

EMERGENCY MEDICAL TECHNICIAN TRAINING CENTER



Student Policy Manual

STUDENT APPLICATION PROCESS

It is the responsibility of the College, the 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.

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At the time of the application, students will sign a form attesting to their receipt and understanding of the EMT Functional Position Description. All students will receive a copy of this Student Policy Manual and sign a form attesting as such.

Students will receive a copy of the Course Syllabus

REQUIREMENTS FOR ADMISSION:

1. The State recommends that a student enrolling in an EMT course be 18 years of age. A student may be enrolled, who will be 18 at the completion of the course, at the discretion of the Primary Instructor and the Coordinator.
2. Given the academic demands of this course, it is recommended that the student hold a high school diploma or G.E.D. or otherwise demonstrate basic competencies necessary for success. The Accuplacer exam may be used to assess a student's ability to meet the demands of this program.
3. The EMT course is comprised of five classes:
 - a. EMS 121 EMT Fundamentals (3 credits)
 - b. EMS 122 EMT Medical Emergencies (4 credits)
 - c. EMS 123 EMT Trauma Emergencies (2 credits)
 - d. EMS 124 EMT Special Considerations (2 credits)
 - e. EMS 170 EMT Clinical (1 credit)

Students must enroll and successfully complete all classes in order to be eligible for state certification.

4. The student must read and sign a copy of the EMT Functional Position Statement.
5. The student must sign a form attesting that he/she has read and agrees to follow the CNCC EMT Training Policies.
6. CPR Certification is a pre-requisite for EMS 121. American Heart Association (AHA) Healthcare Provider CPR or American Red Cross (ARC) Professional Rescuer CPR is acceptable. In the event a student presents a different credential, the Primary Instructor or CNCC site contact will determine if that course is acceptable to the Colorado Department of Health. A copy of the CPR certification must be submitted at the time of Application and will be placed in the student's file. It is the student's responsibility to maintain their CPR certification throughout the course and the process of certification.
7. All students will be encouraged to seek immunization for Hepatitis B. Each training site will provide information about obtaining the vaccinations in their specific area. Students are encouraged to have a current tetanus vaccination and flu immunization. In addition, students may be asked to provide documented proof of measles, mumps and rubella immunization, proof of immunity, or request a waiver from immunization. TB testing may also be a requirement of the clinical site.
8. The college is required to verify to the clinical site that each student's criminal background check is acceptable according to the Joint Commission (JC) Standard H.R. 1.20. Students will be required to submit a copy of the CBI on-line report to the Training Center Coordinator. The student will obtain the on-line report at www.cbirecordscheck.com at their own expense. The student will request that the report be emailed to the Training Center EMS Program Coordinator listed above or be responsible for mailing it. NOTE: If the only hospital that the student will utilize for clinical experience is St. Mary's in Grand Junction, St. Mary's will do the background check on forms which will be provided and submitted by the Course Coordinator/Primary Instructor. The Course Coordinator/Primary Instructor will provide upon request a copy of the Colorado Emergency Medical Technician Certification **CRIMINAL CONVICTION POLICY**.
9. Each student will fill out an application for admission to the EMT training program.

LEARNING RESOURCES AVAILABLE

Each site will insure that they have the support materials necessary to aid in the instruction of core materials covered in the course.

In addition to the textbook selected for use, each site will maintain a library of sample texts, current EMS related journals, reference materials, study guides and test preparation materials.

Students shall have access to the learning resources at reasonable times as determined by the Course Coordinator/Primary Instructor.

Each student will have the opportunity to purchase the workbook to the text selected as well as a Review Manual for preparation for National Registry written examination. (These may be a requirement for purchase.)

EMT COURSE REQUIREMENTS FOR SUCCESSFUL COMPLETION

Cognitive – Students must receive passing grades on all exams. 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 of instruction. 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 the opportunity to develop and exhibit the proper attitude expected of an EMT.

Psychomotor – Students must demonstrate proficiency in all skills in each testing session of 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 in instruction. 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 minimum entry-level job requirements (able 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.

Conduct – Any unprofessional conduct may result in immediate dismissal from the class. Some examples of unprofessional conduct include but are not limited to: cheating on examinations, inappropriate behavior in class, and violation of patient confidentiality.

Attendance – Students are required to attend all class sessions. At the discretion of the Primary Instructor of the Coordinator, a student missing a class may demonstrate the fulfillment of all skills and knowledge covered in the missed class. (See attendance requirements.)

