



Academic Catalog

2024-2025

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55 MAIN STREET
BUIDLING B, SUITE 200
CHICOPEE, MASSACHUSETTS 01020
www.EMTAcademy.org
(413) 734-9119
info@EMTAcademy.org

The information contained in this document is accurate as of October 2023. EMT Academy reserves the right, however, to make changes at its discretion affecting policies, fees, curricula or other matters announced in this catalog. Students enrolled in the EMT and Paramedic Programs should refer to their respective program manuals.

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Provisions of this Catalog

The provisions of this catalog do not constitute a contract, expressed or implied, between any applicant, student, or faculty member and EMT Academy. EMT Academy reserves the right to withdraw courses at any time and to change fees, calendars, curricula, graduation procedures, or other requirements affecting students. Changes will become effective whenever the proper authorities at EMT Academy so determine and will apply to both prospective students and those currently enrolled. Although every effort is made to assure that information is accurate, EMT Academy does not assume responsibility for any misrepresentation that might arise through error in the preparation of this or any other of its catalogs or through failure to give notice of changes in its requirements, policies, tuition and fees, course offerings and other matters affecting students or applicants. To be assured of accuracy of information, students must regularly consult the EMT Academy website, individual requirements, up to date policies and publications as well as their instructors.

This catalog is an overview of all programs and courses offered by EMT Academy. Students who enroll in the EMT or Paramedic Program will receive a separate Student Manual which will reflect the information contained within this document.

EMT Academy reserves the right to make updates and changes to this document as needed.

T.O.E.D.W.Y

The Only Easy Day Was Yesterday is a saying made popular at the United States Navy SEALs training center in California. This quote is written over the doorway of the training center to remind candidates that yesterday is over, and it will not be any easier today.

This is true about the journey students will embark on in paramedic training and beyond. Students must work hard each and every day to be successful and graduate the program. Learning NEVER ends in this field. There is no one EMS professional that knows everything; if someone tells you that, they are lying! This field is changing rapidly every day and new technologies are always becoming available for use by EMS in the field.

Embrace the attitude of **T.O.E.D.W.Y.**; be confident but not cocky; never stop learning; and become the EMS professional that is respected, caring, and compassionate.

Institutional Overview

Our Mission and Philosophy

EMT Academy is dedicated to providing the highest quality education available to each student, in a safe, supportive, but challenging environment; Providing students with the proper educational tools and instructors willing to assist them in achieving their educational goals. As well as improving healthcare in culturally diverse local and global communities through, Care for the sick, Compassion for the injured, and Concern for Humanity. EMT Academy will accomplish this mission through quality education and training to prepare our students for certification through the National Registry of Emergency Medical Technicians according to the respective scope of practice delineated by the current National EMS Standards.

EMT Academy is committed to providing cost effective quality education to a diverse student population. This goal is accomplished by promoting opportunities for students to experience a motivating learning environment that encourages enthusiasm and pride in the EMS profession, the opportunity to obtain knowledge and develop understanding of pre hospital EMS practice, the opportunity to increase knowledge of self and others thereby encouraging personal and professional growth. Lastly promote an atmosphere that encourages students to actively participate in learning experiences needed to attain certification and to practice as an emergency medical provider to which they are certifying for.

We strive to provide the best possible environment for each student to learn the didactic material and psychomotor skills, which in turn will prepare you for certification testing. However, presenting the materials is just one facet of the total academic experience. Each student must consistently be prepared and engaged actively in the entire educational process at this institution. EMT Academy will give our students every opportunity available to ensure their success. Open communication is fundamental to your success during this program. We encourage students to discuss obstacles of any sort in a timely fashion with our staff so that we can facilitate the greatest potential for learning.

Values

At EMT Academy we value:

- Students and the quality of their learning/living experience as the highest priority;
- Faculty and student engagement through teaching and learning
- Service to EMT Academy, the community and society; and
- Honesty, integrity and mutual respect.

Vision Statement

EMT academy will become a preeminent and comprehensive EMS training institution. We will be recognized by the excellence of our training programs. The quality of the instruction provided, and our commitment to our students and our community.

Academic Calendar

For a current listing of available courses, please visit our website at EMTAcademy.org

Accreditation and Authorization

EMT Academy is accredited by the following agencies;

- Commonwealth of Massachusetts, Department of Public Health, Office of Emergency Medical Services; Authorized Training Institution (ATI)
- Commission on Accreditation of Allied Health Education Programs (CAAHEP)
 - Letter of Review Status
- National Association for Emergency Medical Technicians (NAEMT)
 - Authorized Training Center (#7250)
- American Heart Association
 - Authorized Training Site, affiliated with Code 1 Training Solutions, Connecticut
- Emergency Care and Safety Institute (ECSI)
 - Authorized Training Center

Ownership

EMT Academy is a privately-owned for-profit business incorporated in the Commonwealth of Massachusetts since 2013.

Campus Locations (Approved Training Sites)

- EMT Academy, **Main Campus**
 - 55 Main Street, Building B, Suite 200, Chicopee, Massachusetts, 01020
 - (413) 734 – 9119
 - Paramedic, EMT, Continuing Education
- National Ambulance Service Headquarters
 - 425 Saint James Avenue, Springfield, Massachusetts
 - (413) 736 – 0092
 - EMT, Continuing Education
- University of Massachusetts EMS
 - Draper Hall, 40 Campus Center Way, Amherst, Massachusetts
 - EMT, Continuing Education

Facilities and Equipment

EMT Academy has facilities that offer extensive learning spaces for all of its programs and certification courses; these facilities include the following

Main Campus, Chicopee

- Large Sized Classroom
- Medium Sized Classroom
- Classrooms are equipped with state-of-the-art audio-visual equipment; simulations will utilize high quality simulation equipment. It is the goal to provide the students attending EMT Academy with the most beneficial and fully interactive learning experience.
- Simulation Rooms (2)
- Simulation Ambulance (2)
- Kitchen and restroom facilities

Springfield Location

- Small Sized Classroom
- Kitchen and restroom facilities

UMASS Location

- (2) Medium Sized Classroom
- Multiple areas for practical and scenario training
- Classrooms are equipped with state-of-the-art audio-visual equipment; simulations will utilize high quality simulation equipment. It is the goal to provide the students attending EMT Academy with the most beneficial and fully interactive learning experience.
- Restroom facilities

