Emergency Medical Technician Program

Administrative and Clinical Guidelines

NYS Program #000000

Program Goal and Objectives

The goals of the St. John's University Emergency Medical Services Institute Emergency Medical Technician Program is to produce competent, entry level EMT's to serve in career and volunteer positions within the State and New York City region.

At the completion of the program, the graduate of the St. John's University Emergency Medical Services Institute Emergency Medical Technician Program will demonstrate the ability to comprehend, apply, and evaluate the clinical information relative to the role of an entry level EMT within the New York City region. They will be able to demonstrate the technical proficiency in all skills necessary to fulfill the role of an entry level EMT and demonstrate personal behaviors consistent with professional and employer expectations.

Academic Excellence for Personal and Professional Success
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ARTICLE I: Description of the Profession
The field of pre-hospital emergency medical care is an evolving profession in which the reality of life and death is confronted at a moment’s notice. EMS has developed from the days when the local funeral home and other services served as ambulance provider to a far more sophisticated system today. EMT’s work side by side with other health care professional to help deliver pre-hospital emergency care. This course is designed to help the new EMT gain the knowledge, skills and attitude necessary to be a competent, productive, and valuable member of the emergency medical service.

EMT: National Standard Curriculum, US DOT

ARTICLE II: Admission Process
The St. John’s University EMS Institute is committed to training a highly qualified workforce that reflects the diversity of the New York City region. All applicants will receive consideration without regard to race, color, national origin, sex, age, political affiliation, non-disqualifying physical handicap, sexual orientation, and any other non-merit factor.

PREREQUISITES FOR ADMISSION
All students must have a NYS high school diploma or an equivalent NYS GED, Be 18 years of age by time of the NYS Certifying exam
Note: All students are reminded that they should have their own health insurance coverage. St. John’s University or its affiliates are not responsible for any injury or sickness that occurs in the scope of training of the STJ EMS student.

COURSE REQUIREMENTS
In order to complete the course, the following components of each of the outlined topics must be completed and successfully met:

- Attendance, Class and On-line
- Professional Appearance / Dress Code
- Academic Integrity
- On-line Examinations and Participation
- Practical Skills Examination
- CPR-Written and Practical Examinations
- All required online FEMA courses IS-100. B, IS-5.a, IS-700.a

The performance criteria for each of these components are outlined in this policy. Failure to successfully complete any component of the program will result in course failure and separation from the program.

ARTICLE III: Tuition and Financial Expenses
FINANCIAL OBLIGATION
The tuition for the course is $1150.00, included in the tuition is a non-refundable $100.00 deposit to reserve your seat for the EMT Original course. All students are expected to have the course paid in full by the first day of class. All payments must be made by money order payable to St. John’s University or by credit card. American Express, Master Card, VISA and Discover are accepted.

Any student who is in good academic standing (Good academic standing is defined as having no failing grades, no academic, attendance or clinical warnings and no behavioral issues) and wishes to withdraw from the program MUST do so IN WRITING and must be submitted to the Instructor Coordinator as soon as possible with the reason for withdrawal. The date of withdrawal shall be computed from the date the student completed and signed their legibly hand written or typed withdrawal form.

TUITION REFUND SCHEDULES
The following percentage of tuition may be credited for withdrawals. Fees and Deposits are non-refundable:

- Withdrawal before the 1st session - 100%
- Withdrawal through the 3rd session - 50%
- Withdrawal through the 6th session - 10%
- Withdrawal AFTER the 6th session - 0%

Note: All students are responsible for the EMT original course tuition. Any student who fails or is expelled from the course for any reason at any time in the program is responsible for the full tuition of the program. Any student who is utilizing a voucher who fails the program or is expelled from the course or fails to successfully obtain their NYS EMT certification within 1 year from their original NYS practical AND written certification is responsible for the full tuition. The student will be billed by St. John’s University or its designated agency.
ARTICLE IV: Professional Considerations and Behavior

Student shall act and behave in a manner consistent with the responsible nature of the EMT profession, whether in class, at a rotation site, or any other time. Violations of any form will not be tolerated. Any violation may result in the immediate dismissal from the course.

Violations include, but are not limited to:

1. Plagiarism or cheating.
2. Copying of exam materials.
3. Ability to accept criticism.
4. Altercations (verbal and physical).
6. Trespassing.
7. Student/Instructor interactions.
8. Student/Student interactions.
9. Student/Patient interactions.
10. Student/Preceptor interactions.
11. Other unprofessional actions.
12. Theft of hospital or St. John’s University property.
13. Removal of equipment, reference material or any supplies.
14. Ability to work effectively in crises or patient care situations.
15. Drug or Alcohol Abuse, coming to class intoxicated or on illegal drugs.
16. Respect for Authority/Adherence to Policy, Procedures and Guidelines.
17. Student fraternization between Instructor staff, Hospital staff or Preceptors.
18. Intentional damage to hospital or St. John’s University EMS Institute equipment and / or property.
19. Falsification of records or documentation which is a NYS DOH part 800.16 offense reportable to NYS DOH.

Any clinical preceptor or instructor, physician or participant in the educational aspect of the program can and will have input to the Program Coordinator (CIC) in regard to student behavior in the clinical sphere and will be asked to submit observations in writing. Evaluation and consideration of verbal allegations and / or rumors will not be used as the criteria for making decisions concerning student clinical performance and participation in the program; however, the content of written statements will be reviewed and evaluated.

Individual situations and / or consistently inappropriate and improper actions, or behavior will be dealt with and evaluated by the Program Coordinator (CIC) in conjunction with the participating instructors. Disposition of complaints can range from dismissal for severe individual incidents and / or cumulative actions and behavior to counseling or probation for lesser infractions.

At all times it will be the goal of the course, the Program Coordinator (CIC), and participating instructors to help change the behavior of individuals. It is our goal to make their behavior more consistent with what is perceived to be appropriate professional behavior. In the event that some behavioral change does not take place, the student will be dismissed from the program. It is the ultimate concern of the staff to train efficient, competent and compassionate EMT’s that will be a credit to St. John’s University, the Emergency Medical Service Institute, the profession, and themselves.

HIPAA: In the interest of quality patient care, students are not to divulge any patient information to anyone other than the EMS providers or hospital staff that will be caring for the patient. Interviews with the press or discussion with bystanders and or non-related parties are considered unacceptable behavior and are in violation of patient’s rights. This type of violation of professional conduct could result in severe disciplinary action and possible separation from the program.

SMOKING: All areas of St. John’s University are Smoke Free Facilities. This includes rotation sites that are not on a hospital campus. No smoking is permitted in any hospital facility or ambulance.

CLASSROOM CONDUCT

Students will come to class with all assignments completed and will bring all necessary books and materials. All books and required equipment must be obtained by the end of the first week of class and no later. Any student not having their books and required equipment will not be allowed to continue in the program. Breaks are given at designated times and for specified time periods.

