

EMT INTRAVENOUS THERAPY TRAINING GROUP



Student Policy Manual

2016



EMT Intravenous Student Policy Manual

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PREFACE

Colorado Northwestern Community College (CNCC) is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, gender, religion, age or disability in its activities, programs, or employment practices. For information regarding civil rights or grievance procedures, contact Dean of Academic Services at CNCC, Rangely, Colorado.

The EMT Training, Continuing Education and EMT specialty programs at CNCC are educational in nature. Scheduled time shall be used for educational experiences.

EMT Training, Continuing Education and EMT specialty programs will actively promote the health, safety and well-being of students, faculty and patients at all times. Patient confidentiality will be preserved at all times.

It is recommended that the EMT Intravenous (IV) Therapy Student Policy Manual be reviewed annually by the EMT Training Center Advisory Committee. A copy of the minutes of the annual Advisory Committee meeting will be kept in the office of the EMS Program Director. Any suggested changes to this Policy Manual should be outlined in the minutes.

It is the responsibility of CNCC EMS Program Director to counsel all applicants regarding the appropriate use of the Training Center's educational offerings in meeting the individual student's needs. Primary Instructors will assist in informing students.

APPLICATION TO THE PROGRAM

Requirements for Admission:

1. Applicants entering the EMT IV Therapy course shall:
 - a. Be certified as an EMT with the Colorado Department of Public Health and Environment (CDPHE). In order to participate in a CNCC approved clinical facility the student must have completed State Certification. Anyone without State EMT certification will be restricted to the clinical setting in which they are employed.
 - b. Be affiliated with an agency that employs their EMT skills as their primary job duties.
 - c. Have permission from the Medical Director or Service Agency Director.
2. The student must read and sign a copy of the EMT Functional Position Description.
3. The student must sign a form attesting that he/she has read and agrees to abide by the CNCC EMT IV Therapy Student Policy Manual.
4. Each student will fill out an application to the EMT IV Therapy course.

SUCCESSFUL COURSE COMPLETION REQUIREMENTS

Cognitive – Students must receive passing grades on evaluation tools used by the Training Group. The course will utilize the Phlebotomy, IV Therapy and IV Dextrose Administration for the Colorado EMT



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dated September 2001. A comprehensive course final will be given at the conclusion of the classroom portion of the course. A terminal student evaluation will be performed with each student following the successful completion of the clinical phase of the course and prior to granting successful course completion.

Affective – Students must demonstrate conscientiousness and interest in the program. Students who fail to do so will be counseled while the training 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. Pass/fail scores should be in accordance with accepted practices. Students will be required to perform a total of 10 successful supervised starts:

- a. A maximum of 6 manikin starts may be counted
- b. A minimum of 4 successful IV starts must be done on actual patients

Personal Appearance – Students should be neat, clean, well-groomed, and physically fit enough to perform the minimum entry-level job requirements. 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 is not limited to:

- a. Cheating on examinations
- b. Inappropriate behavior in class
- c. Inappropriate behavior during clinical experience
- d. Violation of patient confidentiality

Attendance – Students are required to attend all of the sessions of the IV Therapy training classes. They will be required to complete the clinical portion of the course within six months of completion of the classroom portion of the curriculum. The minimum of four supervised IV starts may be accomplished in either of two ways or with a combination of both:

- a. Participating in a clinical rotation with an approved medical facility under the supervision of the facility staff.
- b. Patient IV starts may be done on actual pre-hospital calls as long as the student is being directly supervised by another member of the staff who is certified to perform IV therapy.

Upon completion of the patient starts, provision of completed documentation to the instructor and completion of the terminal evaluation, the student will be issued a Successful Course Completion Certification from the CNCC-EMS Program.

Class Participation – Students are expected to actively participate in class. This includes asking questions,



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actively working on practical skills, and taking part in group discussions.

Course Payments – Students who are members of local EMS agencies will not be allowed to participate in field or clinical experience unless all monies owed CNCC are paid in full. The college utilizes direct billing for students from the local EMS provider agencies. Outside students who have permission from their Medical Director or EMS agency Director/Supervisor must have paid for the course prior to the completion of the classroom portion of the course.

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. CNCC 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 withdraw 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 with CNCC.

ATTENDANCE REQUIREMENTS

EMS 130, EMT IV Therapy, is a two credit course. The classroom portion of the course is 22.5 contact hours. Attendance is required at all sessions of the class. The remaining time is utilized in the field/clinical experience of the course.

PASS/FAIL CRITERIA

In specialty courses taken for a letter grade the student must earn a “C” in order to receive continuing education (CE) credit.

90-100%	A
80-89%	B
70-79%	C
60-69%	D
59% or below	F

EMS 130, EMT IV Therapy, is usually taken on a Successful/unsuccessful basis. Scores of 70% are the minimum acceptable for passing the course.

Pass/fail criteria for skill testing will be strictly adhered to as outlined on Skill Testing Sheets. Students will be given Skill Testing Sheets which will outline criteria necessary for successful skill performance. Students must demonstrate mastery of all skills taught.



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Students must complete the clinical/field experience requirements in order to successfully complete the course and receive a Successful Course Completion Certificate.

DISCIPLINE AND COUNSELING OF STUDENTS

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

Anecdotal records will be made of counseling sessions 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 Coordinator is to be notified as soon as is reasonable that a counseling session has been held. It is the Program Director'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 program for any of the following, but is not limited to:

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 s/he 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.

1. STEP ONE:
 - a. The student must first discuss the grievance with the Primary Instructor and/or the Coordinator. Anecdotal records will be made of this discussion, signed by all parties, and placed in the student's file.
2. STEP TWO:
 - a. If not resolved in Step One, the student must present grievance in writing within ten days of the meeting with the Instructor and/or Coordinator. Written grievance is made to the EMS Program Director 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



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necessary for a recommendation to the Dean of Academic Services.

- b. 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 Academic Services for appropriate action to be taken in each case.
3. STEP THREE:
- a. If the decision made by the dean of Academic Services is deemed unsatisfactory by the student, then that student may appeal the matter to the Academic Judicial Board, then to the President of the College.

STUDENT FILES

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

1. Application for admittance to the program.
2. Signed receipt of the IV Therapy Student Policy Manual.
3. Record of Students attendance.
4. Evidence of all skill competencies – skill testing sheets.
5. Copies of all oral and written examination results.
6. Anecdotal records of all counseling, if applicable.
7. Documentation of any student remediation used in the program.
8. Copies of all incident reports for the student, if applicable.
9. Copy of signed EMT Functional Position Description.
10. Copy of signed CNCC EMT IV Therapy Student Policies form.
11. Documentation and verification of clinical/field experience.
12. Copy of student's EMT certification.



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EMT INTRAVENOUS THERAPY
EMS 130

I, _____ have read the Colorado Northwestern Community College ***EMT Intravenous Therapy Student Policy Manual*** and agree to comply with the policies and procedures for EMS 130, Intravenous Therapy.

I understand that failure to follow these policies will result in disciplinary actions and/or dismissal from the program.

Signature

Date