Certifying Agencies

Commonwealth of Massachusetts

Department of Public Health, Office of Emergency Medical Services

- 67 Forest Street, Marlborough, Ma 01752
- Phone: (617) 753-7300
- Fax: (617) 753-7320
- Website: www.mass.gov/orgs/office-of-emergency-medical-services

National Registry of Emergency Medical Technicians (NREMT)

- P.O. Box 29233, Columbus, Ohio, 43229
- Phone: (614) 888-4484
- Fax: (614) 888-8920
- Website: www.NREMT.org

National Association of Emergency Medical Technicians (NAEMT)

- P.O. Box 1400, Clinton, MS 39060-1400
- Phone: (800) 34-NAEMT
- Fax: (601) 924-7325
- Website: www.NAEMT.org

American Heart Association

- AHA National Center, 7272 Greenville Avenue, Dallas, Texas 75231
- Phone: (800) AHA-USA-1
- Website: www.HEART.org

Staff Directory

Kirill Adzigirey

President

B.Sc., EMT

- Office: (413) 736-0092
- Email: Kirill.A@NationalAmbulance.net

Philip J. Sheridan

Executive Director, Paramedic Program Director, Paramedic Lead Instructor, ALS Programs Coordinator

B.Sc., Paramedic, Instructor Coordinator (MA), NAEMSE Instructor 1 & 2

- Office: (413) 734-9119
- Cell: (413) 233-6773
- Email: Philip.S@EMTAcademy.org

Kerry Panto-Konopka

Assistant Director, BLS Programs Coordinator, Paramedic Program Clinical Coordinator

EMT, Instructor Coordinator (MA), NAEMSE Instructor 1

- Office: (413) 734-9119
- Email: Kerry.P@EMTAcademy.org

Dr. Matthew Cauchon, DO

Medical Director

- Email: Matthew.Cauchon@trinityhealthofne.org

Dustin Russo

Simulation Coordinator, Instructor

A.Sc., Paramedic, Instructor Coordinator (MA), NAEMSE Instructor 1

- Office: (413) 734-9119
- Email: Dustin.R@EMTAcademy.org

Joshua Dickmann

Assistant Simulation Coordinator, Instructor

A.Sc., Paramedic, Instructor Coordinator (MA), NAEMSE Instructor 1

- Office: (413) 734-9119

Dominic Singh

UMASS Campus EMT Instructor

B.Sc., Instructor Coordinator (MA)

- Cell: (413) 537-0805
- Email: idsingh@ehs.umass.edu

General Policies and Procedures

Preamble

The policies of the EMS education programs at EMT Academy and our partners are intended to provide a safe and professional educational experience for each EMS students. It is important for each student to understand and follow both the letter and spirit of each policy herein. From time to time, situations will present themselves which are not covered by specific language of the policies and procedures. In such cases, students and faculty will be guided by best judgment, best practices, professional ethics, and the intent of current written policies and procedures.

Regardless of written language, students must, at all times, present themselves as a professional member of the professions within Emergency Medical Services. Students who fail to represent the pride, integrity, and honesty expected of EMS Personnel will be considered in violation of policies, whether written or unwritten, and disciplined or removed from the EMS program. The standards of professionalism at EMT Academy.

The policies presented in this document are specific to students attending courses at EMT Academy. Additional institutional policies for day-to-day operations is available to EMT Academy faculty and staff.

Any questions regarding policies and procedures should be directed to the Director of EMT Academy at Philip.S@EMTAcademy.org

Parking

1. Please; park in designated parking areas for all campuses and affiliates.
2. EMT Academy will not be held responsible for damage to vehicles or theft of property in said vehicles.
3. Students shall drive responsibly and safely at all times on EMT Academy or affiliate properties.
4. Students shall not create a loud and disruptive atmosphere (i.e., playing loud music, etc.) as not to disturb neighboring residential and commercial properties.
5. Students shall not loiter on EMT Academy property after class activities have ended.
6. Students shall adhere to all parking regulations of off-site trainings/activities as well (i.e., clinical rotations, etc.)

Smoking Policy

1. A Smoke-Free campus is one in which the inhaling, exhaling, burning or carrying of any lighted or heated cigar, pipe, or cigarette, including, but not limited to, traditional or electronic cigarettes, hookah pipe, or any other lighted or heated tobacco or plant product intended for inhalation is prohibited.
2. A Tobacco-Free campus is one in which any substance (tobacco product) containing tobacco leaf, including, but not limited to, cigarettes, cigars, pipe tobacco, hookah tobacco, snuff, chewing tobacco, dipping tobacco, bidis, blunts, clove cigarettes, or any other preparation of tobacco, not including any cessation product specifically approved by the U.S. Food and Drug Administration for use in treating nicotine or tobacco dependence, is prohibited.
3. Smoking and other uses of tobacco products are prohibited on EMT Academy premises, which are defined as all buildings, facilities, and grounds owned, used, leased, operated, controlled, or supervised by EMT Academy. This includes, but is not limited to the building, the entry way to the building and surrounding patio area. Smoking and other uses of tobacco products are also prohibited in EMT Academy vehicles and equipment owned, leased or operated by EMT Academy.
4. This policy, which applies to all staff, students, and visitors will be strictly enforced.
5. Student: Students violating this policy will be considered to be violating the Student Code of Conduct and shall be subject to disciplinary action. Disciplinary action for students can be up to and including dismissal from a training program.
6. Employees: Employees violating this policy shall be subject to disciplinary action up to and including termination of employment.
7. Visitors: Visitors violating this policy shall be subject to having his/her authorization to remain on the premises.
8. This policy applies to:
 - a. All areas of buildings occupied by EMTA students/employees.
 - b. All EMTA sponsored offsite conferences and meetings.
 - c. All vehicles owned or leased by the EMTA.
 - d. All company employees, students, vendors, contractors, etc.