Any student who does not return from a break at the designated time is considered late and shall be dealt with in accordance with the lateness policy. Private conversations, reading newspapers, texting or non-session related material, and unauthorized activities will not be permitted. All beepers, cellular telephones and personal electronic communication devices will be turned off during each session of the program. If caught using your cell phone or other electronic device, you will be given an absence for that session that will count towards your cumulative absences and the student must complete the remainder of the class. Use of laptops in the class room is at the discretion of the instructor.
ARTICLE V: Dress Code

APPEARANCE

A neat and clean appearance must be maintained at all times. Hair shall be tapered to the general shape of the head. Hair that extends below the collar shall be tied up or arranged in a manner that conforms to the shape of the head and keeps hair above the collar. Hairpins and combs must be unobtrusive. Dangling jewelry, bracelets or necklaces are not allowed. No visible body piercings, skin dilatators or earrings are to be worn as this is an Occupational Safety and Health Administration (OSHA) and 911 system policy as well. Make-up is not to be excessive. No hats and/or sunglasses are to be worn in the building at any time. Pants must be worn above hip level; no underwear is to be visible.

PROPER CLASSROOM ATTIRE (Ambulance Rotation Uniforms are detailed in Article XI)

Proper attire must be maintained in a clean and orderly fashion, which shall include good personal hygiene. Proper attire for classroom and lab sessions will be business casual. Business casual is defined as a shirt with a collar, either button-down or polo type, long pants or slacks and comfortable closed toe shoes. Jeans are acceptable as long as they are clean and do not have holes in them.

A. The student identification card when issued shall be worn on the outermost garment at all time and visible.
B. The following is not considered appropriate proper attire and shall not be worn at any time while representing the school as an EMT student:
   i. Ripped, faded or dirty jeans, ripped T-shirts or shirts bearing inappropriate designs, slogans words or pictures, or other dirty street clothing.
   ii. Open toe shoes or sandals, ripped or dirty sneakers, flip-flops, or heels in excess of 2 inches.
   iii. Provocative clothing not appropriate for a Catholic, Vincentian university.

COMPLIANCE: Warnings
A. A written warning shall be issued on the first (1st) occurrence.
B. A second occurrence will lead to the student being released from the program.

ARTICLE VI: Class Attendance

ABSENCE: Absence is identified as a student who is not present at the beginning of and for the duration of the session. The evening program session begins at 6pm, and ends at 10pm. If you anticipate being absent for a session, please call (718) 990-8451 to make notification. Please leave your name, course you are registered in, your message and contact number (Each evening consists of one session). Absences totaling more than three (3) sessions will result in a course failure. One (1) absence will be counted for any student who arrives more than ½ hour late for class and/or leaves ½ hour or more before the end of class.

LATENESS: Class starts promptly at 6pm unless otherwise told by competent authority. Tardiness shall not be tolerated. It is the student's responsibility to make sure they are in class, signed in and ready for class no later than 6pm. Lateness is defined as any student who arrives after 6pm. Five (5) occurrences of lateness of any duration will result in a course failure. Accumulated lateness totaling more than one-half (1/2) hour will be considered one missed session. If you anticipate being or returning late for a session, please call (718) 990-8451 to make notification. Please leave your name, course you are registered in, your message and contact number. Approved leave for early departure is equivalent to a lateness of comparable duration.

CUMULATIVE ABSENCES AND LATENESS: Any combination of absences and/or lateness totaling more than three (3) sessions will result in a course failure. Any student who comes back late to lab or lecture or does not come back at all will be considered late and or absent and that time charged against them.

MANDATORY SESSIONS:

- All Lab Sessions including CPR practice and testing.
- Final written exam administered at Bartilucci Center Computer Lab
- All final skills practice sessions.
- NYS skills testing and re-testing.

Failure to attend any of these mandatory sessions will result in a course failure and separation from the program. This section supersedes the absence criteria as listed above.

SELF-DISMISSAL: (“Early Exit”) – Student shall remain for the entire session. Leaving early or failure to sign out or having someone else sign you out on the daily attendance sheet shall constitute a self-dismissal. This can also be construed as fraudulent behavior. You MUST notify the CIC / PSC / Director / Associate Director or other authority if you need to leave early.

COMPLIANCE: Warnings Notices: Class Attendance: Students will be issued warning notices based on their lateness's and absences. They will review them, sign them and return them to the course instructor before the end of the class session to be placed in the student file. If the student attempts to not return the signed warning notice, they will still be held accountable to the above class attendance policies and a copy of the unsigned notice placed in their file.
ARTICLE VII: Academic Requirements

ON-LINE EXAMINATIONS AND QUIZZES

This program utilizes on-line interactive learning and written examinations with Jones & Bartlett (J&B) Learning Course Navigate. All students are required to have a valid e-mail for the duration of the program and computer access, either at home, a public library or here at the EMS Institute. The text Books for the EMT Course and the Course Navigate are part of the Book and Supplies fee that will be provided to the student. If the student is dropped or resigns from the EMT program, they will no longer have access to Course Navigate. All students are required to check their email once a day or every other day at minimum. All students must be registered with J&B Course Navigate by the first day of class once they have received their text books, if failure to do so, this will preclude the student from continuing in the program and will be considered a course failure. If the student chooses to purchase the books and course key codes from an outside resource and does not receive them in time, no additional time for exam due dates will be allowed. On-line quizzes are comprised of material and information from lectures, handouts, power point presentations and textbooks. The on-line Learning Management System (LMS) works best with internet browser Mozilla Fire Fox (most updated version). All Students must carefully type in their name and email information when registering with J&B. The first letter of the students First and Last name must be in capital letters.

J&B Learning Technical Assistance If a student has any computer issues, even for logging in to J&B, you will need to contact J&B Tech Support to help you. All students will be provided detailed registration directions to log into the LMS.

1-800-832-0034 then #5 after the prompt.
Monday – Friday 8:30am - 8:00pm Eastern
Saturday – Sunday 9:30am - 6:00pm Eastern

The text books used for the EMT program are:

BLS For the health care provider Student Manual NM80-1010

MINIMUM PASSING STANDARD TESTING: Passing for all take home open book quizzes, HIPAA, BBP and the online final exam are 80%. Passing for CPR is 84% and the written exam will be administered in class. On-line quizzes are comprised of material and information from lectures, handouts, power point presentations and textbook material.

INCOMPLETE QUIZZES: Take home open book quizzes MUST BE completed. If the student fails to complete and/or submit the assigned quiz by the due date noted on the syllabus, it will be considered incomplete and a grade of ZERO (0) will be given for that quiz. Students should not wait till the last minute to enter their quizzes. The incomplete quiz will be considered a quiz failure and the student will have to take a retest in that quiz and successfully pass it in order to remain in the program. The retest grade for the incomplete quiz will be used in calculating the student’s average; the highest possible grade for any incomplete retest is 80% regardless of the passing grade the student receives. If the student fails the retest for the incomplete quiz they fail the course. All quizzes 1 through 7, HIPAA, BBP, will be considered incomplete if not submitted on time and will add to the student’s possible dismissal from the program. All quiz due dates are outlined on the course syllabus; it is the responsibility of the student to know when the quizzes are due.

