



CIU Course Policies & Procedures

Erie County EMS is a specialty course sponsor that provides approved NYS CIU courses for CIC and CLIs that are mandatory for instructor recertification. Each CIU is unique and covers a variety of topics, such as incorporating educational technology into the classroom, reviewing NYS EMS education or protocol policy changes, etc. This is not the course for original CLI or CIC certification.

1. Course Goal

- a. To support EMS instructor growth and recertification.

2. Successful Course Completion Criteria

- a. Attend the course for the full course length and be an active participant.
- b. All students must complete the Application for Emergency Medical Services Certification (DOH-65) form.
- c. After successfully completing the course, students will be issued a CIU certificate.

3. Age Requirement

- a. There is no age requirement for this course.

4. Prerequisites

- a. Students must be a NYS Certified Instructor Coordinator (CIC) or Certified Laboratory Instructor (CLI) to attend this course. All other students will not be allowed to attend this course.

5. Tuition

- a. There are no fees associated with our CIU courses.

6. Required Supplies & Additional Fees/Expenses

- a. The only required supply is a pen.
- b. There are no additional fees or expenses.

7. Additional Training

- a. There is no additional training needed for this course besides the initial NYS Certified Instructor Coordinator (CIC) or Certified Laboratory Instructor (CLI) certification.

8. Attendance

- a. Attendance is mandatory for the entire course session. Attendance will be taken at the beginning and end of class and will serve as a written record for the course.
- b. 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.
- c. Students are expected to attend every session and be ready to start on time. Any student arriving more than 15 minutes late will be asked to leave. Legitimate excuses will be accepted on a case-by-case basis; however, proof may need to be provided.
- d. Students are expected to notify the Lead Instructor immediately if they plan on being absent or late.



9. Emergency Class Cancellation and Closure Plan

- a. It is impossible to predict all situations that could disrupt the program; however, the following are general guidelines for closure procedures. All plans are subject to change based on the situation. It is the goal of ECEMS to minimize any education disruption from the established schedule when possible.
- b. Short Term Closure Procedure:
 - i. Local radio and television stations will be utilized to announce the emergency cancellation of ECEMS classes due to weather events. When an announcement is made that Erie County EMS is closed for classes, there will be no classes held at the main campus or at any off-site locations. An email and a text notification will go out as well to all students and faculty.
 - ii. Short term closure for any other reason (i.e. medical emergency) will be announced via email and a text notification by the Lead Instructor.
 - iii. Notification will be made as soon as possible.
- c. Long Term Closure Procedure:
 - i. In lieu of the building being unable to be inhabitable for any reason whatsoever, the course may be moved to the Erie County Fire Training Academy located at 3359 Broadway, Cheektowaga, NY 14227 or another designated Erie County Facility or hosting site. Notification will be made via email and text message to all students from the program faculty as soon as possible.
- d. Virtual Learning/Distance Learning/Synchronous Learning:
 - i. Virtual classes may be held using WebBased Video Conference Software for both short term and/or long term closures depending on the situation. This would be synchronous learning which would require all students to be online at the same time and follow normal attendance procedures. Notification will be made via email and text message to all students from the program faculty as soon as possible. The Lead Instructor will be responsible for moderation and mediation to ensure full class participation in these instances.

10. Testing and Retesting Requirements

- a. There will be no test or retesting requirements for this course.

11. Americans with Disabilities Act

- a. ECEMS, nor its staff, discusses or screens for disabilities, or considers addressing any potential disabilities prior to a student's admission into the course or during the course.
- b. If a student would like to discuss a disability that may affect his/her performance during the educational portions of a course (classroom, clinical and/or field rotations, laboratory sessions, etc.) the student should speak privately to the Lead Instructor and/or contact the Course Sponsor Administrator. All students must successfully complete all aspects of all course requirements as outlined elsewhere in this documentation in order to receive the course certificate.
- c. ECEMS will provide accommodations within its ability, providing it does not create an unreasonable financial hardship. All efforts will be made to accommodate any disabilities, including the involvement of local resources and organizations to assist with providing accommodations.

12. Professional Conduct and Ethics

- a. Students are expected to conduct themselves in a professional and courteous manner in the classroom. Confrontations with students or staff may result in termination from the program. Any deviations from acceptable behavior will be dealt with by the instructors and referred to the Lead Instructor and Course Sponsor's Administrator for disciplinary action.
- b. Civility in the classroom and clinical setting, as well as respect for the opinions of others, is very important in an academic environment. It is likely you may not agree with every topic that is



discussed in the classroom. Courteous behavior and responses are expected. Therefore, in this classroom, any acts of harassment and/or discrimination based on matters of race, gender, sexual orientation, religion, and/or ability is not acceptable. Whether we are students, faculty, or staff, we have a right to be in a safe environment, free of disturbance and civil in all aspects of human relations. Incivility will not be tolerated and can be grounds for termination from the program.