Guest Policy

1. For safety reasons; students are **not** permitted to bring guests, family, etc. to any class activities without permission from EMT Academy Management.
2. No guests will be permitted into the class unless the syllabus calls for the students to bring an outside individual as a patient. These individuals must be at least 18 years of age and will be asked to sign a waiver prior to that day's activities. No minors are permitted to be on company grounds and childcare issues should be dealt with prior to coming to class.
3. Guest lecturers that are not EMT Academy employees will be permitted.
4. Visitors and Deliveries; Visitors (non-students) and delivery personnel will remain in lobby area until assisted by EMT Academy staff

Academic and Conduct Policies

EMT Code of Ethics

Professional status as an Emergency Medical Services (EMS) Practitioner is maintained and enriched by the willingness of the individual practitioner to accept and fulfill obligations to society, other medical professionals, and the EMS profession. As an EMS practitioner, I solemnly pledge myself to the following code of professional ethics:

- To conserve life, alleviate suffering, promote health, do no harm, and encourage the quality and equal availability of emergency medical care.
- To provide services based on human need, with compassion and respect for human dignity, unrestricted by consideration of nationality, race, creed, color, or status; to not judge the merits of the patient's request for service, nor allow the patient's socioeconomic status to influence our demeanor or the care that we provide.
- To not use professional knowledge and skills in any enterprise detrimental to the public well-being.
- To respect and hold in confidence all information of a confidential nature obtained in the course of professional service unless required by law to divulge such information.
- To use social media in a responsible and professional manner that does not discredit, dishonor, or embarrass an EMS organization, co-workers, other health care practitioners, patients, individuals or the community at large.
- To maintain professional competence, striving always for clinical excellence in the delivery of patient care.
- To assume responsibility in upholding standards of professional practice and education.
- To assume responsibility for individual professional actions and judgment, both in dependent and independent emergency functions, and to know and uphold the laws which affect the practice of EMS.
- To be aware of and participate in matters of legislation and regulation affecting EMS.
- To work cooperatively with EMS associates and other allied healthcare professionals in the best interest of our patients.
- To refuse participation in unethical procedures, and assume the responsibility to expose incompetence or unethical conduct of others to the appropriate authority in a proper and professional manner.

Originally written by: Charles B. Gillespie, M.D., and adopted by the National Association of Emergency Medical Technicians, 1978. Revised and adopted by the National Association of Emergency Medical Technicians, June 14, 2013.

Academic Integrity

At EMT Academy, academic dishonesty is unacceptable and is not tolerated. Any single instance of academic dishonesty as described in the document **may result in immediate dismissal** from the program.

1. *ACADEMIC DISHONESTY* is defined as misconduct including, but not limited to, plagiarism, cheating, and collusion.
2. *PLAGIARISM* is defined as presenting as one's own ideas or writings of another without acknowledging or documenting the source(s). Students are guilty of plagiarism when they do any of the following in an essay or presentation:
 - a. Copy a word or words directly from a book, periodical, or electronic source without using quotation marks and references to sources;
 - b. Summarize or paraphrase the ideas or opinions of an author or use the data collected by an author without citing the author as the source;
 - c. Submit papers or projects which do not reflect their own knowledge, voice, and style, usually as a result of having had another person (1) write, (2) rephrase, (3) rewrite, or (4) complete their ideas;
 - d. Submit a paper or project which was written or prepared by another person for another class or another instructor implying that the work is their original composition or project;
 - e. Download a paper or portions of text from an electronic source and (1) paste it into a paper, (2) retype the paper or portions of the paper and submit it as their own composition, (3) retype phrases or sentences with a few changes, and submit the paper as their own composition, or (4) summarize or paraphrase the ideas from one or more sentences, without citing the source.
 - f. Submit as their own work a paper (or parts of a paper) purchased from a company or electronic source that offers catalogs of essays on different topics and/or for different courses.
3. *CHEATING* is defined as intentionally using or attempting to use unauthorized sources in exams or on other scholastic projects, as well as failing to follow instructions in such activities. Students are guilty of cheating when they do any of the following:
 - a. Copy answers from another student's examination answer sheet.
 - b. Use or attempt to use unauthorized materials (notes, study guides, "cheat" sheets, textbooks, electronic devices, etc.) during an examination.
 - c. Exchange forms of a test with a classmate
 - d. Possess and/or use unauthorized copies of tests or answer sheets.
 - e. Change answers or grades on a graded project.

4. *COLLUSION* is defined as intentionally aiding or attempting to aid another in an act of scholastic dishonesty. Students are guilty of collusion when they do any of the following:
 - a. Provide a complete paper or project to another student.
 - b. Provide an inappropriate level of assistance to another student in the form of (1) writing, (2) rephrasing, (3) rewriting, or (4) completing the paper or project.
 - c. Communicate answers to a classmate during an examination.
 - d. Remove tests or answer sheets from the testing site.
 - e. Knowingly allow a classmate to copy answers from his/her examination paper.
 - f. Exchange forms of a test with a classmate
5. *FALSIFICATION OF RECORDS* and *OFFICIAL DOCUMENTS* involves altering, changing, or modifying a document for the purpose of deceiving another person. It can also involve the passing along of copies of documents that are known to be false. This includes:
 - a. Signing of attendance rosters when not present at class; or; signing someone else's name on attendance roster
 - b. Submitting false information (i.e., CORI information, etc.)
 - c. False documentation of clinical attendance or skills
 - d. Any instance where the student is submitting official documentation that is false
 - e. Falsifying clinical/field internship documentation (Paramedic Program)
6. *OBTAINING UNFAIR ADVANTAGE* is any action taken by a student that gives that student an unfair advantage in his/her academic work over another student, or an action taken by a student through which a student attempts to gain an unfair advantage in his or her academic work over another student. Examples of obtaining unfair advantage include:
 - a. Stealing, reproducing, circulating or otherwise gaining advance access to examination materials.
 - b. Depriving other students of access to library materials by stealing, destroying, defacing, or concealing them.
 - c. Retaining, using or circulating examination materials which clearly indicate that they should be returned at the end of the exam.
 - d. Intentionally obstructing or interfering with another student's work

Student Conduct, Professional Behavior, and Attitude

1. General
 - a. As a student at EMT Academy, you are expected to accept certain responsibilities, adhere to high standards of personal conduct, and exhibit a high degree of personal integrity at all times. This not only involves showing sincere respect for

the rights and feelings of others but also demands that you refrain from any behavior that might be harmful to you, other students, or that might be viewed unfavorably by the people we service or by the public at large.