QUIZ FAILURES: Any student who fails a take home open book quiz will be allowed 1 retest for that failed quiz. The grade from the failed quiz will be the grade used in the student’s average, NOT the retest grade. If the student fails the retest for that failed quiz they fail the course. The student will be assigned a retest for the failed quiz with the dates and times available on the warning notice they will receive. The student will have an opportunity to review their original failed take home open book quiz prior to taking the retest. Any student that has an individual or combined total of more than 1 incomplete and/or failed quizzes will be separated from the program, regardless of their average. HIPAA and BBP must be completed by the due date listed on the syllabus, if the student fails either one (HIPAA or BBP); they may retake that quiz again until a grade of 80% is obtained but, it must be successfully completed before the quiz due date. CPR, you may retest the written exam once, if failed a second time the student fails the course.

FINAL EXAM: The final exam is a cumulative exam consisting of all previously covered material. The student must take the final exam on the date and time specified. If the student misses the exam for any reason, the student will be separated from the program. The passing grade for the final exam is 80%. If the student fails to obtain the minimum grade of 80% they will be give one (1) retest of the cumulative final exam. The retest must be completed within 24 hours of the initial failure. The passing grade on the retest will be 80%. Any student failing the final exam retest will be separated from the program.

NOTE: The student will be dropped from the program if he/she does not meet the aforementioned academic standards regardless of whether or not he/she was issued an Academic Warning Notice. All Students are required to review and know their own academics grade.
EXAMINATION REGULATIONS
The student shall not utilize any assistance in taking the online examination by using text books or any other type or kind of resource. This will be considered cheating and grounds for dismissal from the program. Failure to comply with examination regulations will result in a course failure and will result in separation from the program.

PHYSICAL AND LEARNING DISABILITIES
For the staff to address any student physical and/or learning disabilities, student must notify the Instructor Coordinator as soon as possible of any special needs that s/he may have. Notification must take place at the beginning of the program, or as soon as a disability is identified. Student will be required to provide any supporting documentation of the disability. IEP, Individualized Education Program, all disclosures will be kept strictly confidential.

TIME ALLOWANCES
Will be specified with each on-line quiz as listed on the syllabus, quiz retests as outlined on the warning notices, and the Final Exam as outlined on J&B navigate about 1 month before the final exam.

ACADEMIC INTEGRITY
The Academic Integrity and Ethical Standards of St. John’s University and the EMS Institute are to be upheld by all participants. Any student suspected of cheating or of assisting another student to cheat will be given a conference. The conference will consist of the accused, the Director of EMS Institute, the Medical Director of EMS Training, the Instructor Coordinator of the program, and any of the proctor(s) of the exam, and any other witnesses. The student will be allowed an opportunity to rebut any allegation of cheating. If the allegation is substantiated, the individual(s) will be separated from the program.

MISSED LECTURE SESSIONS
Any student who is absent for a lecture session will have to make up that lecture session before the end of the module or division exam. The makeup lecture session will be assigned at the discretion of the STJ EMS Institute faculty. The student must be available or make themselves available that assigned day to cover the material that the student missed in class. In conjunction with the missed session, the student will also be required to hand write the US DOT Curriculum Outline, verbatim for the lectures they missed and it must be turned in by return of the next class session. Failure to adhere to these guidelines will result in the student being released from the program. Theses requirement are set by the NYS DOH and all students must meet the required lecture hours.

If there is more than one student who requires to be remediated in a specific lecture topic, all of the students will be brought together on one (1) day to have the material covered. There will not be different lecture remedial days for different topics. All students will be required to stay for the entire remedial session and will not be allowed to leave early even if there material they missed has been covered.

ARTICLE VIII: Practical Skills
INTRODUCTION
The primary purpose of the Emergency Medical Technician Program is to meet entry-level job expectations within the NYC Region. Each student, therefore, must demonstrate attainment of knowledge, attitude, and skills in each area taught in the program. If after counseling and remediation a student fails to demonstrate the ability to learn specific knowledge, attitudes, and skills, the student shall be separated from the program.

Skill sessions provide the student with the opportunity to develop the psychomotor skills of the EMT. Skills are presented in a sequential, building fashion. In this manner, the student is enabled to integrate the skills and the didactic that have been learned into a simulated patient care situation. All students Must bring in their require BLS equipment every skills lab night, if the student is unprepared, you will be given an absence for that session that will count towards your cumulative absences and the student must complete the remainder of the class.

PRACTICAL SKILLS EVALUATION
Practical skills will be evaluated throughout the course, and each student must demonstrate competence in every skill. The EMT candidate must successfully pass seven (7) stations: mandatory stations #1 through #3 and one random skill station from station #4, #5, #6 according to New York State Department of Health Guidelines (NYSDOH). The random skill station is conducted so that the student is unaware of the skill he or she will be tested in. Mandatory and random skill stations will consist of both skill based and scenario based testing.
NYS PRACTICAL SKILLS EVALUATION STATIONS

Skill Station 1:
Mandatory: 1-A – Patient Assessment – Medical
Mandatory: 1-B – Patient Assessment – Trauma

Skill Station 2:
Mandatory: 2 – Cardiac Arrest Management/AED

Skill Station 3:
Mandatory: 3 – Bag-Valve-Mask Apneic with Pulse

Skill Station 4:
Optional Skills – Any one (1) of the following may be tested
4A – Upper Airway Adjuncts and Suction
4B – Supplemental Oxygen Administration
4C – Bleeding Control/Shock Management

Skill Station 5:
Optional Skills – Any one (1) of the following may be tested
5A – Spinal Immobilization – Seated Patient
5B – Spinal Immobilization – Supine Patient

Skill Station 6:
Optional Skills – Any one (1) of the following may be tested
6A – Immobilization Skills – Long Bone
6B – Immobilization Skills – Joint Injury
6C – Immobilization Skills – Traction Splint

GUIDELINES FOR NEW YORK STATE PRACTICAL SKILLS EVALUATION:
A. All practical skills stations will be conducted in accordance with the New York State DOH Guidelines
B. Initial failure of three (3) or more skills stations constitutes a practical skills failure
C. Any student who fails one (1) or two (2) stations will be allowed to re-test. No retests are conducted until all students complete initial testing. The first re-test may be conducted during the same session after the initial tests are complete and will be conducted without any additional practice or coaching. When necessary, a second remedial re-test shall be conducted during a different session, after a remedial session. Failure of the second remedial re-test constitutes a practical skills failure and separation from the program.

NOTE: Students must wear appropriate attire for all skills sessions.

NOTE: Students not successfully passing the New York State Practical Skills Examination will not be eligible for the New York State Written Certifying Examination. They will need to take an EMT – Refresher course in order to sit for the NYS Written Certification exam.