- c. Any student who appears to be intoxicated or under the influence of drugs while attending a lecture will be asked to leave immediately. Law enforcement will be called for assistance for any student who is asked to leave but refuses to do so. Further discipline in such cases will be determined by the Lead Instructor and Course Sponsor's Administrator.
- d. All students are required to maintain academic honesty at all times. Students suspected of cheating will be subject to disciplinary action, which may include termination from the course. This includes falsifying any documentation.
- e. Smoking, electronic cigarettes, chewing tobacco, and the use of all tobacco related products is prohibited on all Erie County properties. Students will be advised of acceptable smoking/tobacco use locations at the beginning of the program.
- f. In accordance with Erie County policies, no weapons of any kind shall be allowed in the classrooms or any location where a class activity takes place, including clinical and ride rotations. Failure to comply with this policy may result in progressive discipline or removal from the program.
- g. Students are expected to use common sense with regard to food and drink in the classroom. While they are not strictly prohibited, they should be consumed in a manner that is not offensive or distracting to the other students or the instructors. The instructors reserve the right to restrict this activity should students not act in an appropriate manner. Eating can only take place before class or on breaks. Only drinks are allowed while class is actually in session. Students are asked to leave the classroom at least as clean as it was found.
- h. During all class sessions, students will be given adequate breaks to use the restrooms and/or attend to any pressing personal matters. Other than an emergency, students should refrain from leaving the classroom at any time other than the breaks designated by the instructors. Any student who feels they may have to leave during a class session, should discuss this with the Lead Instructor prior to the start of class whenever possible.
- i. Theft or damage of ECEMS' equipment will be considered grounds for immediate expulsion from the course.
- j. Students need to be aware of any policies of non-Erie County instructional areas and comply with them.
- k. Students must act in a professional manner at all times. Displaying inappropriate public behavior or discussing sensitive topics (inappropriate patient care) that may reflect negatively on the student body, ECEMS, and the profession will not be tolerated. This includes posting or sharing inappropriate content on social media. Violations of this may lead to expulsion from the program.
- l. 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.
- m. Any and all violations to these rules will result in following the discipline policy described below.

13. Sexual Harassment

- a. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal, visual, and physical conduct of a sexual nature whenever harassing conduct unreasonably interferes with an ECEMS staff or student's work performance or creates an intimidating, hostile, or



offensive working environment. Sexual harassment can involve an almost infinite variety of conduct and can occur between individuals of the same sex. Some examples include:

- i. Unwelcome physical contact with sexual overtones, such as touching, patting, pinching, repeatedly "brushing" against someone, or impeding the movement of another person.
 - ii. Sexually offensive comments such as slurs, jokes, epithets, and innuendos.
 - iii. Sexually oriented "kidding" or "teasing," or sexually oriented "practical jokes".
 - iv. Suggestive or obscene written comments in notes, letters, invitations, or e-mail.
 - v. Inappropriate, repeated, or unwelcome sexual flirtations, advances, or propositions.
 - vi. Offensive visual contact such as staring, leering, gestures, or displaying obscene objects, pictures, or cartoons.
 - vii. Inappropriate or suggestive comments about another person's physical appearance or dress.
 - viii. Exchanging or offering to exchange any kind of employment benefit for a sexual concession, e.g., promising a promotion or raise in exchange for sexual favors.
 - ix. Withdrawing or threatening the withdrawal from the course for refusing to grant a sexual favor, e.g., suggesting that a student will receive a poor performance review unless she [he] goes out on a date with an instructor.
 - x. Any action taken because of an individual's gender that alters the terms, conditions or privileges of employment.
- b. The prohibition against sexual harassment applies to everyone – EMS program administrative staff, EMS instructors, guest speakers, students, other Erie County workers, etc. The County of Erie will not tolerate harassment of any kind by anyone.
 - c. While the County encourages individuals who believe they are being harassed to firmly and promptly notify the offender that his or her behavior is unwelcome, the County also recognizes that such a confrontation may be uncomfortable or even impossible. In the event that such informal, direct communication between individuals cannot be accomplished for any reason, or is ineffective or inappropriate given the circumstances or severity of the situation, the Lead Instructor or Course Sponsor Administrator should be notified immediately.
 - d. Any allegation of harassment will be promptly investigated by the Lead Instructor, Course Sponsor Administrator, and/or another ECEMS administrative staff member. Confidentiality will be maintained throughout the investigatory process to the extent practical and appropriate under the circumstances. The complainant may be required to submit a written report of the allegations as part of the investigation.
 - e. Depending on the nature and seriousness of the offense, ECEMS will impose all appropriate discipline, up to and including expulsion from the course, against any ECEMS administrative staff, EMS instructors, guest speakers, or students found to have engaged in sexual harassment or other forms of harassment.
 - f. ECEMS staff will not in any way retaliate against any student who makes a complaint of harassment or against any participant in the investigation, nor will it permit any other students to do so. Retaliation is defined as treating any student differently because he or she opposed an or made a charge, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing. Retaliation is a serious violation of this sexual harassment policy and should be reported immediately.

