

EMERGENCY MEDICAL RESPONDER TRAINING GROUP



Student Policy Manual

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Introduction

The following information outlines the expectations and responsibilities for each student, as well as your rights. Please read the information carefully because you will be expected to adhere to all the rules and regulations. These rules encourage safe participation for all students and help create an environment conducive to learning.

Description of EMR Program

The Emergency Medical Responder (EMR) program will be structured to provide the enrolled student with all needed information and opportunity to achieve the cognitive, affective and psychomotor requirements for EMR certification with the National Registry of Emergency Medical Technicians (NREMT) and the State of Colorado. The EMR National Standard Curriculum and the Colorado Department of Public Health and Environment (CDPHE) set these guidelines forth. This program is contained within EMS 115 with a total of 52.5 contact hours and 3 college credit hours. Each course will maintain a student to instructor ratio of 6:1 for laboratory hours. All students who successfully complete all requirements of the course will be eligible to take the NREMT written and practical examinations.

Application Process

It is the responsibility of the College, Training Center Coordinator and/or the Course Coordinator/Primary Instructor to counsel all applicants regarding the appropriate use of the Training Center's educational offerings in meeting the individual student's needs.

On the first day of class, each student will sign a form attesting to their receipt and understanding of the EMR Functional Position Description. All students will be able to access this Student Policy Manual through the Desire-2-Learn (D2L) portal, and a copy will be made available to students upon request, and sign a form attesting that they will adhere and read this policy manual. In addition, each student will be made available the Course Syllabus through the D2L portal.

Admission Requirements

1. NREMT and CDPHE recommends that a student enrolling in the EMR course be at least 16 years of age. A student may enroll should they become 16-years-old at the completion of the course, at the discretion of the Course Coordinator/Primary Instructor.
2. Given the academic demands of the course, it is the recommendation that the student demonstrate basic competencies necessary for success.
3. The student must read and sign a copy of the EMR Functional Position Statement.
4. The student must sign a form attesting that he/she will read and agrees to follow the College EMR training policies.
5. HPR 102 CPR for Professionals or a current healthcare provider CPR card is a prerequisite for EMS 115. A copy of the CPR certification must be submitted on the first day of class and will be placed

in the student's file. It is the student's responsibility to maintain their certification throughout the course and process of certification.

EMR Course Requirements for Successful Completion

Cognitive

- Students must receive passing grades on quizzes and the final examination. An average of 70% or greater is required to apply for certification. Special remedial sessions may be utilized to assist in the completion of a lesson or module. Scores should be in accordance with accepted practices.

Affective

- Students must demonstrate conscientiousness and interest in the program. Students who fail to do so will be counseled while the course is in progress in order to provide them with the opportunity to develop and exhibit the proper attitude of an EMR.

Psychomotor

- Students must be able demonstrate proficiency in all skills in each testing session or selected topic areas and mastery of skills in the final examination. Special remedial sessions may be utilized to assist in the completion of a lesson or module. Pass/Fail scores should be in accordance with accepted practices.

Personal Appearance

- Students should be neat, clean, well groomed, and physically fit enough to perform the minimal entry-level job requirements (ability to lift and carry 125 pounds). Students who fail to exhibit good hygiene habits will be counseled while the program is in session to develop these skills.

Attendance

- All students must attend all classes unless specified in a specific course syllabus. Tardiness will not be tolerated. Class will start and end at the scheduled times. Students shall be considered tardy one minute after the start of class. Students more than 15 minutes late or leave more than 15 minutes early from class will be considered absent for the whole class. The instructor has the option not to let him/her who have not arrived to class within the 15-minute period.
- The EMS Program does realize that there are instances when unavoidable emergencies arise. In these instances, it is at the discretion of the instructor if the student will have the opportunity to make up the missed material. Therefore, students who are absent from the classroom lecture, lab or skills check-off may be able to make up the material at the direction of the Primary Instructor.
- Any missed material or check-off skills must be made up before the next module test, skills evaluation, or the direction of the Primary Instructor. Failure to complete make up the material or check-offs within the allotted time frame shall be grounds for course failure and removal from

the EMR program. All absences and make up assignments or check-offs will be documented in the students files or the instructor's course file. Documentation will include the date of absence, time allowed for make-up, material or check-off skills missed and completion date or failure to complete notification.

Each Student is only allowed to miss 3 hours of EMS 115.

Class Participation

- Students are expected to actively participate in class. This includes asking questions, performing practical skills and taking part in group discussions.

Practical Skills

- Each student is required to attend all practical skill lab sessions and pass all necessary skill examination check-offs. Students will be evaluated using the National Registry standards including all critical elements for each procedure and will be given a score of pass or fail. Skill competency sheets will be given to each student during class and before evaluation check-offs. A copy of all skill check-off attempts will be signed by the instructor and kept in each student file. Each student will be given two opportunities to successfully complete each skill check-off. Failure to pass each skill will prevent the student from taking the NREMT Psychomotor Examination.

