or differences with other personnel to the attention of the Course Coordinator before the situation escalates into potential violence.

CRIMINAL CHARGES / CONVICTIONS:

If any student has ever been (or during the course of the Program, is) charged with a felony, convicted of a crime, or has accepted any kind of a plea deal at any point in their life, even as a juvenile offender, they must speak with the Course Coordinator before continuing with the Program. Criminal charges, convictions and plea arrangements may have an impact on the Student's ability to successfully qualify for State of Connecticut and/or National Registry EMT certification. However, because every situation is different, each case must be evaluated on a case-by-case basis.

CELL PHONES / PAGERS / COMPUTERS / RECORDING DEVICES:

All cell phones, pagers, etc. must be turned off or put in a vibrating mode during class. Text Messaging or similar electronic communications, including email communications, during class are prohibited. Students using laptop / notebook computers during class are prohibited from accessing the internet during class sessions. Students are prohibited from videotaping and/or recording (audio or otherwise) class lectures, labs, examinations, or other class or clinical activities except with the express permission of the Course Coordinator in conjunction with a documented student learning disability (as defined above). If permission is granted by the Course Coordinator to record any class event, the student agrees that such recording shall be solely for their personal use, and shall not be published or shared with anyone else, including but not limited to, other students, including present and future students, in the Program.

PARKING / PARKING LOT:

Parking is allowed in designated parking areas and lots only. Parking in handicap spaces is not permitted without a proper State handicap parking permit. Parking in front of emergency apparatus garages or access routes or in emergency vehicle access lanes is prohibited at all times. Speeding or reckless driving in parking lots or access roads into or out of class locations is prohibited at all times and may be subject to ticketing and/or criminal prosecution.

SMOKING:

Smoking is prohibited in any building where training is conducted and is only permitted in designated smoking areas.

DRUGS AND ALCOHOL:

The Program has a vital interest in maintaining safe, healthful and efficient working conditions for its students, instructors, evaluators, assistants, Clinical Mentors and preceptors, visitors, and patients who may come under the care of students in the program. Being under the influence or use of a drug or alcohol by any student or instructor during training poses serious safety and health risks not only to the user but to all those who work or come into contact with the user. The manufacture, possession, sale, or distribution of an illegal drug or alcohol in the classroom setting poses unacceptable safety and health risks. Accordingly, it is the right, obligation and intent of Program to protect its students, instructors, evaluators, assistants, Clinical Mentors and preceptors, visitors, and patients, and to safeguard its property, equipment and operations by establishing and maintaining the following policy with regard to use, possession or sale of alcohol or drugs in the classroom. The Program has the right to immediately terminate any student under the age of 21 who is found to be drinking either in class or out of class in an illegal manner.

The use, sale, purchase, transfer, distribution, or possession of alcohol or illegal drugs during training or while performing training functions as part of the Program is prohibited. For the purposes of this Policy, "illegal drugs" means any drug listed in 21 U.S.C. §821 and other federal regulations, including, but not limited to, heroin, marijuana, cocaine, PCP and Crack. "Illegal drugs" also includes prescription medications that have not been properly prescribed to the user by a licensed physician for a documented medical condition.

Being under the influence of alcohol or illegal drugs by any student, instructor, evaluator or assistant while performing training functions is prohibited. "Under the influence" means, for the purposes of this Policy, that the individual is affected by a drug or alcohol or the combination of a drug and alcohol in any detectable manner. The symptoms of influence are not confined to those consistent with misbehavior. A determination of influence can be established by a professional opinion, a scientifically valid test, and in some cases by a layperson's opinion based upon specific personal observations concerning a person's appearance, behavior (including classroom performance) and body odors. If a student is seen or suspected of drinking alcohol or using illicit drugs during Program or clinical observation time hours, they will be immediately suspended from the Program, pending investigation. Any person who uses, sells, purchases, transfers, distributes, possesses, or who is seen or suspected of drinking or being under

the influence of alcohol or using illicit drugs during Program clinical observation time be subject to termination from the Program.

PRESCRIPTION DRUGS AND OVER-THE-COUNTER MEDICATIONS:

The legal use of controlled substances, such as prescription drugs prescribed by a licensed physician, or over-the-counter medications, is allowed. However, if an individual (whether student, instructor, evaluator, assistant, or otherwise) cannot do his or her required task satisfactorily because of such substances, that individual may be removed from the Program location and/or clinical observation site location and may be terminated or obligated to take a leave of absence from the Program if a physician concludes that he or she cannot do their job safely and efficiently because of the use of prescription or over-the-counter drugs.

