

**COURSE COORDINATOR:** Joe Sebastian, EMT-P

**MEDICAL DIRECTOR:** Walt Lubbers, M.D.

**FIRE CHIEF:** Wayne Briscoe

**EFFECTIVE DATE:** January 6, 2020

## **Course Description**

This training program is organized to provide students with knowledge about the acute and critical differences in physiology, pathology, and clinical symptoms as they pertain to the pre-hospital emergency medical care of the infant, child, adolescent, adult and geriatric patient. Students will have the opportunity to acquire clinical experience and practical skills related to the emergency medical care of these patients.

The course consists of the following components:

1. Didactic: (classroom)—Beginning on (01/06/2020)
2. Field Internship—Students will participate in twenty four (24) hours minimum field internship with an Advanced or Basic Life Support Service and obtain a minimum of 10 documented patient contacts. Those students not completing field internship within the specified period may not be allowed to sit for state board certification. This will be at the Course Director’s discretion.

## **General Statement**

During class orientation, each student will receive a copy of this handbook. Each student will sign that a copy has been received, read and understood.

## **Statement of Equal Opportunity**

Frankfort Fire and EMS’s TEI seeks to provide equal opportunity to all of its students and instructional staff and prohibits discrimination based on race, color, sex, religion, national origin, ethnicity, political affiliation, age, physical or mental disability, as defined by the American’s with Disabilities Act (ADA), or marital status.

## **ADA Accommodations**

The Americans with Disabilities Act (ADA) gives federal civil rights protections to individuals with disabilities similar to those provided to individuals on the basis of race, color, sex, national origin, age, and religion. It guarantees equal opportunity for qualified individuals with disabilities in public accommodations, employment, transportation, state and local government services, education, etc. A “qualified individual” is an individual who, with or without reasonable accommodation, can

perform the essential functions of the employment position that such individual holds or desires.

While ADA laws provide for reasonable accommodation to qualified individuals, it does not exempt students from functional position requirements. These requirements are viewed as essential to job performance; however, whenever possible, reasonable accommodations will be made to students with disabilities. Essential functions are core duties that are the reason a job position exists. Requiring students the ability to perform “essential” functions assures that an individual with a disability will not be considered unqualified because of his or her inability to perform marginal or incidental job functions.

### **Functional Position Description**

The following functional position description for the EMT is provided as a guide for advising those interested in understanding the qualifications, competencies and tasks recommended to function as a competent EMT; however, it is the ultimate responsibility of employers to define specific job descriptions.

In general, EMTs should possess good manual dexterity, with the ability to perform all tasks related to highest quality patient care. They should possess the ability to bend, stoop and crawl on uneven terrain, and withstand varied environmental conditions such as extreme heat, cold and moisture. EMTs must have the ability to work in low light, confined spaces, and other dangerous environments. In addition, EMTs must have the ability to perform the following essential functions:

- Clearly communicate verbally via telephone and radio equipment
- Lift, carry, and balance up to 125 pounds (250 pounds with assistance)
- Interpret written, oral, and diagnostic forms of instructions
- Think critically, use good judgment, and remain calm in high-stress situations
- Walk and work in small spaces, loud noises and flashing lights, various weather conditions, and in various physical environments for extended periods of time, in excess of 8 hours duration
- Sustain repetitive movements
- Effectively function with limited sleep and sleep patterns
- Calculate weight and volume ratios and read small print, both under life threatening time constraints
- Read and understand the English language, at a 9<sup>th</sup> grade level, manuals and road maps
- Accurately discern street signs and address numbers
- Interview patient, family members and bystanders
- Document, in writing, all relevant information in prescribed format in light of legal ramifications of such

- Communicate, in English, with coworkers and hospital staff as to status of patient.

### **Restricted Accommodations**

The ultimate question that must be answered in determining ADA accommodations is: with the accommodation being requested, can this individual perform the essential functions of the job safely and efficiently?

Based upon the essential job functions above, the following is a list of accommodations that are not allowed in the program. These include, but are not limited to:

\*Students will not be allotted additional time for skills when specific time frames are required.

Patients would suffer due to life threatening conditions in emergency situations if treatment were delayed.