Course Payment

- Students will not be allowed to take the final psychomotor examination or final written examination unless all monies owed to the College are paid in full, or an authorized financial staff member has approved a payment plan.

Withdrawal and Refund of Tuition and Fees

Add/Drop: Students may add or drop the course from their schedules during the first 15% of the class. The College will refund 100% of the tuition and fees collected if the student officially drops the course through the College's Registration Office on the campus where the course is being offered.

Withdrawal: Students may withdraw from the course at any time through 80% of the course without penalty and a grade assigned will be "W". Courses dropped after this time will result in a grade of "F" for the course. No refund is granted for the class from which the student withdraws. Students must file an official request for withdrawal using a Change of Schedule Form.

Grading Policy

Students must receive a passing grade on all quizzes, final examination and skill evaluations in order to qualify to take the NREMT written and psychomotor examinations.

A minimum score of 70% is required on each module quiz and final examination.

Grade Point Equivalent

- 90% - 100% A
- 80% - 89% B
- 70% - 79% C
- < 69% F

Students may retake a quiz up to 2 additional tries with the highest score being recorded in the grade book for the student. Students may retake the final examination 2 additional attempts with the average of all attempts being recorded in the grade book for the student.

Grading for EMS 115

- Attendance 5%
- Psychomotor Evaluation 20%
- Quizzes 25%
- Final Examination 50%

Please see the instructor's syllabus for detailed information.

In addition to successfully completing all EMS 115 requirements, each student will be required to take and successfully complete the NREMT Written and Psychomotor Examinations as mandated by the CDPHE in order to receive EMR certification.

The Psychomotor exam will be offered at the completion of the EMR course and fees will included in the tuition and fees already paid.

The Psychomotor exam will be conducted using the NREMT's EMR psychomotor exam standards. The Course Coordinator/Primary Instructor will be the Psychomotor Exam Coordinator. The Course Coordinator/Primary Instructor and any Assistant Instructors who have helped instruct over 20% of the course will not be evaluators, assistants, or simulated patients during the Psychomotor Exam. Students must score at least a 70% at each skill's stations and avoids any critical criteria outlined in the skill check-off evaluation form.

Psychomotor Exam Skill Stations

- BVM Ventilation of an Apneic Adult Patient
- Cardiac Arrest Management / AED
- Patient Assessment / Management - Medical
- Oxygen Administration by Non-Rebreather Mask
- Patient Assessment / Management – Trauma

The NREMT written exam will be administered through an approved Pearson Vue testing site. Each applicant has a total 3 attempts to successfully pass the written examination. Candidates may apply to retest 15 days after the last examination. In the event that an applicant does not successfully complete the written exam after the third attempt, the candidate will be required to retake the course. Each applicant has 2 years from the end of class to successfully complete the written examination.

Discipline and Counseling of Students

Disciplinary action may be made for failure to comply with school rules and for uncooperative attitude toward either faculty or students.

Anecdotal records will be made of counseling sessions held between the College staff and student. All parties will sign the anecdotal record which will then be placed in the student's file. The College EMS Program Coordinator and the Course Coordinator/Primary Instructor are to be notified as soon as is reasonable that a counseling session has been held. It is the Program Coordinator's responsibility in concert with the Course Coordinator/Primary Instructor to make the determination as to when dismissal of the student from the program is necessary. All disciplinary actions will also be in accordance with the College's policies.

A student may be recommended for dismissed from the EMR program to the Vice-President of Student Affairs for to include, but not limited, the following:

1. Failure to maintain the minimum grade requirements.
2. Cheating on any exam or quiz (written or psychomotor).
3. Falsifying information on student records, evaluations, reports, or clinical sheets.
4. Abuse of the attendance policy and/or failure to complete make-up work within the specified time period.
5. Violation of the Drug and/or Tobacco Policy.
6. Unprofessional conduct in the classroom, lab, or clinical setting.
7. Failure to abide by course policies for the program.

Grievance Procedure

If a situation arises in which the student feels that he/she has received an inappropriate grade or has been treated in a manner that was inappropriate, the student may pursue the following grievance mechanism. This must be completed by the student and not an intermediary.

Step One:

- The student must first discuss the grievance with the Primary Instructor or Course Coordinator. Anecdotal records will be made of this discussion, signed by all parties and placed in the student's file.

Step Two:

- If not resolved in Step One, the student must present the grievance in writing within ten (10) days of the meeting with the instructor and/or Course Coordinator. Written grievance is made to the EMS Program Coordinator who will send it to the grievance committee. The grievance committee consists of three (3) selected **College's EMS staff** not associated with the class. The grievance committee will review and investigate the grievance and obtain further information necessary for a recommendation to the Assistant Vice-President of Instruction.
- Upon completion of the investigation, copies of the original grievance and all other information obtained as a result of the investigation, along with the recommendation of the committee, will be sent to the Dean of Instruction for appropriate action to be taken in each case.