HARASSMENT AND HAZING:

Inappropriate behavior that impacts the learning environment, or has the potential to impact the learning environment, will not be tolerated. Harassment and hazing in any form, including sexual, racial and ethnic harassment, as well as any other harassment forbidden by law is strictly prohibited. Students who violate this policy are subject to discipline, including possible termination from the Program.

Racial, ethnic and other forms of prohibited harassment include, but is not limited to:

- (1) Visual conduct, including displaying of obscene or derogatory objects or pictures, cartoons, or posters;
- (2) Verbal conduct, including making or using obscene or derogatory comments, epithets, slurs, and jokes;
- (3) Creating a hostile work or learning environment.

In addition, sexual harassment is defined by the regulations of the Fair Employment and Housing Commission as unwanted sexual advances, or visual, verbal or physical conduct of a sexual nature. Sexual harassment includes gender harassment and harassment on the basis of pregnancy, childbirth, or related medical conditions, and also includes sexual harassment of someone of the same gender as the harasser. This includes, but is not limited to, the following types of offensive behavior:

- (1) Unwanted sexual advances;
- (2) Offering employment or other benefits in exchange for sexual favors;
- (3) Making or threatening reprisals after a negative response to sexual advances;
- (4) Visual conduct, including leering, making sexual gestures, displaying of obscene or sexually suggestive objects or pictures, cartoons, or posters;
- (5) Verbal conduct, including making or using obscene or derogatory comments, epithets, slurs, and jokes;
- (6) Verbal sexual advances or propositions;

- (7) Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading or obscene words used to describe an individual, suggestive or obscene letters, notes, or invitations;
- (8) Physical conduct, including touching, assault, impeding or blocking movements;
- (9) Creating a hostile work or learning environment.

Likewise, Hazing is defined as any action taken or situation created, intentionally, whether on or off class premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule.

All students, faculty, staff, Clinical Mentors and preceptors, visitors and patients involved in the Program and any clinical observation site have the right to be free from unlawful harassment while engaged in this Program. If a student, instructor, staff member, Clinical Mentor and preceptor, visitor, or patient harasses a student, the student should promptly report the facts of the incident or incidents, and names of the individuals involved to the Course Coordinator. If the Course Coordinator is not available or the student believes it would be inappropriate to report the incident(s) to the Course Coordinator, the student should immediately contact any other Program instructor. Written reports of such incidents will not be required from the person filing the complaint, but will be documented in writing by the person taking down the complaint. The person filing the complaint will not be required to sign any written version of their complaint, whether created by them or by the person taking the complaint, and may elect to remain anonymous where possible. The Program will immediately and thoroughly investigate all claims of harassment. All those persons with information on the matter will be interviewed. The interviews will be conducted as confidentially as possible. The investigator will make complete notes of the entire investigative process. Program personnel will use their best efforts to maintain the anonymity of any person making a complaint where requested, but anonymity cannot be guaranteed in all circumstances nor does the Program guarantee anonymity where such cannot be maintained due to the circumstances of the resulting investigation or where, based on the nature and details of the complaint, the identity of the complainant would be obvious.

No action will be taken against any student in any manner for opposing harassment or for filing a complaint with, or otherwise participating in an investigation, proceeding or hearing with respect to harassment.

CONSENSUAL INSTRUCTOR-STUDENT RELATIONSHIPS:

Faculty Members (including all faculty, staff, instructors, evaluators, assistants, Clinical Mentors and preceptors) shall not engage in Consensual Relationships with students whenever the Faculty Member has a professional "Position of Authority" with respect to the student in such matters as teaching a course or in otherwise evaluating,

supervising, or advising a student as part of the Program. If a romantic and/or sexual relationship occurs or has occurred between a Faculty Member and a student, an inherent conflict of interest arises. Should a Consensual Relationship between a Faculty Member and a student develop, or appear likely to develop, during the Program, while the Faculty Member is in a Position of Authority, the Faculty Member and/or the student must disclose the relationship so that a resolution of the conflict can be sought. Even when the Faculty Member has no professional responsibility for a student, the Faculty Member should be sensitive to the perceptions of other students that a student who has a Consensual Relationship with a Faculty Member may receive preferential treatment from the Faculty Member or the Faculty Member's colleagues.

"Faculty Member," for purposes of this policy only, consists of all full- or part-time faculty, Course Coordinator(s), instructors, evaluators, teaching assistants, graders, and all other personnel who teach, coach, evaluate, or guide students.

A "Consensual Relationship" is defined as any dating, romantic, sexual, or marriage relationship.