\*Students will not be allowed unlimited time to complete a written exam.

This request is not considered reasonable because a candidate should be able to complete a test within a finite amount of time.

Students may be allowed a maximum of one (1) additional hour to complete written exams upon reasonable request.

\*Students will not be allowed to have written exams given by an oral reader.

The ability to read and understand small English print is an essential function of the profession, and written exams are designed, at least in part, to measure that ability.

\*Students will not be provided a written exam with a reading level of less than ninth grade.

KRS requires a reading level of at least the ninth grade to be eligible for licensure.

\*Students must answer all written test questions as written. No explanation of the question can be provided by the test proctor or any other individual.

Additional descriptions of test questions would not be a reasonable accommodation because reading and understanding written English is an essential part of EMS communication.

\*Student must be able to understand and converse in medical terms appropriate to the profession.

### **Pregnancy is not considered a disability.**

A female student has the option to voluntarily inform or not inform the school of her pregnancy.

In the absence of voluntary disclosure, the student is considered not pregnant.

The student may stay in the program as long as her performance is not adversely affected or unless contraindicated by the student's physician.

All applicable policies within this document are still valid in the event of a pregnancy. Any policies of contractual clinical sites will apply.

### **Support for Breast feeding Mothers**

Students that are breast feeding an infant up to one year of age will have time and supplied an area to express breast milk at work. A refrigerator is available for storage.

### **Harassment**

Frankfort Fire and EMS's TEI is responsible for creating and maintaining an educational environment that is free of harassment, including sexual harassment. This requires positive (affirmative) action where necessary to eliminate such practices or remedy their effects. The TEI is responsible for providing education and training programs for all employees in accordance to current City of Frankfort Personnel Policies and Procedures.

The Program Coordinator/Lead Instructor, and all other supporting instructor personnel are responsible for creating and maintaining an educational environment free of discrimination and harassment (including sexual harassment), promptly investigating complaints of discrimination and harassment, and taking corrective action to prevent prohibited conduct.

Students are equally responsible for creating and maintaining an educational environment free of discrimination and harassment through respecting the rights of their classmates and avoiding discriminatory or harassing actions, including sexually harassing conduct.

For the purpose of this document Harassment is defined as conduct that has the purpose or effect of creating an intimidating, hostile or offensive working environment, has the purpose of unreasonably interfering with an individual's educational performance, or otherwise adversely affects an individual's educational opportunities.

Prohibited conduct includes, but is not limited to, epithets, slurs, negative stereotyping, innuendoes, jokes, vulgar gestures, disparaging remarks, verbal conduct consisting of crude or vulgar language, inquiries and disclosures, and offensive verbal comments and commentary, or threatening, intimidating, or hostile acts, written or graphic material that denigrates or shows hostility or aversion that is on the program's premises.

## **Sexual harassment**

Frankfort Fire and EMS's TEI prohibits sexual harassment of one student by another student or instructor. Acts of sexual harassment include, but are not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature when:

- Submission to such is made, either explicitly or implicitly, as a term or condition of an individual's successful completion of the program or portion of the program;
- Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's educational performance or creating an intimidating, hostile or offensive educational environment.

Students and TEI staff shall refrain from touching, sexual innuendoes or jokes, disparaging remarks, verbal conduct consisting of crude or vulgar language or gestures of a sexual nature, and inquiries or disclosures of sexual habits or proclivities, sexist remarks, offensive sexual flirtations, advances, propositions, and offensive verbal commentaries and sexually suggestive conduct. All students and TEI staff shall assume that all such behavior listed in this paragraph is UNWELCOME.

## **Remedy**

Any TEI staff or student who feels they have been the victim of discrimination or harassment shall immediately file a Problem Resolution Form as set forth in the Problem Resolution section of these policies and procedures and immediately notify the Program Coordinator/Lead Instructor, or Instructor in charge. The program staff will promptly and fully investigate the situation and respond within an appropriate time frame. Based upon investigation findings, the offender will be subject to the strongest disciplinary action justified, including dismissal from the program.