CPR-WRITTEN AND PRACTICAL EXAMINATIONS
The CPR course follows the New 2010 American Heart Association (AHA) guidelines. Both the in class written and in class practical examinations must be successfully completed. The practical examination is graded on a pass or fail basis. The passing grade on the written examination is 84%. One (1) re-test is allowed for the written examination following a review session. Any failed CPR skills will be re-tested. The first skills re-test may be conducted during the same session as the initial test and will be conducted without any additional practice or coaching. Students will be allowed to review the failed skill-grading sheet, prior to the first re-test. When necessary, a second re-test shall be conducted during a different session, after a mandatory remediation session. Failure or the second re-test constitutes a course failure and separation from the program.

NOTE: If a student loses their AHA CPR card a fee of $25 will be charged to the student for each replacement cards.

Failure to successfully complete either the written or practical CPR examination is a course failure and will result in separation from the program.
ARTICLE IX: Appeals
Students wishing to appeal an academic dismissal must submit their request in writing within three (3) business days of the dismissal to the Director of EMS Programs. Once the Director of EMS Programs receives a written appeal, the student may continue to attend class at the discretion of the Director of EMS Programs.

The following policy describes the process for students that wish to appeal an Academic Dismissal from the EMS program.

I. This policy supersedes all appeals policies.

II. This policy applies to:
   1. Paramedic Original and Refresher Program
   2. Emergency Medical Technician and Refresher Program

III. The Academic Appeals Committee will consist of the following:
   a. The Administrative Director of the Bartilucci Center who will chair the Academic Appeals Committee
   b. The Program Director (if available) from a different program as appointed by the Chair.
   c. One Allied Health faculty member from a different program as appointed by the Chair if the Program Director is unavailable.

The Director of EMS Programs shall:
A. Sign and date the letter received.
B. Submit to the Academic Appeals Committee within three (3) business days a package including the following:
   ✓ Original copy of the appeals request letter
   ✓ All documentation of communication with the student
   ✓ Records of academic warnings and any notices of probation
   ✓ Grade, attendance, and tardiness records
   ✓ Any other relevant or supporting documentation

Items and issues not brought to the attention of the Academic Appeals Committee shall not be considered relevant.

The Academic Appeals Committee shall either grant or deny the appeal. The decision of the Academic Appeals Committee is final.

ARTICLE X: Functional Position Description and Criminal Convictions Policy
For the program to address any student physical and learning disabilities, all students must notify their program as soon as possible of any special needs they may have. Notification must take place at the beginning of the academic year, or as soon as a problem is identified. All disclosures will be kept strictly confidential. The program may request students to supply recent documentation to support claims of any disability, so that the individual student’s needs be best addressed and provided for by the program.

As an Emergency Medical Technician, there are certain qualifications you must meet and physical abilities you must possess. These items are outlined in NYS Department of Health Policy Statement #92-04. This document is attached and will be reviewed at the conclusion of this orientation. Any student who wishes a disability accommodation for the state exam must speak to the Instructor Coordinator, who will advise you how to contact the NYS DOH EMS Central Office to have your situation reviewed. NYS DOH has outlined the procedure one must follow, if they have been charged or convicted of criminal activity. This NYS DOH Policy Statement #02-02 is attached and will be reviewed at the conclusion of this orientation.

ARTICLE XI: Classroom Sessions, Ambulance Rotations Objectives:
CLASSROOM SESSIONS:
Fifty (50) 4-hours Didactic (Lecture) and Practical (Skill) sessions to cover the following areas:
- Module 1 – Foundations of the EMT
- Module 2 – Patient Assessment
- Module 3 – Airway Management, Respiration, Artificial Ventilation
- CPR Module - 2010 Guidelines
- Module 4 – Medical Emergencies
- Module 5 – Trauma Emergencies
- Module 6 – Special Populations
- Module 7 – EMS Operations
- Final Preparation
INTRODUCTION AND OBJECTIVES FOR AMBULANCE ROTATIONS:
The Clinical Experience is designed to allow students to gain experience at delivering competent medical care in carefully controlled clinical situations. Students will have an opportunity to observe EMT, paramedics and other health care professionals deliver specialized medical care in normal clinical settings. When appropriate, students will participate in the delivery of medical care by performing functions that are within the scope of EMT practice, including but not limited to procedures, interventions and assessments under the close supervision of NYS certified emergency medical technicians. It is expressly understood that students must not under any circumstance interact and/or provide any care whatsoever that is:

- Outside of the governing body’s scope of practice
- Beyond what they are approved to do based upon their individual progress in the program
- Without the permission of the onsite preceptor

Preceptors at clinical experience sites will directly supervise and evaluate EMT student performance. EMT students must display a satisfactory level of competency as judged by the clinical preceptors in order to be eligible to continue in the EMT Training Program. If it is determined a student’s lacks such competency the student may be released from the EMT Training Program.

Students will be required to attend rotations at the following sites for these MINIMUM amounts of hours and patient contacts:

<table>
<thead>
<tr>
<th>Rotation Site</th>
<th>Hours</th>
<th>Patient Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>See BLS Ambulance site list</td>
<td>24</td>
<td>Participate in ten (10) patient contacts</td>
</tr>
</tbody>
</table>

Students MUST complete a minimum number of required hours as well as complete the minimum number of patient contacts by the clinical rotation completion date in order to successfully complete the course. Failure to complete either the minimum number of clinical rotation hours or meet the minimum skills competencies will result in a course failure.

REQUIRED ROTATION TIME TABLE
Your rotations will begin on after completion of AHA BLS for Health Care Providers Course. The exact date will be provided by your clinical coordinator. You will participate with patient care and interact with the crew on emergency scenes to the level of your training. This may include taking vital signs, assessing the patient, providing oxygen, lifting and moving the patient, performing CPR and any other task you have been trained to perform. You must document 10 patient contacts/assessments.

Clinical experience rotations are an integral part of the EMT Training Program. Clinical experience rotations are a commitment equal to attending class. Failure to complete all required rotations and hand in the required clinical evaluations by the rotation completion due date on as outlined on the syllabus as session 40 shall result in separation from the training program and constitute course failure.

The individual student is ultimately responsible to ensure that they complete all required clinical rotations by the “clinical rotation due date” as specified by the Clinical Coordinator. Students who do not complete all rotations are not eligible to take the class final, New York State practical exam, or New York State written certifying exam. By law, regulation, and rule, there can be no exception. Furthermore, not completing all clinical requirements by the clinical rotation due date may result in dismissal from the training program.

ASSIGNMENT OF CLINICAL EXPERIENCE ROTATIONS
Rotations are performed at participating hospitals and ambulance stations that have entered into agreements with the STJ EMT Training Program. Availability of particular clinical sites and services within those contracted sites may change from time to time without prior notice and students will have to adjust accordingly. The EMS Institute is committed to providing the best possible opportunities for clinical experiences to our students, and periodically evaluates the educational value of each clinical experience site.

The availability of the services and sites that students are to participate in and the presence of qualified preceptors at these clinical experience rotation sites determine the schedule of clinical experience rotations.

You will choose your BLS ambulance rotations using the online program www.FISDAP.net. Rotations must be picked by the 25th day of the previous month. Example: February rotations must be picked by January 25th. If you have any questions or concerns please email your clinical coordinator.