"Position of Authority" includes but may not be limited to situations in which the faculty member makes or is responsible for an evaluation of a student for admission, coursework, testing, suspension, expulsion, or other discipline. (Faculty members providing instruction without evaluation are not necessarily in positions of authority.)

When a faculty-student Consensual Relationship exists or develops, a faculty position of authority with respect to the student must be avoided or terminated. Where it is concluded that a position of authority in a faculty-student consensual relationship exists and the faculty member and/or the student involved refuse(s) to terminate the position of authority, the Course Coordinator shall terminate the position of authority and can impose sanctions against the parties involved.

Consensual Relationships existing prior to the student's enrollment in the Program must be brought to the attention of the Course Coordinator immediately.

DISCRIMINATION:

It is the policy of the Program to provide equal opportunity for training and education regardless of race, gender, sex, sexual orientation, marital status, religion, age or ethnicity, or any other legally protected right or classification under federal, state or local law.

ACADEMIC DISHONESTY (CHEATING):

Academic Dishonesty / Cheating will not be tolerated. Any allegations of academic dishonesty will be investigated and if evidence of such is found, the student will be subject to immediate dismissal from the program.

DISCIPLINE:

All students in the Program are expected and required to abide by the Program Contract and Policies at all times, and may be subject to disciplinary action, up to and including termination from the Program at any time and without the benefit of a refund of any course tuition or fees, in the sole discretion of the Course Coordinator. If any disciplinary action is deemed necessary, documentation of such action will be placed in the student's file and will become a permanent part of the student's academic record.

QUESTIONS AND CONCERNS:

Any difficulties, problems, or questions pertaining to testing or any other questions pertaining to this class MUST be brought immediately to the attention of the Course Coordinator (Steven P. Christina) and not to any of the faculty, staff, instructors, evaluators, assistants, Clinical Mentors or preceptors affiliated with the program.

COMPLAINT / GRIEVANCE PROCEDURES:

Complaints should be brought to the attention of the Course Coordinator. All complaints / grievances will be investigated in accordance with Program procedures. The final determination of all complaints / grievances shall be in the sole discretion of the Course Coordinator.

STATE TESTING AND FEES:

If you qualify to take the State testing, a processing fee will be required to take the both the Written and Practical Examinations for State certification as an Emergency Medical Technician. These fees shall be the sole responsibility of the student. Students who are deemed eligible to take the State-certification testing at the completion of the Program will be notified of the required fee prior to State-certification testing as well as when and where payment is due and payable.

The testing locations for the Written and Practical Examinations, as well as information regarding the testing registration process, will be provided to students near the completion of the Program.

CONTINUING EDUCATION:

This course is only the beginning of the student's participation experience in Emergency Medical Services. The student should plan to devote sufficient time and effort to continuing education to maintain certification in compliance with requirements set by the State of Connecticut and to maintain an appropriate level of knowledge and proficiency with patient care skills. Specific requirements for recertification training are available from the State of Connecticut and the National Registry of Emergency Medical Technicians.

NO GUARANTEED EMPLOYMENT:

Completion of the Program does not guarantee employment or volunteer membership in any agency, service, organization or setting providing Emergency Medical Services, nor shall it be the responsibility or expectation of the Program to assist any student with the securing of such employment or volunteer membership.

UPDATES / REVISIONS / MODIFICATIONS:

These policies may be amended, updated, revised, or modified at any time, in the sole discretion of the Course Coordinator. Revisions will be communicated to students as applicable.

COPYING / PUBLICATION OF POLICIES:

These policies may not be copied, posted, published, or otherwise shared or disseminated to persons outside of the Program without the express permission of the Course Coordinator.

Any and all material submitted will become property of Emergency Training Services and may be used for publication at a later date.

**Emergency Medical Technician -Basic Course
Student Agreement**

Notice: Your application will not be valid until you have initialed each bullet point and submitted this form to the Course Coordinator.

If you have any questions regarding the course policies, do not hesitate to contact the Course Coordinator: emsi_steve@hotmail.com. If you have any concerns about meeting these course criteria, please do not submit an application until you speak with the Course Coordinator.

_____ I have read and understood the course policies.

_____ I verify that I am above the age of 18 or will be by the Licensure Examination. I also verify that I have completed high school, as evidenced by a high school diploma or G.E.D. If the student is between ages 16 to 18 a parental consent form must be complete and signed by the parent / guardian. Contact the course coordinator for the form.

_____ I understand that the \$150.00 application fee is completely non-refundable should I get into the class. I understand that the entire \$700.00 course fee is completely non-refundable after the start of the first class. I understand that all additional fees are completely non-refundable should I get into the class, although I will be able to keep all materials.