14. Student Discipline/Termination/Expulsion

- a. Any violation in policy will be brought to the student's attention immediately by the instructor. Failure to correct the violation will result in the student being expelled from the course.



15. Appeals Process

- a. Within 10 calendar days of termination/expulsion, the student may appeal a disciplinary action or termination in WRITING to the Course Sponsor Administrator.
- b. A meeting will be held within 10 calendar days of receiving the request with the student and the appeals board (the Course Sponsor Administrator, the Medical Director, Lead Instructor, and Paramedic Program Director) to resolve the appeal. The student will then be informed of the outcome of the meeting in writing and by phone within 3 business days. The outcome of the appeal will also be documented in the student's file.
- c. All students have the ability to appeal ECEMS' decision to the New York State Department of Health Bureau of EMS and Trauma. DOH's phone number is (518) 402-0996.

16. Social Media Policy

- a. The use of social media is a matter of individual choice and freedom of expression. However throughout the course, students may become aware of confidential information and situations in class, ride rotations, labs, and clinical rotations. This information is not to be shared on social media at any time. Students cannot share any images from the class without permission from ECEMS staff. Social media is also not an acceptable means of communication with the ECEMS instructors, which should be limited to text, email, or phone calls only.

17. Electronic Device Policy

- a. The ECEMS staff appreciates the need for students to be available by phone for emergencies. With the availability of smart phone technology, phones may be incorporated into the classroom. However, phones and pagers can present a significant disruption to the educational setting. In order to balance both needs, the following policies regarding the use of such devices shall be in effect:
 - i. Wireless phones (cell phones, smart phones, etc.) and pagers must be set in the "silent" mode at the beginning of each class session.
 - ii. If the student must take a call, the student shall leave the educational area before answering or beginning to engage in the conversation and retreat to a location that will not disrupt the class.
 - iii. Once the conversation is complete, the student shall return to the classroom without creating a disturbance.
 1. The student is responsible for all instructional material missed while out of the classroom.
 - iv. Students shall not engage in sending or receiving text messages, or utilize their device for access to e-mail, the internet, or any other source not considered a relative part of the class and session being instructed at the time.
 - v. Students may use a tablet or laptop during class instruction but only if it is involved in the current lesson. Failure to follow this rule will result in the student losing the privilege to use their tablet or laptop in class.
 - vi. Electronic devices are not to be used to record the instructional program.

18. Student Training Records

- a. Your student training records are confidential. This includes grades, certifications, behavioral/disciplinary records, evaluations, and any other information about your performance in the course. ECEMS may discuss your training records with other ECEMS staff (instructors, administrative staff, clinical staff members) only when necessary. ECEMS is prohibited from discussing any part of your training record with anyone who is not affiliated with ECEMS or not directly involved in your training. This includes your family members and your agency's personnel.



ECEMS will only release your training records to yourself or your designated recipients through our *ECEMS Student Training Record Release Form*.

- b. Students have the right to inspect and review their training records. While the course is in session, the Lead Instructor must allow a student to review their training record within one (1) week of the student making an informal or formal request. After the course is completed, ECEMS will allow the student access to their training records within 45 days of the day ECEMS receives a formal request for access. Students should submit a written request to the appropriate ECEMS administrative staff member, identifying the record(s) they wish to inspect. ECEMS administration will make arrangements for access and notify the student of the time and place where the records may be inspected.
- c. If a student believes their training records are inaccurate, misleading, or otherwise in violation of their privacy rights, they may request ECEMS to amend the record. The student should submit a written request to the appropriate ECEMS administrator, clearly identifying the part of the record they want to be changed and specifying why it is inaccurate. The institution will decide whether to amend the record within a reasonable time after receiving the request.

19. Injury

- a. Students are responsible for all payments for medical care related to exposure/injuries/illnesses that occur from the course.

20. Student/Faculty Correspondence & Office Hours

- a. There are no scheduled office hours with your instructor; however, appointments can be made if needed. Email is the preferred medium for any official communication related to the class.



Student Acknowledgement

By signing below, I acknowledge that I have been informed of all policies, procedures, and expectations of the ECEMS CFR Program and I agree to follow them.

Print Name: _____

Signature: _____

Date: _____