## **Acceptable Physical Contact**

In order to enhance a realistic learning environment and prepare the student for assessment conditions within the pre-hospital emergency field, students will serve in various "role-playing" roles that simulate actual working conditions, i.e. providers, provider helpers, and simulated patients. Therefore, at times, students will be touched by other students and instructors during skills practice and testing. All touching shall be respectfully performed and in accordance with parameters taught. Each student will sign their acknowledgment attesting they have been informed of this activity during course orientation. The signed original shall be kept in each student's administrative file.

Student Disclaimer

## **Program Exposures**

During the course of instruction and clinical/field experiences students will be exposed to a variety of working conditions both indoors and outdoors and in all types of weather. Students may be required to do considerable kneeling, bending, and heavy lifting in >25 pounds. In addition, students will be exposed to various loud noises, communicable diseases, and potential violent or mentally unstable patients.

## **Student Eligibility:**

In accordance with KAR

EMT Student Eligibility. (1) Individuals shall be eligible to enroll as a student in an EMT education and training program if the applicant:

(a) Is at least sixteen (16) years of age; and

(b)1. Is currently enrolled in grades 9-12 with a minimum GPA of 2.0; or

2. Holds a high school diploma or GED.

(2) The student applicant shall:

(a) Understand, read, speak, and write the English language with a comprehension and performance level equal to at least the ninth grade of education, otherwise known as Level 4, verified by testing as necessary;

(b) Not currently be subject to disciplinary action pursuant to KRS Chapter 311A that would prevent certification;

(c) Meet all additional requirements established by the EMS-TEI; and

(d) Hold a valid motor vehicle operator's license or learners permit from a state or territory in the United States.

## **Attendance**

To satisfactorily matriculate and continue as a student in this class, you are encouraged and expected to be present and on time for classroom instruction and field internship. Once you arrive, you are expected to stay until you have been dismissed.

Each student will be required to submit a written explanation detailing his/her reasons for being absent or habitually tardy. Legitimate reasons will include:

- Personal or immediate family-member illness or death
- Court appearance
- Inclement weather conditions
- National Guard! Reserve Duty
- Other equally compelling reasons

Unacceptable reasons would include:

- Vacation

- Fishing
- Prior work or social commitment
- Just didn't feel like coming
- Just felt like leaving early

More than three unexcused absences will result in dismissal from the class.

All students are required to sign the provided attendance sheet each day. This attendance sheet should list the date, number of classroom hours, subject matter presented and the instructor's name.

There may be times when additional classroom time will be needed in addition to regularly scheduled classes to cover the required material. These will be scheduled in advance. Every effort will be made to accommodate the class majority when rescheduling, but the Course Coordinator shall have final say.

### **Class Performance Standards**

To satisfactorily matriculate and continue as a student in this class, you are encouraged and expected to meet the following standards:

1. Complete the class with a cumulative average score of 74.5%. The cumulative score shall include:
  - a. Written examinations                      50%
  - b. Homework/Quizzes                            25%
  - c. Final examination                              25%

Final Cumulative score                      Must be 74.5%

Grades shall be based on a point system rather than percents. **An example of the grading follows: These numbers are speculative only.**

Written examination total points:	1300 points total	
	$1300 \times 0.50(50\%) = 650$ points possible	
Homework/Quizzes	500 points total	
	$500 \times 0.25 (25\%) = 125$ points possible	
Final	250 total points	
	$250 \times 0.25 (25\%) = 62.5$ points possible	
Total Possible Points		837.5 Total

Your Written examination points: 1000 total points

	1000 X 0.50 =500 possible points
Your Homework/Quizzes:	485 total points
	485 X 0.25 = 121.25 possible points
Your Final	200 total points
	200 X 0.25 = 50 possible points
Your Total Points	671.25
Your Grade	671.25 divided by 837.5 = 80.1%

You would pass!!!

- a. All obtained grades are final. There are no retests!
2. Demonstrate and maintain satisfactory levels of performance and proficiency on all practical skill examinations.  
 Students will receive a copy of the acceptable pass criteria prior to having skill examinations.  
 Skill exams are evaluated on pass/fail, based on defined critical criteria.  
 A student receiving a fail mark on any skill examination shall be allowed one retest, only after attending a review session and with permission of the Course Coordinator. Subsequent retests shall be at the discretion of the Medical Director.
3. Maintain regular and punctual class and field internship clinical attendance. Maintain proper decorum at all times while attending clinical sites.