- b. Your conduct reflects on EMT Academy. You are consequently required to observe the HIGHEST standards of professionalism at all times.
- c. Any type of behavior and/or conduct that EMT Academy considers inappropriate could lead to disciplinary action up to and including program/course dismissal WITHOUT prior warning and at the sole discretion of the EMT Academy Director.
- d. If your performance, work habits, overall attitude, conduct, or demeanor becomes unsatisfactory in the judgement of EMT Academy management, based on violations of EMT Academy policies or established laws and/or regulations, students will be subject to Disciplinary Action, up to and including program/course dismissal WITHOUT prior warning and at the sole discretion of the EMT Academy Director.
- e. Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on EMT Academy Property, and in the larger community. The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community—students, faculty, and staff members.
- f. EMT Academy believes that a student's education and experience will be enhanced by adherence to the following guidelines:
 - i. Treat all EMT Academy or affiliate properties with respect.
 - ii. Students are expected to be ON TIME for class. If the student must arrive late on a rare occasion, they should enter unobtrusively and take their seat. Students should also notify the appropriate EMTA staff member if they are going to be late or absent. It shall be known, that in some circumstances, if a student is late, they may not receive credit for the course being attended.
 - iii. Attend to all personal needs before the class begins.
 - iv. Students are expected to come to class prepared with all pertinent text books, paperwork, note paper, writing utensils, etc.
 - v. Students should strive to be alert throughout the class and listen carefully to the instructor, media presentations, and other students. Behaviors such as sleeping, texting, and using any electronic device and side

conversations will not be tolerated. Disruptive behaviors may result in dismissal from the classroom and be subject to disciplinary action.

- vi. While in class, students are expected to cooperate with the instructor and focus on learning. Students who disrupt the classroom and distract other students interfere with the instructor's job. For example, a conversation with friends during class is considered a disruption.
- vii. Students are expected to treat faculty, guest lecturers and fellow students with respect. Prejudiced language and behavior are not tolerated in the classroom. It is inappropriate to raise one's voice, use vulgar language, or attempt to intimidate another. Submitting without authorization the same assignment for credit in more than one course (or the same course upon readmission to the program) constitutes cheating and will result in a zero for the assignment.
- viii. Whereas students will be allowed to bring food or drinks into the classrooms, there shall be NO food or drinks allowed in the simulation labs or control rooms at any time.
- ix. Students are expected to stay in class and remain seated until the class is dismissed. The instructor has the right to finish their thoughts at the end of the class without students closing their books and walking out. Leaving before class ends gives the unmistakable impression that the individual does not respect the class, the other students, and the instructor. Leaving the class before it ends may result in the student not receiving credit for the class.
- x. Students are expected to maintain the classroom (both main classroom and smaller break-out rooms and simulation labs) in a clean and organized condition. These form the main instructional setting for our programs but are also used by numerous other courses and agencies and must be maintained in good working order on a continuous basis. As the most frequent users of these spaces, it is the primary responsibility of the students to ensure all classroom spaces are clean and organized at the end of each class day. This includes returning all chairs and tables to their original configuration, vacuuming the floors, wiping down and cleaning all table tops and other surfaces (e.g., whiteboards), and emptying all trash bins in the common areas. These tasks must be completed at the end of every day of class. It is left to the students to determine a fair and equitable distribution of work among all members of the class. To underscore the importance of this self-policing, failure to maintain the

classroom in a serviceable condition will result in disciplinary action against the entire class.

- xi. Students should come to class prepared to discuss all assigned readings (If applicable). Reading and discussion develop skills that are essential for the profession.
- xii. Students are expected to do all written assignments (if applicable) and hand them in on time in the format requested by the instructor. Failure to complete missing assignments may result in course failure.
- xiii. Students should work hard, ask, and respond to questions in a serious manner. They should take responsibility for their attendance, participation, and learning in the course.
- xiv. Students shall adhere to the academic integrity policy contained within this document at all times
- xv. Cell phones are a distraction. The use of these devices is not permitted in the classroom, lab, or on the clinical unit (see electronic device policy)
- xvi. No class activities may be recorded (either audio or video) without the express prior authorization of both the EMT Academy Director
- xvii. Students are expected to attend class; the complete class, from start to finish.
- xviii. Students are responsible for reading the information in the student program manuals (if applicable) and familiarizing themselves with all policies and procedures.
- xix. If a student wants to smoke, they must do so while on breaks and in designated smoking areas only. (See Smoking Policy)
- xx. Students should park their vehicles as designated by EMT Academy in designated parking locations. (See Parking Policy)
- xxi. Students shall not loiter on EMT Academy property after class hours are completed. Students should not arrive any earlier than (30) minutes prior to class start as not to disrupt EMT Academy operations.
- xxii. All course materials developed by EMT Academy are the intellectual property of EMT Academy and cannot be reproduced, copied, or

distributed without the express prior authorization of the program director.

- xxiii. EMT Academy students are part of a team with a goal to serve all patients who request or require care. Every student attending our courses are expected to conduct themselves in a professional manner exhibiting high moral and ethical standards at all times.
- xxiv. EMT Academy reserves the right to hand down any necessary disciplinary action depending on the offense and circumstances, which may include dismissal from a course.
- xxv. Students shall at all times maintain a professional relationship with all staff and fellow students.

g. The following breaches of good conduct are considered sufficient reason for disciplinary action:

- i. Abuse or inconsiderate treatment of patients, visitors, staff, or fellow students
- ii. Insubordination
- iii. Intoxication, drinking or possession of alcohol while engaged in program activities
- iv. Theft
- v. Gambling
- vi. Fighting or disorderly conduct
- vii. Willful destruction of EMT Academy property or any of its affiliate's property
- viii. Immoral or inappropriate behavior
- ix. Profanity
- x. Sleeping, or the perception of sleeping
- xi. Unauthorized use or possession of drugs
- xii. Gross negligence or carelessness that may result in the injury to self or others
- xiii. Falsification of records
- xiv. Breach of confidentiality
- xv. Sexual harassment
- xvi. Academic dishonesty
- xvii. Any behavior that could reflect adversely on EMT Academy or its affiliated agencies
- xviii. Harassment and/or intimidation:

1. Acts of harassment and/or intimidation are expressly forbidden. This includes conduct causing alarm, or creating a risk by threatening to commit crimes against persons or their property or making unwelcome sexual advances or requests for sexual favors. Furthermore, EMT students are reminded that a professional demeanor must be maintained at all times. Comments and/or behaviors that are offensive will not be tolerated and appropriate disciplinary action will be taken. This also covers harassment or intimidation of persons involved in a disciplinary meeting and of persons in authority who are in the process of discharging their responsibilities.

