



County of Erie

TO: ALL EMS STUDENTS/INSTRUCTOR STUDENTS
FROM: ERIE COUNTY DIVISION OF EMERGENCY MEDICAL SERVICES
SUBJECT: EMS DIVISION EMT COURSE REGULATIONS (ACADEMIC POLICIES & PROCEDURES)

The pre-hospital care emergency medical training programs sponsored by the Erie County Emergency Medical Services Division are designed to provide students with the knowledge and skills to achieve NYS Health Department Certification. The NYS Health Dept. and the Erie County Emergency Medical Services Division have established certain guidelines that must be strictly adhered to.

1. Attendance

- EMT/Original students: attendance at every session is required.
- EMT/Refresher students: Who challenge, will sign a Learning Contract which states the sessions they are required to attend all sessions as outlined in student contract *otherwise* they are required to attend all sessions.
- If you are absent, the same topic must be made up in another course.
- You are responsible for signing the attendance sheet at each session. If your signature does not appear, you are considered absent. The EXACT time of your arrival and departure must be legibly printed on the attendance sheet.
- Consistent tardiness will not be tolerated. After three sessions of tardiness, students will be required to make up all future sessions in which they are late.
- In the event of circumstances outside of the control of the course administrator (i.e.COVID), alternative means of course delivery will be implemented. This will be accomplished through the use of on-line delivery methods; each Certified Instructor Coordinator will be responsible for moderation and mediation to ensure full class participation in these instances.

2. Professional Conduct All students will conduct themselves in a proper business manner.

- Failure to conduct oneself in a professional manner, e.g. Being on time, completion of assignments, being attentive in class, no cell phone use during class, appropriate clothing, etc., will be taken into consideration in the decision whether or not to admit a student to the NYS Final Practical Skills Exam. Deviation from performing in an acceptable manner will be brought immediately to the student's attention. Violation of the rules and regulations may result in the termination of a student from a class.

3. Age Requirement

- Students must be 17 years old by the last day of the month in which the state written certifying examination for the course is scheduled.

4. Required Supplies

- The student is responsible for purchasing all required textbooks. The CIC will inform you of the required texts.
- The student is also responsible for any lab fees such as pocket masks, CPR card, etc.

5. Tuition

- There is no tuition fee for students who are a member of an EMS Agency with a valid NYS Health Department Agency Code.
- Tuition for all others for the EMT/Original course is \$1050.00 EMT Refresher course is \$500.00
- Tuition Refund Schedule

Prior to First Session	After start of 1 st Week	2 nd Week	3 rd Week	4 th week
Full Refund	75%	50%	35%	No refund

6. Student Discipline/ Termination/ Expulsion

The progressive discipline process will both inform the student that there is a problem and present strategies to solve the problem. This will come in the form of documented counseling memos. If the issue is not resolved after counseling, the next step is a Verbal Warning. This begins the formal process and a written account will be made of the verbal warning. If the issue occurs again a Written Warning will be issued. The student will receive in detail the issue or behavior that is unacceptable and describe the remedy with deadlines to meet the expectations. If there is another occurrence there will be a Final Written warning or termination issued depending on the decision of the sponsor. This would include a detailed account of the steps taken to try to correct the issue and the failure of the student to meet those deadlines and expectations. When a student is terminated, it will be done in writing and an appeals process will be made available to the student.

- Any student may be subject to termination/expulsion who:
 - Displays inappropriate behavior which disrupts a class, breach of patient confidentiality, and / or share or post inappropriate materials.
 - Fails to observe rules and regulations established by NYS Health Department and/or Erie County Emergency Medical Services
 - Fails to maintain an 80% average at mid-term

7. **Appeals Process**

- a. Within 10 calendar days students may appeal a disciplinary action or termination in WRITING to:
 - i. The Instructor/Coordinator of the course, with copy to the Deputy Commissioner of Emergency Medical Services.
 - ii. A meeting will be held within 10 calendar days with the student and the appeals board (the Sponsor Administrator, the Medical Director, and the Chairman of the Erie County EMS Advisory Board or their designee) to resolve the appeal.
 - iii. The decision of the board will be final and binding but may be appealed to the Bureau of EMS- Area Office.