Students are responsible for scheduling their own BLS ambulance rotations, through the use of FISDAP. Procedures for utilizing FISDAP will be covered by the Clinical Coordinator. Students are prohibited from working more than sixteen (16) hours in a 24 hour period and also prohibited from working ALS ambulances. You may only choose ambulances from the approved list provided to you.
AMBULANCE ATTENDANCE
Students are expected to attend all rotations that they have signed up for. Should the student be unable to attend a scheduled rotation due to illness or emergency, s/he must make notification to the Clinical Coordinator via email. Advise your name, course you are registered in, your message and contact number. Absence from a clinical rotation will be calculated into the students overall course attendance. Furthermore the student will be required to make up that missed ambulance rotation on a date and time scheduled by the clinical coordinator. Reliability and promptness are important attributes for an EMT to develop. All students are expected to be at their scheduled rotation site on time, prepared to work and dressed appropriately. Preceptors and supervisors have been instructed to send tardy and/or inappropriately dressed students home without credit for the rotation. Students should leave appropriate time to account for weather, traffic and local parking conditions. Any student sent home by a preceptor or EMS supervisor will not receive credit for the tour and must immediately notify the clinical coordinator via email.

SUCCESSFUL COMPLETION
Preceptors and supervisors have been instructed to send students home without credit for the rotation if they are not prepared, demonstrate poor interpersonal skills or for any significant violation of their organization’s policies and procedures. Any student sent home by a preceptor or supervisor will not receive credit for the tour, must inform the clinical coordinator via email and will be required to document the circumstances in writing upon their return to class.

Rotation paperwork will consist of an EMT CLINICAL SHEET completed by the preceptor evaluating the student’s performance. The EMT CLINICAL SHEET evaluations must be turned in to the class Instructor Coordinator on the next lecture day after the completion of the rotation.

Failure to comply will result in the clinical rotation being void and the student will be required to reschedule the rotation. Incomplete paperwork will be rejected and the rotation may be invalidated.

Note: Any student found submitting fraudulent documentation of rotation attendance will be separated immediately from the EMT Training Program and their conduct reported to the NYS-DOH EMS Bureau for further investigation and action.

REQUIRED CONDUCT (10 NYCRR PART 800.15)
Students are expected to behave in a professional and courteous manner at all times during clinical experience rotations. Students whose behavior is judged to be unacceptable will be instructed by the preceptor to leave the rotation site. Students must immediately comply.

Note: Do not confront the preceptor; instead notify the Clinical Coordinator and/or Program Coordinator immediately.

INCIDENT AND INJURIES
All unusual incidents or injuries that occur during class sessions or clinical experience rotations are to be reported to your preceptor and EMS Institute administration immediately. After hours, the Instructor Coordinator, or the Clinical Coordinator, shall be notified electronically via email and or text message. Contact information shall be provided to each student. Additionally, the student must submit a written report of the incident on the next class day.

DRESS CODE FOR FIELD ROTATIONS
EMT Original Students Clinical Uniform Inspection will take place on prior to the first student scheduled for rotation. The specific date will be provided by your clinical coordinator.

On the date above you are required to wear to class your uniform that you will be wearing while riding on clinical your rotations. This uniform is a requirement of the NYC 911 participating providers and the program and must be worn while on rotation. If you are not in uniform on the date above and your uniform is not cleared by the class CIC, PSC, Associate Director or Director of EMS, you will marked as absent not be allowed to continue in the course.

Students must wear the prescribed uniform during all field rotations. Uniforms worn by students must be clean and neat at all times. While on field rotations on BLS ambulances the St. John's University ID card must be carried on the student's person at all times. The student must identify themselves to all patients as an STJ EMT STUDENT. All uniform items must be clean, neat and presentable. THE INDIVIDUAL PRECEPTOR HAS THE RIGHT TO SEND THE STUDENT HOME IF HIS/HER APPEARANCE IS NOT PROFESSIONAL AND MEETING ACCEPTABLE STANDARDS. The Clinical Coordinator shall be notified immediately by the student using email if they are sent home from a rotation by the preceptor.
REQUIRED FIELD ROTATION UNIFORM: – BLS ambulance rotations
- Navy blue button down collared or polo shirt (uniform style shirt) **NO LOGO**, plain navy blue only.
- Navy blue pants (navy blue BDU style pants may be worn on ambulance rotations)
- Polished, clean black boots or work shoes. NO sneakers are permitted on field rotations.
- Navy blue or black turtleneck may be worn **UNDER** uniform shirt in inclement weather.
- Navy blue sweatshirt for cold weather. **CANNOT HAVE HOOD**

PROHIBITED ITEMS
- Any facial hair below the lower lip or which would interfere with N95 mask seal.
- Dangling jewelry including necklaces, bracelets or earrings.
- No visible body piercings, skin dilators or earrings are to be worn.
- No hats worn inside except required religious head coverings.
- Fingernails should be clean and neatly trimmed so as not to interfere with patient care. Must comply with clinical site and/or JCAHO standard.

PERSONAL EQUIPMENT

Students **must** bring the following to each clinical experience rotation site:
- Stethoscope, Bandage Shears, Penlight, Pen, Watch with second display
  **Note:** Preceptors and supervisors may send students **without** required personal equipment home **without** credit for the rotation, and **it will be considered an absence**.

You will be acting as a pre-hospital care professional and your behavior and appearance will be appropriate to represent the profession, yourself and St. John’s University

INCLEMENT WEATHER

Working in the 911 system on field rotations will expose the student to inclement weather conditions. In case of inclement weather students may wear appropriate outwear as long as it is navy blue or black **WITHOUT** logos of any type, advertising, volunteer or work affiliation patches, screening or embroidery or any material that would be deemed inappropriate to represent St. John’s University or the participating 911 provider. This pertains to any hat, jacket, sweater or sweatshirt worn on top of your shirt

SCHOOL CLOSING

All students should listen to local news broadcasts or check the official school website ([www.stjohns.edu](http://www.stjohns.edu)) for information on weather related closings. Field rotations do not cease due to inclement weather. All ambulances are considered essential services and will be in operation during inclement weather. If a rotation is missed during severe weather it is up to the discretion of the program director and/or his designee to excuse a student from a field rotation without penalty. This will be handled on a case by case basis. See Article V XI for additional sources of school closing information.

ELECTRONIC DEVICES

The use of cell phones, cameras, tablets or any other electronic device while not on an actual student break is against EMS Institute policy and may lead to dismissal from the program. No records, photographs or readily identifiable information, electronic or otherwise, of patient information may be obtained by the student except whereas is necessary for direct care of that patient by the student. Any other recording of patient information may be a violation of federal HIPAA laws and will result in dismissal from the program and possible legal action.

PERFORMANCE OF PSYCHOMOTOR SKILLS IN THE CLINICAL SETTING

Students will be encouraged to perform practical skills during clinical experience rotations. Students will **not** perform skills until the student has demonstrated competence in skills and knowledge in the didactic and laboratory components of the EMT Training Program.