_____ I understand that in addition to the course fee, I am responsible for the payment of National Registry of Emergency Medical Technicians testing fees.

_____ I understand that I must attend all class and practical sessions. I have checked my schedule and have no conflicting events on any class or practical session.

_____ I understand that this course is very intense and I realize that I will receive no refund if I drop the course because of school or work- related conflicts.

_____ Any and all material submitted to Emergency Training Services becomes property of Emergency Training Services and can be used for publication at a later date.

Print Name	Signature	Date
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Revised; November 15, 2012

STUDENT CONTRACT

I hereby certify that the statements on my application are true and complete, that I understand the responsibilities of the program and that no claim will be made by me or in my behalf, against the EMS-I(s) in charge of this Program (i.e., the Course Coordinator(s)), his or her agents, employees or designees, Emergency Training Services, New London Adult Education, Eastern Connecticut Emergency Medical Services Council, Lawrence and Memorial Hospital or any other authorized clinical or observation site, the sponsoring group and/or the facility(s) used for training, for any loss, injury, damage, which may result there from. I hereby certify that I am aware of and will abide by all the requirements set forth by this Program in the Student Policy Manual, the class syllabus, and any ancillary documents which have been or which may be provided to me from time to time throughout the Program. I also certify that I have received a copy of this Contract, a class syllabus outlining the class schedule and reading assignments, and the EMS Training Program Policy Manual and agree to abide by all rules, regulations, policies and procedures as outlined by the Program.

I further understand and agree that as a student in the **Spring, 2012** EMT Program, I must maintain the confidentiality of all matters related to the patients, the Program, and the Program instructors and staff. This includes, but is not limited to, refraining from looking up, disclosing, copying, publishing, altering, or modifying any educational, classroom, business or patient records, materials, computerized data or any other form of information unless authorized to do so. This Confidentiality provision is intended to and shall survive to the end of my participation in the Program, whether such end is by completion or termination from the Program, and in the case of termination, regardless of the reasons for such termination.

It has been explained to me that any violation regarding confidentiality will be considered a serious infraction and will result in disciplinary action, up to and including termination from the Program and possible legal consequences.

Spring 2012, EMT-Basic Program

Student's Name PRINTED

By: Steven Christina
Steven Christina, EMT-B, EMS-I

Student's signature

January 05, 2012
Date signed

Date signed

If Student is under 18 years of age, signature of parent or legal guardian:

Signature

Date signed

Printed Name

WAIVER OF RIGHTS

In consideration for the opportunity to pursue training and/or education, the undersigned hereby waives any and all rights that he/she might have to claim damages, compensation, or remuneration in any form from City of New London, Connecticut, Emergency Training Services, New London Adult Education and any and all students, faculty, staff, Clinical Mentors and preceptors, visitors, patients, and/or employees of the City of New London, Connecticut, Emergency Training Services, and/or New London Adult Education. These rights specifically pertain to any injuries to the undersigned occurring under the following circumstances: The undersigned is injured while he/she is a student or student observer in any training program or clinical observation location, or a while a passenger in any ambulance or other vehicle owned and operated by the City of New London, Connecticut, Emergency Training Services, Lawrence and Memorial Hospital, Groton Ambulance Association, Mystic River Ambulance Association and/or New London Adult Education. while such student is present in any classroom, training area, clinical observation site, ambulance or other vehicle as an observer and/or as part of a training program.

As used herein, the word "injuries" shall include bodily injuries, injuries to personal property, mental anguish, emotional distress, psychological injuries, and/or death resulting from any such injuries. All reference herein to the undersigned shall include not only the individual actually signing this document, but also his or her personal representative, heirs, survivors and assigns.

In addition to waiving rights as specified above, the undersigned, by signing this document, represents that he/she has read, understood and received a copy of this document; that he/she is 18 years of age or older (or if under 18 years of age, that a parent or legal guardian has read, understood and received a copy of this document); and that he/she is fully aware of the risks inherent in the type and nature of training and clinical observation to be engaged in, as well as the risks and dangers inherent in riding in an ambulance or other vehicle operated by an ambulance company. The undersigned also acknowledges that if any single provision of this Waiver of Rights is declared unenforceable that such declaration has no effect on the enforce ability of the remainder of the Waiver. This Waiver of Rights shall become effective upon its signing.

Dated this ____ day of _____, 20_____.

(Signed)

(Printed Name)

If Student is under 18 years of age, signature of parent or legal guardian:

Signature

Date signed

Print Name

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