2. Classroom Participation and Expectations

- a. Students are responsible for all materials discussed in the classroom. Students are responsible for their own learning as demonstrated by preparation for class, submitting written assignments on time, and meeting all course requirements as specified in the course syllabi. Attendance is required as outlined in the course attendance policies.
- b. Learning is a dynamic process that requires students to interact with each other as well as with instructors. Teamwork is essential to successful patient care; thus, class participation is required. Students are expected to successfully perform various team roles in a variety of patient care scenarios.
- c. Students are evaluated on both their leadership ability and their participation as a team member, success in both areas is vital to success in pre-hospital medicine.
- d. Faculty will provide students assignment based on the syllabus and at times may require additional assignments to be turned in based on the subject. The instructor reserves the right to conduct periodic unannounced quizzes to evaluate student reading comprehension.
- e. Lectures are based on the **US DOT National Standard Curriculum** and may vary in sequence from the textbook. The material presented in lectures, textbooks, and assigned readings will be utilized in preparing the mid-term (formative) and final examinations (summative).
- f. Students will be assigned individual research assignments which will require obtaining sources outside of the standard curriculum. Time frames for these projects are to be followed.

3. Clinical/Field Sites (EMT and Paramedic Program)

- a. Students may be assigned to a variety of experiences in numerous agencies throughout the region. Students are guests of the clinical agencies. The student's learning experience must be accomplished with a minimum of disruption to the host agency or to its personnel. The presence of the EMTA students must, in fact, result in positive gains for both agency and student. Specific Points to Observe:
- b. Follow all the specific policies as outlined in the Program Student Clinical Guide.
- c. Promptness is expected of all students reporting for clinical experiences. Promptness is defined to mean at least ten minutes before the specified time. It is expected of each student to be ready to begin their clinical assignment at the specified time.
- d. Students are expected to be on time for ALL clinical experiences. Students not on the clinical unit at the assigned start time more than two times during any clinical rotation risk failure in the areas of professional behavior and patient safety on their clinical evaluations.
- e. Patient confidentiality needs to be a priority at the clinical site. Discussion of patients in public places is prohibited. Observe HIPAA regulations at all times.
- f. Observe the parking rules of the agency.
- g. Instructors will discuss the lines of communication appropriate to each clinical agency. Adherence to these channels is necessary for a harmonious environment and one that enhances student learning opportunities.
- h. Smoking rules of the agency must be rigidly observed. Failure to do so may jeopardize the lives of patients as well as others within the agency. As representatives of the EMS profession as well as the EMTA and HCC Paramedic Consortium (Paramedic Students), students are discouraged from smoking while in view of the clinical agency. Smoking materials should not be in view of patients.
- i. All rules of the visiting agency (example: dining room hours) must be observed. When in doubt, do not hesitate to ask questions of the instructor.
- j. Students are not allowed to leave facility campus while on clinical duty.
- k. Children are not allowed in the classroom and/or clinical areas at any time.
- l. Students will wear the required attire while in clinical settings.

- m. Please refer to student program manual and other pertinent documents for further information.

Ethical Treatment and Care

A value central to professional healthcare is the provision of care to all who are in need. In accordance with this value, students are required to care for patients with communicable diseases as they would for other patients. They are also required to care for all patients regardless of race, religion, ethnicity, sexual orientation, social class, or any other belief or status that may conflict with the student's personal or ethical philosophy.

Electronic Devices

Whereas electronic devices can be a useful adjunct for a student in the classroom, they can also be a distraction to the overall learning environment. As such, EMT Academy has the following policy in place.

1. The use of laptops or accepted tablets will be permitted in class ONLY if being used to follow along online with the lecture or to take notes. Said use must not distract other students or be disruptive to the class. Only websites pertaining to EMT Academy and the lecture being discussed should be accessed. If a student is using their laptop for anything else than what is prescribed in this policy, they will no longer be able to use their laptop in class and will be subject to progressive disciplinary action up to and including dismissal from the program. Laptops will be on silence mode with no notification sounds enabled.
2. Cell phones, A/V recording devices, and musical devices **are not permitted** in the classroom for any reason whatsoever unless permission received by the instructor. EMT Academy will provide a receptacle for these items when in class. Students may be required to place their cell phones into the receptacles when arriving at class. Phones should be shut off. If a student has an emergency situation where a cell phone must remain on, they need to inform the instructor; and if the need arises for that student to answer the phone, the student will quietly excuse themselves from the class. Please note that the video and/or audio recording, to include photography of any EMT Academy staff or student is strictly prohibited. If a cell phone or non-permitted electronic devices is seen being used during class, the student will be subject to progressive discipline up to and including dismissal from the program.

3. If a student has a need to have phone contact, such as an emergency situation, the student must notify the instructor and receive prior permission to have the cell phone available. If granted, the phone shall remain on silent, and if the phone is to be answered, the student should step out and not disrupt the classroom activities.
4. No electronic device will be allowed on or open during any quizzes or examinations (unless the examination or quiz is to be completed on an assigned electronic device). If a student is found looking at such device during a quiz or examination, the student will receive a zero and be subject to dismissal from the program.
5. Electronic device use at clinical sites shall only be for the purpose of tracking skills through tracking software (i.e., FSDAP)
6. Virtual courses will of course require the student to use electronic devices but shall do so in accordance with EMT Academy policies.

Internet Use

1. Internet access will be provided to students for the intended purpose of course related subject matter. Students may utilize the internet access for personal use while on breaks, etc. as long as they follow the established policies set forth by EMT Academy.
2. No Browsing of Restricted Content Websites: Accessing websites that contain pornographic or other illicit material is strictly prohibited.
3. No Downloading of non-educational related data: EMT Academy allows the downloading of files from the Internet; however, downloading files should be limited to those which relate directly to EMT Academy educational objectives.
4. No downloading of application programs: EMT Academy does not permit the downloading or installation of application software from the Internet onto EMT Academy computers. Such software may not only contain embedded viruses, but is also untested and may interfere with the functioning of EMT Academy standard applications.
5. No participation in web-based surveys without authorization: When using the Internet, the user implicitly involves EMT Academy in his/ her expression. Therefore, users should not participate in web or E-mail based surveys or interviews without authorization.
6. No use of subscription-based services without prior approval: Some Internet sites require that users subscribe before being able to use them. Users should not subscribe to such services without the express approval of the Program Director.