Class Participation – Students are expected to actively participate in class. This includes asking questions, actively working on practical skills, and taking part in-group discussions.

Clinical or Field Rotation Experience – Prior to the final skills examination, satisfactory clinical experience is required by the student in a designated hospital with a minimum of five patient interactions in a clinical setting. Regardless of the number of interactions, the student will complete a minimum of one shift in an approved emergency department. Documentation of clinical time must occur on appropriate forms provided by the instructor. Failure to complete the clinical requirements will result in an incomplete for the class AND the student will not be eligible to take the Practical Examination. Depending on course location, field experience may be available to the student but will not replace clinical experience.

Course Payment – Students will not be allowed to take the final skills examination (practical exam) or the final course written test unless all monies owed the college are paid in full or the authorizing financial member has approved a payment plan.

STUDENT WITHDRAWAL AND REFUNDS ON TUITION AND FEES

Add/Drop: Students may add or drop courses from their schedules during the first 15 percent of the class. The College will refund 100 percent of tuition and fees collected if the student **officially** drops courses through the CNCC office where the course is being offered.

Withdrawal: Students may withdrawal from a course any time through 80 percent of the course without penalty, and the 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 classes from which a student withdraws. Students must file an **official request** for withdrawal using a Change of Schedule Form, available from the Campus Admissions Office or appropriate Service Area Office.

ATTENDANCE REQUIREMENTS

Students are expected to attend all class sessions. In the event it is necessary for a student to miss a class, he/she must obtain prior approval from the Primary Instructor, the local CNCC contact person, or the Coordinator. In the event a class is missed, and a make-up session(s) are necessary, the Primary Instructor will schedule those sessions. The student will pay the make-up instructor directly, at the rate of \$20 per hour for their time. If a student misses, class without prior approval or abuses the make-up policy he/she will be dismissed from the class.

Tardiness and/or early departures will be counted as absences. Students are expected to arrive on time and stay for the entire class.

If a class should be cancelled due to inclement weather or catastrophic event, an additional class will be scheduled.

In addition to scheduled classes, each student will participate in a clinical experience. The Primary Instructor and the Coordinator will determine the location and duration of that clinical experience.

PASS/FAIL CRITERIA

Students must receive passing grades on all quizzes, exams and the final examination.

A minimum score of 70% is required on each module exam and the final exam for sign-off on the application for National Registry certification. Students may retake up to one exam if they score below 77%. When taking a retake exam, only the retake score will be calculated into the grade with a maximum of one retake per module. (No more than one retake exam will be allowed.)

Final course grades will be assigned as follows:

90-100%	A
80-89%	B
70-79%	C
60-69%	D
50% or below	F

A minimum class average of 70% is required to pass the class with a “C” or a “Pass”.

Pass/fail for skill testing will be strictly adhered to as outlined on Skill Testing Sheets as found in appendix H of the National Standard Curriculum. Students will be given information, which outlines critical criteria necessary for successful skill performance. Students must demonstrate mastery of all skills taught in the course. In the event of skill evaluation failure, the student will receive remediation in that skill and be allowed a re-test of the skill evaluation failed.

Failure to master all skills will render the student unable to successfully complete the course and ineligible for Colorado certification.

Note: Skill evaluations should not be conducted during the same class session in which the skill was initially introduced.

Students will be required to pass the National Registry EMT Practical Examination using objective pass/fail criteria as outlined in the National Registry Users Guide.

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 fellow students.

Anecdotal records will be made of counselling session held between CNCC staff and the student. All parties will sign the anecdotal record, which will then be placed in the student’s file. The CNCC local site contact for EMT training and the Coordinator are to be notified as soon as is reasonable that a counselling session has been held. It is the Program Coordinator’s responsibility in concert with the Coordinator to make the determination as to when dismissal of the student from the program is necessary.

A student may be dismissed from the EMT program for any of the following:

1. Failure to maintain the minimum grade requirements
2. Cheating on any exam (written or practical)
3. Falsifying information on student records, evaluations, reports and clinical sheets
4. Abuse of the attendance policy and/or failure to complete make-up work within the specified time
5. Violation of patient confidentiality
6. Unprofessional conduct in the classroom or clinical setting
7. Failure to abide by course policies for this 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: the student and not an intermediary must complete these steps.