**Note:** No student will perform any skill that they have not been trained in. Any student who is found to be practicing unauthorized skills will be subject to disciplinary action and possible separation from the EMT Training Program.
EMT STUDENT OBJECTIVES GENERAL GUIDELINES

At the discretion of and supervised by the preceptor, the student can perform the following skills that they have been trained in based on their demonstration of competency in skills and knowledge in the didactic and laboratory components of the EMT Training Program:

- CPR
- AED / Defibrillation
- Triage assessment and recording of Vital Signs
- Patient movement and spinal immobilization
- Hemorrhage control and bandaging
- Oxygen administration and therapy
- Positive pressure ventilation
- Oropharyngeal suctioning

BASIC LIFE SUPPORT UNIT ROTATIONS (24 HOUR MINIMUM)

Students shall have the opportunity to function as a third member on NYC 911 BLS Unit. A minimum of 24 hours and 10 patient contacts is required. The certified emergency medical technicians assigned to the unit will evaluate the student. The purpose of this rotation is to expose the students to the various call types and volume experienced in a large metropolitan EMS system. Students shall be able to utilize previously acquired knowledge and skills with actual hands-on patient care. Under supervision the students' responsibilities shall include.

At the discretion of and supervised by the preceptor, the student can perform the following skills that they have been trained in based on their demonstration of competency in skills and knowledge in the didactic and laboratory components of the EMT Training Program:

1. Patient assessment and patient presentation
2. Use of oral airway
3. Use of BVM
4. Perform CPR
5. Use of AED
6. BLS medication administration (oxygen, Albuterol, epi pen, aspirin)
7. Bleeding control and shock management
8. Splinting
9. Spinal immobilization

FEMA COURSE REQUIREMENTS:

All students will be required to take the FEMA online programs for successful completion of the program. If any student has already completed these requirements, they would have to provide documentation of such. Your course syllabus outlines the due date for these three (3) certifications to be handed in. If they are not handed in on the date due, the student will be dropped from the program.

- IS-100.b - Introduction to ICS
- IS-5.a - An Introduction to HAZMAT
- IS-700.a NIMS an Introduction
ARTICLE XII: EMS Institute Rules and Regulations

All students are expected to observe all common courtesies. No littering, loitering, loud music, excessive noise or rowdy behavior will be tolerated. Students are expected to remain close to the Bartilucci Center.

In addition, you are expected to adhere to the following rules:

A. Parking: All vehicles that park on the university grounds not bearing a proper University Parking Permit are subject to parking violations. There is no parking in front of the Bartilucci Center; all students must park in the back of the building.

B. Restricted Areas: All students are to remain in the designated areas in the EMS Institute. All other areas in the building are considered Restricted Areas and are to be avoided.

C. No Smoking in the building: Smoking is only permitted outside the building in the designated areas. All cigarette butts will be disposed of in the proper receptacle.

D. Students are not permitted access to the EMS Office without instructor escort. All students MUST knock before entering the instructor office, this is due to sensitive and private information that a student should not be privileged to.

E. NO EATING OR DRINKING is permitted in the classroom or hallways.

F. All garbage must be disposed of properly. At the end of class, all desks must be arranged in a neat and orderly fashion. Recyclable items must be placed in the appropriately labeled receptacles.

G. No loitering in the hallways or staircases or by the main entrance to the building.

H. Hats and sunglasses will not be worn indoors.

STUDENT I.D. CARDS:
All students must obtain their St. John’s University student I.D. card by the end of the first week of class. This I.D. card is required to gain access into the Bartilucci Center and is needed for your clinical rotations. Any student who does not have their I.D. card by the end of the first week of class will be suspended until they obtain their I.D. card. At that time the student will be charged with the appropriate time missed against them. The Public Safety Office is open 24 hours 7 days a week. The address of the Public Safety Office is located on Goethals Avenue between 168 & 170 Street. All students must have their student X number with them to get their I.D. card. All student are to swipe in anytime they enter any STJ building, there are no exceptions. If you forget your Storm Card you will be sent to the main campus for a temporary I.D. card or if you go home to get it the time from class missed will be charged against you. Please understand, any student who comes back late to lab or lecture will be considered late and the time charged against them. Please take this into consideration when you leave the building.

ARTICLE XIII: Harassment, Sexual and Discrimination Related
This section is covered in the student handbook and found on the STJ intranet. Human Resources Policy # 704

ARTICLE XIV: Drug Free Work Place
This section is covered in the student handbook and found on the STJ intranet. Human Resources Policy # 805

ARTICLE XV: Violence in the Workplace
This section is covered in the student handbook and found on the STJ intranet. Human Resources Policy # 708

WEAPONS
At no time is any student of SJU EMS Institute to have on their person or in any bag they carry any kind of deadly weapon. This policy is part of a broad initiative aimed at making the school a safer place to be for students, faculty, and staff. The prohibition of deadly weapons is a proactive step towards reducing the risk that injury or death will occur not only intentionally but also through accidental, inexpert, or improper use of weapons. Deadly weapons are not permitted on any property owned or controlled by St. John’s University or their sponsors. For the purposes of this guideline, a deadly weapon is any device that can produce death or serious bodily injury or is listed as illegal in NYC or NYS law.

Weapons of any type are prohibited while on field or clinical rotations.

The definition of deadly weapons under this policy does not include devices such as folding pocketknives or general tools not designed as weapons but are commonly utilized by emergency first responders in the performance of their duties.

VIOLATIONS
Persons who possess deadly weapons in violation of this guideline will be required to remove their weapons and/or themselves from the SJU property. Any SJU student who violates this policy shall be subject to disciplinary action and possible expulsion from the program. Further, possession of a deadly weapon is a violation of federal, state and local laws, which will be referred to the local Police (or other appropriate law enforcement authorities) and may result in legal sanctions.
ARTICLE XVI: Emergency School Closing

In the event of severe inclement weather or other emergency, class may have to be cancelled. Student should call **1-888-785-2499** (General Closure)

In addition:
Closing information can be heard on NYC area radio and television stations.
- WCBS-AM 880
- WINS-AM 1010
- WOR-AM 710

On Long Island, closing information can be heard on additional radio stations.
- WHLI-FM 94.3
- WALK-FM 97.5
- WBAB-FM 102.3
- WBLI-FM 106.1

ARTICLE XVII: Revision of Policy and Procedure Manual

The St. John’s University EMS Institute reserves the right to revise the content of this manual and the tuition costs for the program as the needs of the course change. Student will be informed of these changes in writing as they occur.