7. No violation of copyright: Many of the materials on the Internet are protected by copyright. Even though they may seem to be freely accessible, many of the intellectual property laws which apply to print media still apply to software and material published on the Internet. Students are permitted to print out web pages and to download material from the Internet for informational purposes as long as the purpose for such copying falls into the category of “fair use”. Please do not copy or disseminate material which is copyrighted. Students having any questions regarding such materials should contact the Program Director for guidance.
8. All passwords or other access codes are the property of EMT Academy. No student may use a password that has not been issued to that student or that is unknown to EMT Academy. Moreover, improper use of the E-mail or communication system(s) (e.g., spreading offensive jokes or remarks, including on the Internet, will not be tolerated.) Students who violate this policy are subject to disciplinary action, up to and including dismissal from the Program.

Social Media

1. EMT Academy students are strictly prohibited from using Facebook, Twitter, Snapchat, Instagram, YouTube and/or other social media platform during classroom activities unless directed by EMT Academy staff.
2. Students likewise may not post on these sites any comments that depict our institution, our staff, or our students in a negative manner.
3. Your opinions online should be noted as your own and never mention EMT Academy or its affiliates and staff. Students shall be mindful of wearing their uniforms while being photographed if it is posted online and are not permitted to use the name EMT Academy or the EMT Academy Logo without prior authorization.
4. We do encourage students “like” the EMT Academy social media pages as information is often posted on these sites.
5. Violation of this policy will result in progressive discipline up to and including dismissal from the program.

Food and Beverage in the Classrooms

1. Consumable items are permitted in class, however shall be limited to snacks and covered beverages.

2. Please refrain from having food or drink during labs and in practical sessions unless on a scheduled break. Full meals are not to be consumed during class.
3. We ask that you be mindful of what you are eating in the event of others who may be sensitive or allergic to certain items.
4. Any item consumed in class shall not be a distraction such as strong odor (i.e., seafood), noisy, etc.
5. Please remember to dispose of your garbage in a trash receptacle prior to leaving the premises.
6. Students may be held responsible for damage to EMT Academy property due to mishandling of food or beverage (i.e., spilled coffee resulting in a stain)
7. Students are permitted to utilize kitchen facilities of EMT Academy while on breaks (i.e., microwave, etc.).
8. No food or drinks will be permitted in the simulation labs or control rooms at any time.

Kitchen Facilities

Students may utilize the kitchen facilities available at EMT Academy. The use of these facilities is considered a privilege and students shall adhere to the following policies. Violations will result in the restriction of use of facilities or progressive discipline up to and including dismissal from courses.

1. Any food placed in the refrigerator shall be removed in a timely fashion. Food left in the refrigerator that is not specifically labeled, will be disposed of by EMT Academy staff every Friday. If food is left in cabinets for future consumption, it shall be labeled.
2. Students SHALL NOT touch food that is not theirs!
3. If students utilize the coffee maker, they shall empty the used coffee grounds and assist in the cleaning of and maintenance of coffee making materials. The coffee maker shall remain unplugged when use is complete. Coffee support items such as cream, sugar, may be provided by EMT Academy, but be advised there may be times when these items are unavailable.
4. Any dishes used, shall be washed after use.

5. Microwave use is permitted. If students make a mess within the microwave, they are responsible for cleaning it. Students shall ensure microwave safe materials only.
6. Be respectful of any other equipment located within the kitchen.

Non-Fraternization

1. The faculty and staff of EMT Academy assist in meeting its mission of providing a quality educational environment for its students that supports the goals of the Program. Students should be assured that the relationships they develop with faculty and staff members will always be built upon the highest ethical precepts of the educational profession.
2. Virtually all faculty members, administrators and staff members are, or can appear to be, in a position to exercise power or authority, directly or indirectly, over students in the Program. Many students are at a stage when they may be particularly vulnerable to the influence of faculty members, administrators, and staff members who are in positions where they can affect the terms and conditions of a student's standing in the Program.
3. If a student consents to a romantic relationship with a faculty member, administrator or staff member, the existence of such a relationship could have unintended adverse effects on the educational environment of the Program. In some cases, such a relationship can end unhappily or become problematic, resulting in charges of sexual harassment, and even physical or psychological abuse.
4. Because of the commitment to maintaining an environment that supports our educational goals and in order to promote the efficient and fair operation of the Program, and to avoid misunderstandings, complaints of favoritism, supervision problems, security problems, morale problems, questions regarding academic achievement, and possible claims of sexual harassment, EMT Academy prohibits romantic, sexual and exploitative relationships between employees and students including but not limited to: dating, pursuing to date, and pursuing or having romantic or sexual relationships with students during the duration of the course. Employees who violate this policy will be subject to discipline, up to and including termination of employment.
5. There are exceptional circumstances in which the spouse or partner of an employee is a student in the Program. This fraternization policy does not apply in such circumstances. The President of EMT Academy, in consultation with the Program Director and the Executive Director of EMT Academy, is the administrative officer who determines whether an exceptional circumstance applies. If a potential conflict of interest is determined, it may affect the role of the instructional staff.

6. If a relationship exists prior; i.e., prior to student enrollment, then full disclosure shall be made to the Program Director prior to class beginning.
7. Students shall NOT solicit inappropriate relationships with other students. Such circumstances can make one feel uncomfortable and is not acceptable. This includes during and not during class time; and would include comments, phone calls, text messaging, etc. Students shall report such instances immediately to the Program Director.

Anti-Harassment; Discrimination; and Sexual Harassment

It is the goal of EMT Academy to promote an environment that is free of unlawful harassment. EMT Academy expressly prohibits any form of unlawful harassment based on race, color, religion, ancestry, gender, gender identity/expression, sexual orientation, national origin, age, disability, veteran status, or other protected status. Harassment of students, faculty or staff occurring in the workplace or in other settings in which students, faculty or staff may find themselves in connection with their employment is unlawful and will not be tolerated by this organization. Further, any retaliation against an individual who has complained about harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated.

To achieve our goal of providing a workplace free from harassment, the conduct that is described in this policy will not be tolerated and EMT Academy has provided a procedure by which inappropriate conduct will be dealt with, if encountered by students, faculty or staff.