STEP ONE:

- Student must first discuss grievance with the Primary Instructor and/or the 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 grievance in writing within ten days of the meeting with the Primary Instructor and/or Course Coordinator. Written grievance is made to the Training Center Program Coordinator who will send it to the grievance committee. (A committee of three selected from CNCC 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 Dean of Instruction.
- Upon completion of the investigation, copies of original grievance and all other information obtained because 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 student deems the decision made by the Dean of Instruction unsatisfactory, then that student may appeal the matter to the Academic Judicial Board, to the President of the College.

CLINICAL POLICIES

As CNCC covers a wide geographical area, the institution has clinical affiliations established with several hospitals. This Training Center Policy Manual refers to these various affiliations. Each CNCC EMT training site will select specific clinical locations and attach them as an appendix to the EMT Student Policy Manual.

CNCC is required to verify to the clinical sites that each student's criminal background check is acceptable according to the Joint Commission Standard H.R. 1.20. Students will be required to submit a copy of the CBI on-line report to the Training Center Program Coordinator. The student will request that the report be emailed to the Training Center Program Coordinator (listed on page 2) or be responsible for mailing it.

NOTE: If the only hospital that the student will utilize for clinical experience is St. Mary's in Grand Junction, St. Mary's will do the background check on forms which will be provided and submitted by the Course Coordinator/Primary Instructor. The Course Coordinator/Primary Instructor will provide upon request a copy of the Colorado Emergency Medical Technician Certification CRIMINAL CONVICTION POLICY

STUDENT TO PRECEPTOR RATIO

The student to preceptor ratio will not exceed 2:1.

ATTENDANCE REQUIREMENTS

The student is required to complete clinical time in the medical care facility selected by the local CNCC site. The location of the clinical site and duration of the clinical experience is determined by the Primary Instructor in consultation with the Program Coordinator. During this clinical experience, the student must document a minimum of five patient contacts using local agency trip report forms or a prescribed documentation style. Documentation of clinical time must occur on appropriate forms provided by the Training Program. Sample forms are included in this section. Failure to complete clinical time and minimum patient contacts will result in an incomplete for the class AND the student will not be eligible to take the Practical exam or apply for certification.

Dress Code – In general, the following will be considered appropriate attire for clinical experience unless further specific information is included in the clinical agreement with a specific medical care facility. The student will wear either, dark blue or black pants (no denim jeans) and a white collared shirt (i.e., polo or dress shirt (NOT SHIRTS)); dark colored toe covered shoes should be worn.

CLINICAL OBJECTIVES

1. The student will demonstrate accurate assessment of and recording of a patient's vital signs.
2. The student will demonstrate a working knowledge of body mechanics, lifting techniques and the principles of moving patients.
3. When available the student will demonstrate the proper use of airways, suction equipment, oxygen equipment and delivery systems, and CPR.
4. When available the student will demonstrate patient assessment of traumatic injuries and provide a written report in the appropriate format of his/her findings.
5. When available the student will demonstrate patient assessment of medical complaints/illnesses and provide a written report in the appropriate format of his/her findings.

6. The student will demonstrate communication abilities via verbal communication, communication with medical direction and interpersonal communication.

INSURANCE

The State's Self-insurance Program covers Colorado Northwestern Community College, its employees and authorized volunteers and officers. This Program was created by Part 15, Article 30 of Title 24, Colorado Revised Statutes, interalia, to protect the college, its employees and authorized volunteers against claims arising under the Colorado Governmental Immunity Act, Article 10 of Title 24, Colorado Revised Statutes, and arising under federal law; within limits in the amount of \$150,000 per person and \$600,000 per occurrence.

In addition, CNCC provides a blanket Student Malpractice Liability Insurance policy for its students. The liability coverage is \$1,000,000 per occurrence and \$3,000,000 aggregate. The cost of this insurance will be assessed to the student at the time of registration as a pass-through fee. Certificates of Insurance are on file with the hospitals and ambulance services with which CNCC has written agreements.