**Business hours for St. John’s University EMS Institute are as follows:**
- Monday through Thursday, 8am to 4pm
- Fridays 8am to 3pm, Fridays off May through August
- Contact number 718-990-8436

<table>
<thead>
<tr>
<th>Role</th>
<th>Contact Information</th>
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</thead>
<tbody>
<tr>
<td>Catherine Cotroneo Administrative Assistant</td>
<td><a href="mailto:cotronec@stjohns.edu">cotronec@stjohns.edu</a></td>
</tr>
<tr>
<td>Scott Holliday Associate Director Clinical Coordinator EMS Education</td>
<td><a href="mailto:hollidas@stjohns.edu">hollidas@stjohns.edu</a></td>
</tr>
<tr>
<td>Frank Riboni Director EMS Education</td>
<td><a href="mailto:ribonif@stjohns.edu">ribonif@stjohns.edu</a></td>
</tr>
<tr>
<td>Dr. Victor Politi Program Medical Director EMS Education</td>
<td><a href="mailto:politiv@stjohns.edu">politiv@stjohns.edu</a></td>
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All emails or phone calls made after business hours, over the weekend or during holidays will be promptly answered the next business day.
NYS Bureau of EMS Policy Statement

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<tr>
<th>Bureau of EMS Policy Statement</th>
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<tbody>
<tr>
<td>Policy Statement # #</td>
<td>00-10</td>
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<tr>
<td>Date</td>
<td>09/25/00</td>
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<tr>
<td>Subject</td>
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Functional Position Description

Emergency Medical Technician - Basic (EMT-B)

Advanced Emergency Medical Technician (AEMT)

Purpose:
Provide a guide for those who are interested in understanding what qualifications, competencies and tasks are expected of the EMT-B and/or the AEMT.

Qualifications:

- Complete the Application for Emergency Medical Services Certification (DOH-65), including affirmation regarding criminal convictions
- Successfully complete an approved New York State EMT-B or AEMT course
- Achieve a passing score on the practical and written certification examinations
- Must be at least 18 years of age by the end of the month in which they are scheduled to take the written certification examination
- Knowledge and Skills required show need for high school or equivalent education
- Ability to communicate effectively via telephone and radio equipment
- Ability to lift, carry and balance up to 125 pounds (250 pounds with assistance)
- Ability to interpret oral, written and diagnostic form instructions
- Ability to use good judgment and remain calm in high stress situations
- Ability to be unaffected by loud noises and flashing lights
- Ability to function efficiently without interruption through an entire work shift
- Ability to calculate weight and volume ratios
- Ability to read English language, manuals and road maps
- Ability to accurately discern street signs and addresses
- Ability to interview patients, patient family members and bystanders
- Ability to document, in writing, all relevant information in prescribed format in light of legal ramifications of such
- Ability to converse, in English, with coworkers and hospital staff with regard to the status of the patient
- Possesses good manual dexterity with ability to perform all tasks related to the highest quality patient care
- Ability to bend, stoop and crawl on uneven terrain
- Ability to withstand varied environmental conditions such as extreme heat, cold and moisture
- Ability to work in low light situations and confined spaces
- Ability to work with other providers to make appropriate patient care decisions

Competency Areas:
The EMT-B
Must demonstrate competency is assessment of a patient, handling emergencies using Basic Life Support equipment and techniques. Must be able to perform CPR, control bleeding, provide non-invasive treatment of hypoperfusion, stabilize / immobilize injured bones and the spine, manage environmental emergencies and emergency childbirth. Must be able to use a semi-automatic defibrillator. Must be able to assist patients with self-administration or administer emergency medications as described in state and local protocol.

The AEMT-Intermediate
Must demonstrate competency in all EMT-B skills and equipment usage. Must be able to provide Advanced Life Support using intravenous therapy, defibrillator and advanced airway adjuncts to control the airway in cases of respiratory and cardiac arrest.
The AEMT-Critical Care

Must demonstrate competency in all EMT-B skills and equipment usage. Must be able to provide Advanced Life Support using the AEMT-Intermediate skills and equipment. Must be able to administer appropriate medications.

The EMT-Paramedic

Must be capable of utilizing all EMT-B and AEMT-intermediate skills and equipment. Must be able to perform under Advanced Cardiac Life Support (ACLS) and Basic Trauma Life Support (BTLS) standards. Must be knowledgeable and competent in the use of a cardiac monitor/defibrillator and intravenous drugs and fluids. The EMT-Paramedic has reached the highest level of pre-hospital care certification.

Description of Tasks:

Responds to calls when dispatched. Reads maps, may drive ambulance to emergency site using most expeditious route permitted by weather and road conditions. Observes all traffic ordinances and regulations.

Uses appropriate body substance isolation procedures. Assesses the safety of the scene, gains access to the patient, assesses extent of injury or illness. Extricates patient from entrapment. Communicates with dispatcher requesting additional assistance or services as necessary. Determines nature of illness or injury. Visually inspects for medical identification emblems to aid in care (medical bracelet, charm, etc.) Uses prescribed techniques and equipment to provide patient care. Provides additional emergency care following established protocols. Assesses and monitors vital signs and general appearance of patient for change. Makes determination regarding patient status and priority for emergency care using established criteria. Reassures patient, family members and bystanders.

Assists with lifting, carrying and properly loading patient into the ambulance. Avoids mishandling patient and undue haste. Determines appropriate medical facility to which patient will be transported. Transports patient to medical facility providing ongoing medical care as necessary enroute. Reports nature of injury or illness to receiving facility. Asks for medical direction from medical control physician and carries out medical control orders as appropriate. Assists in moving patient from ambulance into medical facility. Reports verbally and in writing observations of the patient’s emergency and care provided (including written report(s) and care provided by Certified First Responders prior to EMT-B/AEMT arrival on scene) to emergency department staff and assists staff as required.

Complies with regulations in handling deceased, notifies authorities and arranges for protection of property and evidence at scene. Replaces supplies, properly disposes of medical waste. Properly cleans contaminated equipment according to established guidelines. Checks all equipment for future readiness. Maintains ambulance in operable condition. Ensures cleanliness and organization of ambulance, its equipment and supplies. Determines vehicle readiness by checking operator maintainable fluid, fuel and air pressure levels. Maintains familiarity with all specialized equipment.

Q: I have a learning disability in the area of reading comprehension/reading decoding and received testing modifications during high school. Am I eligible for testing modifications during my NYS DOH BEMS written certification exam?

A: Maybe. A copy of your most recent Individualized Education Program or standardized psycho-educational assessment (including test scores) should be forwarded with a written and signed request for the testing modifications to NYS EMS at 875 Central Avenue, Albany, NY 12206-1388 at least six weeks prior the NYS DOH BEMS written certification exam. Please note that NYS DOH BEMS does not grant or allow for readers at the NYS DOH BEMS written certification exam due to the fact that the ability to function independently is an essential function of a certified EMS provider in the State of New York.
NYS DOH EMS Conviction Policy

Policy Statement # 02-02
Date 05/01/02
Subject Re: Certification for Individuals with Criminal Convictions
Supersedes/Updates 00-12

Purpose
This policy describes the process for the review of criminal convictions for candidates seeking EMS certification. In addition, it describes the responsibilities for the candidate, the certified instructor coordinator (CIC) and the Department.

Applications for Original Certification or Recertification

In accordance with the provisions of the State Emergency Medical Services (EMS) Code - Part 800; candidates for EMS certification or recertification must not have been convicted of certain misdemeanors or felonies. The Department of Health (DOH) will review all criminal convictions from any federal, military or state jurisdiction to determine if such convictions fall within the scope of those specified in Part 800, or represent a potential risk or danger to patients or the public at large.