Because EMT Academy takes allegations of harassment seriously, EMT Academy will respond promptly to complaints of harassment and where it is determined that such inappropriate conduct has occurred, EMT Academy will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth our goals of promoting a workplace that is free of harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace conduct which EMT Academy deems unacceptable, regardless of whether that conduct satisfies the definition of harassment.

1. Definition of Sexual Harassment

- a. In Massachusetts, the legal definition of sexual harassment is this: “sexual harassment” means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

- i. Submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or,
 - ii. Such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.
 - b. Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment.
 - c. The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a workplace environment that is hostile, offensive, intimidating, or humiliating to male or female workers may also constitute sexual harassment.
 - d. While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct, which if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness.
2. Unwelcome sexual advances — whether they involve physical touching or not;
- a. Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
 - b. Displaying sexually suggestive objects, pictures, cartoons;
 - c. Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
 - d. Dissemination in the workplace of sexually-explicit voicemail, email, graphics, downloaded material, or websites;
 - e. Inquiries into one's sexual experiences; and,
 - f. Discussion of one's sexual activities.

3. All students, faculty or staff should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment, and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is unlawful and will not be tolerated by this organization.
4. Complaints of Sexual Harassment
 - a. If any of students, faculty or staff believe that he or she has been subjected to sexual harassment, the students, faculty or staff has the right to file a complaint with our organization. This will be done in writing or orally.
 - b. All complaints shall be reported to the Executive Director of EMT Academy.
 - c. The President is also available to discuss any concerns you may have and to provide information to you about our policy on sexual harassment and our complaint process.
5. Sexual Harassment Investigation
 - a. When EMT Academy receives the complaint, the EMT Academy administration will promptly investigate the allegation in a fair and expeditious manner.
 - b. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. Our investigation will include a private interview with the person filing the complaint and with witnesses. EMT Academy will also interview the person alleged to have committed sexual harassment.
 - c. When EMT Academy has completed the investigation, EMT Academy will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation.
 - d. If it is determined that inappropriate conduct has occurred, EMT Academy will act promptly to eliminate the offending conduct, and where it is appropriate EMT Academy will also impose disciplinary action. EMT Academy, based on complaints, may have to contact local law enforcement.

Hazing

1. Hazing is forbidden by state laws. Hazing is defined as follows:

- a. Any actions which seriously imperil the physical well-being of any student.
- b. Activities which are by nature indecent, degrading, or morally offensive.
- c. Activities which by their nature may reasonably be assumed to have a degrading effect upon the mental attitude.

Disciplinary Action

1. If it is determined that inappropriate conduct has been committed by one of students, faculty or staff, EMT Academy will take such action as is appropriate under the circumstances. Such action may range from counseling to dismissal from the program/employment, and may include such other forms of disciplinary action as EMT Academy deems appropriate under the circumstances.
2. EMT ACADEMY, IN ITS SOLE DISCRETION, WILL DETERMINE WHEN TO WARN, REPRIMAND, OTHERWISE DISCIPLINE, OR DISCHARGE EMPLOYEES AND STUDENTS IN THE MANNER AND DEGREE THAT EMT ACADEMY DEEMS APPROPRIATE.
3. EMT Academy adheres to a progressive discipline policy; however, EMT Academy may begin the discipline process at any step, or advance to any step at based on the circumstances at hand. The levels of discipline are as follows:
 - a. Record of Conversation: Documented and receipt acknowledged via signed form.
 - b. Written Warning: Documented on Corrective Action / Written Warning Form.
 - c. Final Written Warning: Documented on Corrective Action / Written Warning Form. Provides the student with a final warning to reconcile their action with the understanding that failure to do so will result in immediate dismissal from the Program.
 - d. Dismissal from Program / Termination of Employment
4. Whereas students may receive warnings, it is not always the intention to “discipline”; an example would be academic warnings; these warnings are given in hopes of coaching the student to be able to correct actions to better their academic standing. This is in contrast to true disciplinary action for a student who violated established conduct policies.

State and Federal Remedies

1. In addition to the above, if you believe you have been subjected to unlawful harassment, you may file a formal complaint filing a complaint with these agencies. Each of the agencies has a short time period for filing a claim (EEOC and MCAD 300 days).
 - a. The United States Equal Employment Opportunity Commission (“EEOC”) John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02203. Phone: 800-669-4000, Fax: 617-565-3196, TTY: 800-669-6820. <http://www.eeoc.gov/>
 - b. The Massachusetts Commission Against Discrimination (“MCAD”) Boston Office: 1 Ashburton Place, Rm. 601, Boston, MA 02108, 617-994-6000. Springfield Office: 424 Dwight Street, Rm. 220, Springfield, MA 01103, 413-739-2145. Worcester Office: 455 Main St, Rm. 100, Worcester, MA 01608, 508-799-8010. New Bedford Office: 800 Purchase St, Rm. 501, New Bedford, MA 02740, 508-990-2390

Americans with Disabilities Act – Allowable Accommodations

1. The Americans with Disabilities Act (ADA) of 1990 has implications that pertain to licensure or certification.
2. The law permits testing that requires the use of sensory, manual or speaking skills where the tests are intended to measure essential functions of the profession. For example, an applicant with reading difficulties is required to take a written exam since the ability to read is an essential function of EMS. Exams are designed at least in part to measure the student’s ability to read.
3. A second example is a person dealing with skills proficiency verifications that must be performed within established time frames. Performing a skill within established time frames is required because speed of performance is an integral part of patient care.
4. Both the ability to read and the ability to perform skills within time frames are essential functions for an EMS provider. Therefore, in EMS, a person with a disability may not be denied the opportunity to take an examination; but this person shall be required to take a written exam and pass the skills proficiency verifications within established criteria.
5. The Functional Job Description, outlined at the end of this section, describes the required skills and job requirements essential to EMS personnel. This description will guide all accommodations permitted for the EMT and paramedic students.