8. **Student Observations and Additional training**

- a. There is mandatory 10 patient contacts. All contacts will be documented on the Internship Patient Summary Form.
- b. All scheduling and changes will be through Erie County Emergency Medical Services (858-2358 or 681-6070). Students are not to call the clinical site.
- c. Student Observations must be completed prior to admittance to the NYS Practical Skills Exam.
- d. Completion of CPR training provided in the course is required. The American Heart Association or the American Red Cross standards are utilized and must be passed with an 84% or better.
- e. FEMA IS-100 (<http://training.fema.gov.EMIWEB/IS/IS100b.asp>)
- f. FEMA IS-700 (<http://training.fema.gov.EMIWEB/IS/IS700a.asp>)
- g. TEEXAWR-160 (<http://www.teex.org/teex.cfm?pageid=training&area=teex&Division=ESTI&Course=AWR160&templateid=14&navdiv=ESTI&online=true>)

9. **Testing and Testing requirements**

- a. Module quizzes, two unit exams, and the course final exam must be passed with a grade of 80% or better. The students' grade average is determined by calculating one third module quizzes, one third unit exams and one third final exam.
- b. Any student failing a module quiz or unit exam will be permitted one retest by the end of the next session.
- c. Students with failing averages at mid-term will be encouraged to drop the course, do extra assignments

10. **Americans with Disabilities**

- a. Requests for a disability accommodation for the NYS Certification Examination must be made no later than eight (8) weeks prior to the end of the course date. Students should contact the NYS EMS Bureau Central Office at <HTTP://apps.health.ny.gov/pubpal/builder/survey/adarequest> **IT IS THE RESPONSIBILITY OF THE STUDENT, NOT THE INSTRUCTOR (CIC) TO MAKE THE REQUEST.**

11. **Emergency class cancellations**

- a. It is the responsibility of the student to determine whether or not they can safely travel in inclement weather. If a student does not attend class even though class was held, it will be necessary to attend a make-up session. The Instructor/Coordinator will make every effort to contact each student if class is canceled.

12. **Applications** : Students that do not sign applications

- a. EMS/ Recert students are **not allowed** to take the challenge or final practical skills exam until cleared by NYS.
- b. EMS/ Original students are **not allowed** to take the final practical skills exam until cleared by NYS.

13. **Course Goal** The EMS training programs goal is to produce pre-hospital care providers who are able to work in a professional setting with other professionals performing quality emergency medical care.

14. **Practical skills** (the application of knowledge learned in this course) are equally as important as the academic work. Every student is required to actively participate and effectively demonstrate the skills. The NYS Practical Skills Exam must be passed prior to the admission of the NYS Final Written Exam. As per the testing and retesting policies listed in the NYS Health Department BLS Practical Skills Examination Administrative Manual., a full Recertification course must be completed if the student does not pass the skills exam.

15. **All course sessions and make-ups must be completed prior to admittance to the NYS Practical Skills Exam.**

16. **Remediation and supplemental tutoring** If a student requires remediation and/ or tutoring arrangements must be made through the CIC of the program. The CIC will coordinate the instructors and students.

17. **Health Insurance** Students must maintain private health insurance or worker's compensation insurance throughout the course. Proof of insurance verification must be submitted to the EMS Program Staff prior to the start of the first day of class or to their instructor on the first night of class. Students are responsible for all payments for medical care related to exposure/injuries/illnesses while in the program.

18. **Professional Liability Insurance** Students are required to provide and maintain professional liability insurance coverage with claim coverage of up to one million dollars (\$1,000,000) and aggregate coverage of up to three million (\$3,000,000). Students must have insurance prior to the start of the first session and must remain active for the entire course. Proof of insurance verification must be submitted to the EMS Program Staff prior to the start of the first day of class or to their instructor on the first night of class. The cost of the insurance is the responsibility of the student.

Students can purchase insurance coverage on-line from Healthcare Providers Service Organization (HPSO). Follow the Instructions below:

1. Go to HPSO website
2. Click "Get a Quote"
3. Click "Student"
4. When asked to select your "Primary area of study": Basic/Intermediate EMT
5. Receive and file a copy of your insurance certificate
6. Provide a copy of this certificate to your instructor

19. **Physical Exam and Immunizations** Students must complete a physical exam within 1 year prior to the start of class and obtain medical clearance to attend class from their primary physician. Documentation of this exam must be completed on the Erie County DOH EMS Student Health Screening Form, which includes a verification of their vaccination history. Prior to the start of the first session, students must be vaccinated for at a minimum: Measles, Mumps, Rubella, Varicella, Tetanus/Diphtheria/Pertussis, Hepatitis B, and Meningococcal Meningitis. Students are also recommended to be vaccinated for Coronavirus and the most current seasonal influenza vaccine. Students must submit verification of this exam prior to the start of class.

Students who have any change in their health status during the semester (due to injury, illness, pregnancy/childbirth) are required to submit documentation to the Course Instructor. Students are placed on clinical and lab halt due to injury/illness to avoid injury/illness complication until they are cleared by the Course Sponsor Administrator. Clinical and lab absences are excused but must be made up when cleared. Students must submit a RETURN OF EMS DUTIES form signed, dated, and stamped by the treating physician to receive clearance from the EMS program prior to returning to clinical agency experiences and lab session practice.

PLEASE NOTE: COURSES SPONSORED BY THE ERIE COUNTY EMS DIVISION -DO NOT EARN COLLEGE CREDIT.
I have been provided with a copy of the course regulations (Academic Policies & Procedures).

PRINT NAME _____

SIGNATURE _____

DATE _____