The regulation does not prevent a candidate with a criminal conviction from attending and completing all of the requirements of an EMS course. However, it may prevent the candidates from becoming certified in New York State until DOH has reviewed the circumstances of the conviction(s) and made a determination that the candidate does not demonstrate a risk or danger to patients. If DOH makes such a determination, the candidate will be eligible to take the NYS practical and written certification examinations, if otherwise qualified. All candidates should be fully informed of these requirements by the CIC at the beginning of the course. Candidates will not be permitted to take the NYS practical or written certification examination until the background review and investigation is completed and a determination is made.

The Certification Application

All candidates applying for NYS EMS certification at any level must complete the Application for Emergency Medical Services Certification (DOH-65). The application contains an affirmation that the candidate must sign. Under no circumstances should a candidate sign this application if he or she has a criminal conviction of any type.

The CIC must identify all unsigned applications and send them with the course memorandum and all other applications to DOH immediately after the second class session. The CIC should include a memo or note identifying each unsigned application to DOH. The candidate(s) will be listed on the class list but will not be issued an examination ticket until cleared in writing by DOH. In an effort to permit a timely review and determination, the candidate must provide the DOH with all the required documentation within 30 days of the initial DOH contact.

There is no need for the applicant to contact the Bureau of EMS (BEMS) directly. Upon the Bureaus’ receipt and processing of the unsigned application, the candidate will be sent a package of information outlining the investigative process and the required information to be supplied.

DOH will discuss issues related to criminal convictions ONLY with the candidate or their legal representative. There is no requirement or need for the candidate to divulge or discuss the circumstances of any conviction(s) with the CIC.
The Review Process

All candidates entered in the review process will need to provide the following written documentation concerning all convictions. This information will be sent directly to the DOH investigator:

1. A notarized sworn affidavit stating that the candidate has not had any conviction (s) for a crime or crimes other than the one(s) identified.
2. If the candidate is recertifying and has signed previous certification applications, he/she must provide an explanation as to why they signed these applications.
3. A signed and dated statement describing why they are seeking EMS certification.
4. A signed and dated narrative description of the circumstances leading to each conviction.
5. An original or certified copy of the plea and sentence minutes, certificate of disposition and the pre-sentencing report (if available) from the court (The Certificate of Relief from Disabilities does not fulfill this documentation requirement). If any of these items are not available, an original letter from the court must be supplied attesting to this.
6. A letter from the candidate’s probation/parole officer (if applicable) documenting compliance with their probation/parole. A copy of the final probation/parole report should also be included.
7. If the candidate’s conviction was related to alcohol, drugs, or sexual abuse, a letter or report from the organization or individual who provided any psychological counseling and/or therapy is required. The letter or report should indicate if therapy is ongoing or if it has been completed and whether or not it was successful.
8. The candidate is required to submit letters from the administration of each EMS agency they are affiliated with. These letters must be on official letterhead and presented to the DOH EMS investigator in a sealed and signed envelope. These letters must describe any involvement in EMS or other health care settings and an awareness of the conviction(s).
9. The candidate may submit other letters of recommendation from current employers, health care professionals, or other community leaders who know the candidate and can attest to their current behavior. These letters must also be presented to the DOH EMS investigator in a sealed and signed envelope.

Each candidate will have a personal interview with an EMS investigator from the regional office only after all the documentation requirements have been met. Upon completion of the investigation and review, the candidate will be notified in writing of the DOH’s decision.

While the investigation is ongoing, a candidate may attend all classes. The applicant will be prevented from taking the final practical and final written certification examination until all course requirements are completed and a determination is made in writing by DOH about their specific conviction(s).

Candidates possessing current NYS EMS certification will be afforded a hearing in accordance with the provisions of Section 12-a of the Public Health Law if the Department seeks suspension, revocation or any other action.
Required CPR testing for all CFR and EMT/AEMT original and refresher courses.

The new guidelines for cardiopulmonary resuscitation (CPR) were published in the American Heart Association Guidelines 2005 for CPR and ECC. The State EMS Council has voted to adopt these new standards for all NYS EMS Courses and Public Access Defibrillation entities. Any other policy statements or SEMAC Advisories concerning CPR and/or PAD entities are still in effect unless otherwise stated.

At the September 8, 1993 meeting of the State EMS Council, the Council passed a motion to rescind their September 6, 1990 policy (Policy Statement 91-01) which allowed course sponsors to waive CPR testing for students with AHA/ARC CPR certification which is less than one year old at the time of the State final practical skills examination.

Please Note: For all courses starting on or after January 1, 1994, the sponsor must conduct, and the student must successfully pass, CPR testing prior to admission to the State final practical skills examination.

In order to be admitted to the State final practical skills examination all CFR, EMT and/or Advanced EMT students must pass CPR testing based on the criteria published in the American Heart Association's "Guidelines 2005 for CPR and ECC". Testing must include adult and infant obstructed airway procedures, adult 1 and 2 rescuer CPR, child and infant CPR, and be made part of the student record.

The course sponsor may use CPR educational materials from the American Heart Association, American Red Cross, National Safety Council or other equivalent educational material which meets the AHA Guidelines 2005.

Issued and Authorized by:
Edward G. Wronski, Director
Bureau of Emergency Medical Services
Acknowledgement of Receipt for the Administrative and Clinical Guidelines, NYS DOH EMS Conviction Policy, Certification of Eligibility and CPR Testing for the EMT Program

I, ______________________________, acknowledge that I have received and understand the Administrative and Clinical Guidelines, NYS DOH conviction policy, Certification of Eligibility and CPR Testing requirements and that I understand that failure to comply with the guidelines set forth will result in separation from the program.

______________________________
Student Signature

______________________________
Date

______________________________
Social Security Number

______________________________
EMT – Original NYS# 000000
Course Type and Number

NYS DOH EMS Conviction Policy

I have received, read and understand the NYS DOH Policy statement #02-02 outlining the application process for individuals with criminal charges/convictions.

______________________________
Student Signature

______________________________
Date

Certification of Eligibility

In addition, I have read the Functional Position Description (NYS DOH #09-05). The student will sign one of the following.

I understand the functional job description of and EMT/AEMT. I have no conditions, which would preclude me from safely and effectively performing all the functions of the level EMT/AEMT for which I am seeking New York State certification.

______________________________
Student Signature

______________________________
Date

Please read carefully before signing!

By signing below, I the student acknowledge that I am requiring reasonable accommodation by NYS DOH.

I understand the functional job description of and EMT/AEMT. I will be submitting a request for an accommodation for the NYS written certification examination. I understand that I must contact the EMS Program Central Office no later than 6 weeks prior to the State written exam for this propose.

______________________________
Student Signature

______________________________
Date

Official Course Use ONLY:

Student not to write in this section

Course CIC Name

Instructor Name Here

______________________________
Signature

Frank Riboni, BS, NR-Paramedic, CIC, RF
Director, EMS Education

Scott Holliday, BS, Paramedic, CIC, RF
Associate Director, EMS Education