Worker's Compensation Insurance is provided for students only during clinical experience. In the event of an injury occurring during a clinical or a ride-along with an approved agency (other than the student's employer), notification must be made to the preceptor immediately, the Primary Instructor upon return to the classroom, and to one of the following within 2 working days:

Dean of Instruction 970-824-1111

EMS Program Coordinator 970-824-1107

STUDENT FILES

Each student enrolled in an EMT Training course shall have a file that contains:

1. Application for admittance to the program
2. Signed receipt of the student policy manual
3. Copy of CPR certification
4. Copy of signed EMT Functional Position Statement
5. Copy of signed CNCC EMT Training Student Policies form
6. Record of student attendance
7. Evidence of all skill competencies – skill testing sheets
8. Copies of all oral and written examination results
9. Anecdotal records of all counselling, if applicable
10. Return evaluations on students from clinical site
11. Student's documentation of a minimum of five patient encounters
12. Copies of all incident reports for the student, if applicable

NATIONAL REGISTRY EMT PRACTICAL EXAMINATION

1. Following successful completion of the EMT course (including clinical and course written final examination), the student will be allowed to take the National Registry EMT Practical Examination.
2. The Practical Examination must be successfully completed before the applicant is eligible to apply for certification.

PRACTICAL EXAMINATION REQUIREMENTS

Content of National Registry EMT Practical Examination

The Training Center will use the skills examination provided by the National Registry of Emergency Medical Technicians (NREMT). The EMT Practical Skills Examination shall consist of the following stations:

1. Patient Assessment / Management – Trauma
2. Patient Assessment / Management – Medical
3. Cardiac Arrest Management / AED
4. Bag-Valve-Mask Apneic Patient with a Pulse
5. Oxygen Administration
6. Spine Immobilization: Spine Patient
7. Random Basic Skills Verification – chosen from the following list:
 - a. Long Bone Immobilization
 - b. Joint Immobilization
 - c. Bleed Control / Shock Management
 - d. Spine Immobilization: Seated Patient

The practical examination coordinator will utilize the EMT Practical Examination User's Guide developed by the NREMT and the testing sheets included therein. The practical examination coordinator may be the Primary Instructor. The Primary Instructor and Assistant Instructors will not be evaluators or assistant EMTs for the Practical Examination.

CNCC may offer the Practical Examination to non-students (legal recognition applicant, students requiring retest, etc.) the following fees will be charged:

CNCC students from another training site	\$15
All other students	\$30

It is understood that the fee may be waived if two centers jointly host an examination.

PRACTICAL EXAMINATION PASS/FAIL CRITERIA

The results of the practical examination are reported as a pass/fail of the skill station utilizing the provided evaluation forms. The examination is a formal verification process and was not designed to assist with teaching or learning. The purpose of this examination is to verify achievement of the minimal Department of Transportation (DOT) competencies after the educational component has been completed.

The following is reprinted from the NREMT Practical Examination:

*NREMT candidates are required to complete seven (7) skills as described above when taking a full attempt of the psychomotor examination. NREMT candidates are eligible for up to **two (2) full attempts** of the psychomotor examination, provided all other “Entry Requirements” of the NREMT are met. New graduates from an EMT course seeking initial NREMT certification have no more than two (2) years from their date of course completion to successfully complete all components of the NREMT certification process (cognitive and psychomotor examinations). Grading of the psychomotor examination is on a Pass/Retest/Fail basis:*

- 1. Passed NREMT examination results are valid for up to twelve (12) months from the date of the examination, provided all other “Entry Requirements” of the NREMT are met.*
- 2. NREMT candidates are eligible to retest three (3) or less skills when taking a full attempt.*
- 3. NREMT candidates are eligible for up to two (2) retest attempts of the three (3) or less skills failed for no more than twelve (12) months from the date of the examination, provided all other “Entry Requirements” of the NREMT are met.*
- 4. If offered, only one (1) retest attempt may be completed on the same day. Retests must be completed in an all-or-none fashion. The candidate must retest the specific skill(s) failed. The NREMT cannot score or report incomplete psychomotor examination attempts. Candidates are not permitted to complete only a portion of the skills that need retested. The NREMT does not mandate or guarantee same-day retest opportunities at any NREMT psychomotor examination site.*
- 5. Failure of any skill on the second retest attempt constitutes complete failure of the entire psychomotor examination.*
- 6. NREMT candidates who fail four (4) or more skills have failed the entire psychomotor examination.*
- 7. NREMT candidates who fail the entire psychomotor examination must submit official documentation of remedial education to the State EMS Office before attempting the entire psychomotor examination (all seven [7] skills) on their next full attempt of the psychomotor examination, provided all other “Entry Requirements” of the NREMT are met. This official documentation must be signed by the EMT Training Program Coordinator or Training Officer that verifies remedial training over all skills has occurred since the last unsuccessful attempt and the candidate has demonstrated competence in all skills. Should a candidate fail the **second** full and final attempt of the psychomotor examination, the candidate must complete a new, state-approved EMT Training Program.*

Same day retest must use a different evaluator. The coordinator for the practical exam will assign evaluator, assisting EMT and patient roles.