### **Make up Exams and Retests**

Any test that is missed due to an excused absence may be made up and is the responsibility of the student. This must be coordinated with the Course Coordinator.

Any homework missed due to absence (excused or unexcused) may NOT be made up. The student may fax or e-mail the homework to the Course Coordinator prior to class.

Any quizzes missed due to an excused absence shall be made up at the Course Coordinator's discretion.

### **Scholastic Dishonesty**

Any student, following a thorough investigation by the Program Director and Program Coordinator, found "cheating," using the work of someone else for personal benefit or gain, or falsifying any documentation of clinical/field experience or field internship, will be subject to disciplinary actions up to and including dismissal from the program.

### **Health Insurance Portability and Accountability Act (HIPPA)**

Students and Instructors shall abide by all rules and regulations as set forth in the HIPAA ruling. Students will receive detailed education regarding this standard.

Both the student and instructor will sign a Confidentiality Statement regarding protection of PHI.

Any discovered breach of this standard by a student or instructor will be subject to disciplinary action up to dismissal from class. Additionally, the Program shall work with any agency regarding reportable breach obligations.

Summary information regarding the HIPAA standard may be accessed at <https://www.hhs.gov/hipaa/for-professionals/privacy/laws-regulations/index.html?language=en>

Confidentiality Statement

## **Grievance**

The EMT program is committed and strives to ensure fair and honest treatment of all students, staff, and program partners. Part of this commitment is encouraging an open and frank atmosphere in which any problem or complaint receives a timely response from program administrators. Any student may file a formal complaint, in writing, for a problem or condition they believe to be unfair, inequitable, discriminatory, or a hindrance to education. This is to be completed utilizing the “Problem Resolution Complaint Form” and submitted to the Program Coordinator.

Within five working days of receipt of Problem Resolution Complaint Form, the Program Coordinator shall respond to the complainant, in writing, stating their decision regarding the problem and what corrective actions, if any, will be taken.

If the complainant still believes the problem is not resolved in a suitable manner, the complainant may appeal the Program Coordinator's decision within three working days of the Program Coordinator's decision by submitting the Problem Resolution Complaint Form and a copy of the Program Coordinator to the Chief Executive Officer. Within 10 working days of receipt of the Problem Resolution Complaint Form, the Chief Executive Officer shall respond to the complainant, in writing, stating a decision regarding the problem and what corrective actions, if any, will be taken. The decision of the Chief Executive Officer shall be final.

❖ Problem Resolution Complaint Form

## **Student Counseling Sessions**

Individual student counseling sessions will be scheduled and conducted on a periodic basis. A candid assessment of overall performance will be provided to each student. The

purpose of this type of session is not to be unjustifiably critical of your performance, but rather to pinpoint areas of weaknesses as well as strengths. If a problem exists, we want to help you resolve it as soon as possible. We encourage you to make copies of any documentation given to the Course Coordinator. The Course Coordinator's decision is final regarding discrepancies.

In addition, these meetings will provide you with an opportunity to compare your personal records with official course records to detect any inconsistencies that may exist between the two. You are encouraged to refute any portion of the record that you feel is incorrect or a misrepresentation of your actual performance. The parameters for successful completion of this course were outlined previously, and it will be your responsibility to ensure that they are met

Counseling sessions with preceptors will be scheduled on an as need basis. An "open door" policy will be the rule throughout the class. If you are having problems with the course, the instructors, or clinical sites, we need to know about them immediately. We need to work to resolve these on a timely basis. We are sincerely interested in your personal growth and development and in assisting you to advance your personal careers.

The Course Coordinator will be available to answer any concerns Monday thru Friday at the Fire Department. The number is 859-321-5670. In addition, scheduled meetings shall be announced.

### **Corrective Action Plan**

Generally corrective actions should begin with the least severe corrective action necessary to change the unacceptable or inappropriate behavior, such as verbal counseling for a first-time minor offense. While all corrective action should be progressive in nature, continuing or initial behavior that violates policy or procedures may skip steps of progression, up to and including removal from the program, based on the actions and circumstances leading to the infraction. Consideration of the following will influence corrective action outcomes:

Severity of offense;

Willful negligence, and consequences of the student's behavior in endangering the safety/welfare of other students, staff, preceptor, or citizen;

Breaking of laws;

Compromising organization policy, objectives, procedures, and/or productivity;

The impact or potential impact to the citizens.