Step Three:

- If the decision made by the Dean of Instruction is deemed unsatisfactory by the student, then the student may appeal the matter to the Academic Judicial Board, then to the President of the College.

Student Files

Each student enrolled in the EMR Program shall have a file that contains:

1. Copy of the signed EMR student policy manual form.
2. Copy of their CPR certification
3. Copy of the signed EMR Functional Position Statement
4. Record of attendance
5. Evidence of skills competencies-skill testing sheets
6. Copies of all oral and written examination results
7. Anecdotal records of all counseling, if applicable

Dean of Instruction, Colorado Northwestern Community College

Michelle Landa

500 Kennedy Drive

Rangely, CO 81648

XXX-XXX-XXXX

Assistant Vice-President of Instruction, Colorado Northwestern Community College

Jeff Grubbs

2801 West 9th Street



Craig, CO 81625

970-824-1111

EMS Program Coordinator, Colorado Northwestern Community College

Richard Nichols

2801 West 9th Street

Craig, CO 81625

970-824-1107

Student Policy Manual Signature Sheet

I, _____, state that I have received a copy of the EMR Program Policies and Procedures Manual, understand the policies/procedures, and agree to abide by these policies/procedures during my participation in the EMR course.

Signature

date

Functional Position Description for the Emergency Medical Responder

Introduction

The following is a position description for the Emergency Medical Responder (EMR). This document identifies the minimum qualifications, expectations, competencies, and tasks expected of the EMR.

Qualifications for Certification

To qualify for certification, the applicant shall, at a minimum:

1. Meet NREMT and CDPHE minimum entry requirements
2. Meet program requirements, such as grades and attendance
3. Successfully complete all certification examinations

Competencies

The EMR must demonstrate competency in handling emergencies utilizing basic life support equipment in accordance with the objectives in the U.S. Department of Transportation National Standard Curriculum for EMR and other objectives identified by the Department, to include the ability to:

- Verbally communicate in person and via telephone using the English language.
- Hear spoken information from co-workers, patients, bystanders, physicians, dispatchers, and sounds common to the emergency scene.
- Lift, carry, and balance a minimum of 125 pounds equally distributed (250 pounds with assistance), a height of 33 inches and a distance of 10 feet.
- Read and comprehend written materials under stressful conditions.
- Verbally interview patient, family members, and bystanders; and hear their responses.
- Document physically in writing or by electronic report software, all relevant information in a prescribed format.
- Demonstrate manual dexterity and fine motor skills, with the ability to perform all tasks related to quality patient care.
- Bend, stoop, crawl, and walk on uneven surfaces.
- Meet minimum vision requirements to operate a motor vehicle.
- Function in varied environmental conditions such as lighted and darkened work areas; and extreme heat, cold and moisture environments.

Description of Tasks

May function alone or as a member of a multi-member team.

Receives calls from the dispatcher, verbally acknowledges the call, reads road maps, assists in the identification of the most expeditious route to the scene, and observes traffic ordinances and regulations.

Upon arrival at the scene, insures that the vehicle is parked in a safe location, determines scene safety including the presence of hazardous materials, mechanism of injury or nature of illness, and determines the total number of patients. In the absence of public safety personnel, takes safety precautions to protect the injured and those assisting in the care of patient(s).

Using personal protection equipment to protect the patient(s) and providers from possible contamination.

Determines the nature and extent of injury or illness, checks respirations, takes pulses, blood pressure by auscultation and palpation. Visually observes changes in skin color, establishes priority for emergency care based on assessment findings and renders emergency care.

Skills performed include, but are not limited to: establishing and maintaining a patent airway, ventilating patients, cardiopulmonary resuscitation, the safe use of AEDs when necessary, controlling hemorrhage, bandaging wounds, splinting of painful, swollen, or deformed extremities.

Responsible for oxygen administration through various delivery methods.

Reassures patients and bystanders by working in a confident, efficient, and professional manner.

Performs in situations that create stress and tension on a regular basis. Communicates verbally for additional assistance as needed.

Assists in lifting, carrying, and transporting patient(s) as necessary.

Reports verbally and in writing, observations and emergency care given to a patient at the scene. Upon request provides assistance to the receiving facility staff.

Disposes of contaminated supplies and sharps in accordance with established guidelines.

Attends continuing education and/or refresher training in accordance with recertification of an EMR.

Meets qualifications within the functional position description of the EMR.



Functional Position Signature Sheet

I, _____, have read and understand the Functional Position Description for the Emergency Medical Responder.

Signature

Date