In the event of a failure of the practical exam, the student will be advised of other locations at which an exam may be offered.

A retest for a student from a different site may be charged \$5 per skill retested.

EMT CERTIFICATION PROCESS

The State of Colorado uses the NREMT for initial certification of EMT students at the EMT, Advanced EMT (AEMT), Intermediate (EMT-I) and Paramedic levels.

Students who wish to practice in Colorado will also be required to seek certification in the State of Colorado. This process will begin about eight (8) weeks prior to your completion of the course.

REGISTRATION ENTRY REQUIREMENTS – NREMT

Individuals applying for EMT registration must meet the following requirements to be eligible for the national registration as an EMT.

1. Applicant must be 18 years of age or older.
2. Successfully complete, within the last two (2) years, a state-approved National Standard EMT education program, as developed and promulgated by the U.S. DOT.
3. Candidates are required to successfully complete, within the past twelve (12) months, all sections of the NREMT Practical Examination.
4. Truthfully complete the Licensing Action and Felony statements on the application and submit the requested documentation, if necessary.
5. Submission of current approved CPR credential for the professional rescuer. Verification may be in the form of an instructor signature or copies of both sides of a current card which attests to competency over the following skills:
 - a. Adult: 1 and 2 person CPR
 - b. Child and infant CPR
 - c. Adult, child and infant obstructed airway maneuvers.
6. Submission of an acceptable application attesting to the satisfaction of the above requirements.
7. Students will register online at the NREMT website www.nremt.org upon successful completion of all previous requirements. The EMS Program Coordinator will do approval for the computer-based exam.

EXAMINATION PROCESS – NREMT

The written examination, consisting of 150 multiple-choice questions, is based on tasks identified in the NREMT-Basic Practical Analysis conducted by the NREMT and the 1994 National Standard EMT Curriculum. The range of questions in each subtest are as follows:

SUBTEST	# OF QUESTIONS
Airway and Breathing	25 – 31
Cardiology	24 – 30
Trauma	23 – 29
Medical	21 – 27
Obstetrics and Pediatrics	18 – 24
Operations	21 – 27
TOTAL	150

Each candidate must realize an overall minimum score of 80% (105 items correct) to pass the examination. Candidates failing the examination may reapply for subsequent examinations by meeting the current entry requirements and submitting another application and fee. The passed portion of the examination, (Practical Examination), will remain valid for a 12-month period from the date of the examination. Candidates not completing the failed portion of the examination within that 12-month period will be required to repeat the invalid portion. Candidates are allowed three opportunities to complete the written examination. Candidates applying for the fourth time must submit, at a minimum, official verification (certificate) of successful completion of 24-hour refresher education. Candidates who fail the examination on the sixth attempt must repeat the entire EMT training program in order to apply for subsequent examination attempts.

Reservations for testing at any site must be made with the proper examination coordinator by the cut-off date for the examination. Candidates should allow three or four weeks for reporting of examination results. When results are not received or applications are not returned within six (6) weeks, candidates or coordinators are urged to contact the NREMT.

COLORADO EMT CERTIFICATION

Eight (8) weeks prior to completion of your EMT course, you will be provided with information regarding the necessary background check.

In addition to filling out an application, you will be required to submit the following:

1. Criminal History Report
 - a. If you have lived in Colorado more than three (3) years, you will be required to submit a report from the Colorado Bureau of Investigation (CBI). This will be a flagged fingerprint check. You will be given the appropriate forms. This background check must be within 90

days of application for Colorado certification. The cost for the CBI fingerprint check will be at the discretion of the local law enforcement agency. The report will be returned to the Colorado Department of Public Health and Environment (CDPHE).

- b. If you have lived in Colorado less than three (3) years, you will be required to submit a fingerprint report from the Federal Bureau of Investigation (FBI) through the CBI. The cost of the FBI check will be at the discretion of the local law enforcement agency.
2. Create an account of the EMS Online Application Tracking Hub at one of the following websites:
 - a. <https://colorado.emsbridge.com/licensure/public/colorado/Login/>
 - b. <http://oath.coems.info/>
3. Have a photo copy of the following items with the ability to upload to the above websites:
 - a. Current valid CPR card (both sides).
 - b. Driver's license or approved photo identification.
4. Verification of a current NREMT certification.
 - a. At this time there is no additional fee for certification in Colorado for EMTs.