All corrective action shall be documented thoroughly through the completion of Performance Improvement Plans (PIP). PIPs will be initiated by the Program Coordinator/Lead Instructor and Program Medical Director with the student to plan objectives to improve behavior and/or performance to meet the program's standards. This plan shall state definitive objectives for achievement and a

timeline for improving the behavior and/or performance. A copy of the improvement plan shall be given to the student and the original being kept in the student's administration file.

Performance Improvement Plan

### **Payment and Refund Policy**

We want you to be keenly aware of the large financial commitment you are making by enrolling in this class. The personal time commitment you will also be making is important. Make certain you really want to make these investments before you reach the point of no return.

The cost of this training program is 850.00. There is no refund after January 20, 2020.

Be aware you are responsible for your National Registry written examination, the required KBEMS background check and your Kentucky state certification fee.

### **Infection Control**

It is the belief of this sponsoring agency to abide by all rules and regulations dictating proper infection control guidelines. Prior to entering this program you are required to have a current TB skin test and documentation of Hepatitis B injections or a waiver.

You will be asked for proof of 2 MMR injections, Tdap vaccination and varicella proof of disease, immunization or titer. You may sign a waiver for these immunizations understanding that your risk of exposure is real and may not be preventable.

Any exposure to blood or body fluids shall be reported to your preceptor and to the Course Coordinator. A copy of the exposure paperwork shall be given to the Course Coordinator. All regulations governing private records shall be upheld by the sponsoring agency. All HIPAA requirements shall be followed.

Initial care will be in accordance with the FFEMS policies. Financial responsibility for this initial and subsequent follow-up will be the responsibility of the student. Any ordered follow-up care will be the responsibility of the student.

### **Liability Insurance**

Frankfort Fire and EMS shall require liability insurance through Healthcare Providers Service Organization (HPSO) that the student must provide. Agency sponsored students may be covered under Agency policies. These must be on file with FFEMS EMT Program. This policy is a limited coverage policy for unintentional incidents of negligence during student performance of procedures in the clinical areas. It minimally covers isolated medical events that may occur during clinical attendance. THIS IS NOT A MEDICAL INSURANCE POLICY FOR

HEALTHCARE. A copy of coverage will be kept in each student's administrative file and forwarded to clinical and field sites to document coverage.

## **Student Conduct**

Students are expected to conduct themselves in a professional and ethical manner at all times. This includes proper decorum and adherence to all applicable rules and regulations in classroom, clinical/field experience and field internship areas.

### **Grooming**

Hair must be well groomed and not of an exaggerated color, beards and mustaches must be neatly trimmed, and no student may have any visible piercing paraphernalia. Additionally, any inappropriate visible tattoos, as determined by the Program Coordinator, must be covered.

### **Class room Attire**

Students shall wear attire that is not offensive or inappropriate. Ideally, students should wear a fire department or EMS provider issued uniform in a neat and professional manner. Shorts shall not be worn under any circumstance. Should a student not have access to a fire department or EMS provider issued uniform, they will be afforded an opportunity to purchase a complete set from the program approved uniform company.

### **Electronic Devices**

Cell Phones -In order to provide students with the best learning environment possible all cell phones, pagers shall be silenced. The use of cell phones shall be limited to class breaks unless an emergency arises. Excessive use of cell phones or pagers will not be tolerated as it causes class room disturbances. Cell phones may be used only at break times while in any clinical or field internship site.

During all cognitive exams, phones will be collected by the instructor until exam is complete.

Computers/I-pads/Other electronic devices - These may be utilized to take notes only during classroom instruction. Any web browsing, streaming or other inappropriate usage may be subject to disciplinary action.

### **Taking of Pictures and Videos**

The taking of photographs and/or video recordings during the paramedic program creates a potential atmosphere for legal complications. While the program recognizes the advantages photographs and video recordings can have during educational settings, their use will be limited to didactic learning domains only. At no time shall a student photograph and/or video record any content during Clinical/Field experience and Field Internship rotations. In addition, at no time shall a student photograph and/or video record any protected health information

in accordance to federal HIPAA regulations. Any student found in violation will be subject to disciplinary action, up to, and including expulsion from the program.

### **Tobacco Use**

The use of e-cigarettes, vaping, and tobacco products (dip, chewing, and snuff) are prohibited during classroom, skill laboratory, and clinical/field experience and field internships. Tobacco will be allowed in designated areas only with all trash receiving proper disposal. Any trash left on the premises may result in revocation of this privilege.

### **Substance Abuse**

Students shall not participate in classroom, laboratory skills, Clinical/field experiences, or Field Internship rotations while under the influence of any substance which may cause impairment or negatively affects a student's performance. This includes, but is not limited to, alcohol, illicit drugs, or prescription medications. Should a student be suspected of alcohol or drug abuse, by any staff, other student, during Clinical/field experiences, and Field Internship by preceptors, the Program Director shall be notified immediately. The student(s) shall be removed from class or clinical/internship site and sent for drug/alcohol testing, at the student's expense. Students will remain temporarily prohibited from all class activities until results are returned to the Program Director. Based upon test results students may be subject to corrective action in accordance with program policy and procedure. Failure to submit to testing will result in student removal from the program and forfeiture of all tuition paid.

In the event a student is under the care of a physician and is prescribed a medication which may cause impairment, to include emotional, the student must submit a physician's release statement to the Program Director after the physician has reviewed all core occupational performance standards.

### **Disruptive activities**

Student shall not engage in disruptive activities, i.e. activities that interrupt schedules, activities, or other processes of education. Disrupted behavior will result in disciplinary action, up to, removal from the program. Examples include, but are not limited to the following:

Participate or incite violent behavior such as assault, physical abuses, or threatened physical abuse.

Utilize loud, vulgar, or abusive language.

### **Social Media**

Students shall not publish any PHI or other identifiers of run characteristics on any social media outlet sites, i.e. Facebook, My Space, Twitter, etc. Posting PHI or other identifiers of run characteristics on any social media outlet sites will result in corrective action, up to removal from the program.

### **General Housekeeping**

Purposefully defacing or damaging school equipment shall be subject to a corrective action plan up to dismissal of class and reimbursement for any damages incurred.

Students are responsible for maintaining a clean trash free environment in the laboratory and classroom areas at all times.

### **Inclement Weather**

In the event of inclement weather, an attempt will be made to announce cancellations on the Frankfort radio stations, and the Lexington TV and radio stations. If there is a question, contact the Frankfort Fire Department at 502-875-8511 or 502-875-8517. Missed classes will be rescheduled on a day other than a regular class day.

### **Internship Rotations**

The internship rotations are designed for students to observe health care professionals in the administration of patient care. The rotations provide the student with a variety of situations to apply the information, skills, and knowledge they have learned to the patient care setting. This is the opportunity to learn from experienced EMT's, paramedics and others in the health care profession.

Students are required to dress in an appropriate and professional manner. It is advisable to purchase a pair of navy blue pants and black shoes. You will receive one school shirt to be worn when in the field internship area. Jeans are not acceptable.

Each student will be provided with a clinical rule sheet prior to field rotations. All applicable paperwork will be distributed. It will define acceptable actions/skills that can be performed and clinical objectives. All skills must be performed under direct preceptor observation of a paramedic.

Scheduling of field internship will be handled by the Coordinator.

**THE COURSE MEDICAL DIRECTOR AND COURSE COORDINATOR RESERVE THE RIGHT TO AMEND, DELETE OR MAKE ADDITIONS TO THESE RULES, REGULATIONS, AND POLICIES AS NECESSARY TO MAINTAIN THE INTEGRITY AND CREDIBILITY OF THIS COURSE. ALL DECISIONS REACHED BY THESE INDIVIDUALS SHALL BE FINAL.**

Frankfort Fire and Emergency Medical Services  
EMT Training Program  
Student Handbook

I have read, understand and agree to abide by the policies set for the in this student handbook.

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Printed name

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Signature

Date

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Witness