6. The following specific points pertain to those involved in EMS training and education programs:
 - a. Students *cannot* be discriminated against on the basis of a disability in the offering of educational programs or services.
 - b. There can be *no* accommodation during screening, evaluation or course examinations that will compromise or fundamentally alter the evaluation of skills that are required to function safely and efficiently in the profession.
 - c. Students who have received an accommodation during the course need to fully understand that there is a separate process for requesting an accommodation for the written certification exam and eligibility for an accommodation is determined on a case-by-case basis. In other words, just because a student was allowed an accommodation during the course does not guarantee an accommodation for the National Registry exam. Documentation confirming and describing the disability should be submitted according to policy for consideration.
7. There are accommodations that are not allowed in the EMS Program because they are not in compliance with the essential job functions of an EMT or paramedic as outlined in the Functional Job Description. These include, but are not limited to:
 - a. Students are not allowed additional time for skills with specific time frames.
 - i. Obviously, patients would suffer due to life threatening conditions in emergency situations if treatment were delayed.
 - b. Students are not allowed unlimited time to complete a written exam.
 - i. This request is not considered reasonable because a candidate should be able to complete a test within a finite amount of time.
 - ii. Students will be allowed a maximum of time and one-half to complete written exams.
 - c. Students are not allowed to have written exams given by an oral reader.
 - i. The ability to read and understand small English print is an essential function of the profession, and written exams are designed, at least in part, to measure that ability.
 - d. Students are not provided a written exam with a reading level of less than grade eight.
 - i. The EMS profession requires a reading level of at least grade eight to work safely and efficiently.
 - e. Students must take all exams during the scheduled time, as a member of the enrolled class.

- i. The ability to utilize knowledge on the spur of the moment is an essential task for EMTs and paramedics.
 - ii. Exams are given to elicit immediate recall and understanding of emergency situations.
 - iii. Students will be permitted a private space to take the exam.
 - iv. Refer to the written examination policy of missed exams due to excused absences.
- f. Students must answer all written test questions as written. No explanation of the question can be provided by the test proctor or any other individual.
 - i. Additional descriptions of test questions would not be a reasonable accommodation because reading and understanding written English is an essential part of EMS communication.
 - ii. Student must be able to understand and converse in medical terms appropriate to the profession.
- 8. Because of the critical nature of the tasks needed in emergency situations, accommodation requests are considered very carefully, on a case-by-case basis. The safety and welfare of the community must be insured while providing full protection of the certification applicant's rights. The main question to be considered is: with the accommodation being requested, can this individual perform the essential functions of the job safely and efficiently?
- 9. For more information on the Americans with Disabilities Act, you may call the Disabled Persons Protection Commission (DPPC) at (617) 727-6465 or V/TTY at (888) 822-0350
- 10. Also refer to the certification requirements of the National Registry of EMTs as well as the State in which you will be applying.

Family Education Rights and Privacy Act (FERPA)

The Family Education Rights and Privacy Act (FERPA) of 1974, provides protection for student education records. FERPA rights however are not limited to education records relating to the student's educational performance. Accordingly, EMT Academy students have a right to privacy when outside sources inquire about them while they are on campus or engaged in classroom instruction. EMT Academy and HCC Paramedic Consortium program officials may disclose that a student is enrolled; however, the officials should not disclose a student's specific whereabouts or class/clinical schedule unless the student gives written permission to EMT Academy and HCC Paramedic Consortium officials. Exceptions will be made for public officials who have a subpoena or a court order. FERPA gives eligible students these basic rights:

1. The right to inspect and review the student's education records maintained by the school;
2. The right to request that a school amend the student's education records;
3. The right to consent in writing to the disclosure of personally identifiable information from the student's education record, except under certain permitted situation; and
4. The right to file a complaint with the Family Policy Compliance Office (FPCO) regarding an alleged violation under FERPA.

Conflict Resolution

In the event that there is conflict between students or staff the parties involved will submit to the conflict resolution outlined in this document as listed below.

1. Students will bring to the attention of EMTA staff any situations that arise which cannot be resolved by the parties involved.
2. Students will be interviewed separately and asked to put the matter in writing while in the interview.
3. EMTA staff will investigate the complaints within 24 hours of the interview based on the written complaint.
4. EMTA staff will render the appropriate action up to and including dismissal from the program should the situation warrant such an action.

Training Devices / Lab Equipment

1. EMT Academy strives to provide quality and well-maintained equipment to its students for training purposes. Students will use this equipment frequently, and normal wear and tear from this use is expected. Any activity or use that causes purposeful damage or any reckless use with resulting accidental damage will not be tolerated.

Online Virtual Learning

EMT Academy has the resources to provide training via online in the event in person training is restricted as was seen in 2020 during the COVID 19 pandemic. **If no restrictions are in place, the Paramedic Program will be provided in person only. There will be no virtual options offered for any reason unless otherwise stated.**

1. Virtual Instructor Led Training (VILT)

- a. VILT training is defined as a course that is a learning model which utilizes online technology to deliver educational programs in a virtual classroom. The instructor and participant are in different locations but have the ability to see teaching materials and verbally communicate synchronously during a live session.
- b. Instructor/learner interactions must be possible in real time via simultaneous visual and audio communication during the session.
- c. VILT will be held “live” with interaction between students and instructor(s)
- d. All VILT courses will be delivered in accordance with Massachusetts Office of Emergency Medical Services, Administrative Requirement 2-212, EMT Continuing Education Standards and pertinent standards set forth by the National Registry of EMTs.
- e. All students will be required to have access to the virtual class (Zoom) with functioning microphone and web camera.
- f. Web camera must be on for the duration of the class and students must be visible in the camera.
- g. Students shall attend the VILT course in its entirety. Students who leave or are found not to be participating, will not receive credit for the course.
- h. All applicable EMTA policies are to be followed when participating in a VILT course.
- i. Students shall be dressed in appropriate attire for VILT courses.
- j. Students shall access VILT course in a quiet area free from distraction (both audio and video) and shall be seated/standing professionally for class (not lying-in bed, not driving a car, etc.)

- k. Instructors will be asking frequent questions during VILT courses to ensure participation.
- 2. Distributive Learning
 - a. Distributive Education is defined as an instructional model that allows instructor, participants, and content to be located in different locations so that instruction and learning may occur independent of time and place; the learner, the instructor, and the educational materials are not all present in the same place at the same time, and students and instructors are not able to interact in real time.
 - b. Course work in this category would have to be completed in its entirety and meet the time requirements set forth in the course to get credit.
- 3. Online Learning Platforms
 - a. EMTA currently utilizes the following platforms;
 - i. Platinum EMS Testing (emstesting.com)
 - ii. Zoom Meeting
 - iii. Google Classroom

Email

1. Electronic mail, like postal mail, is an official means for communicating EMT Academy business. All students are expected to read, and shall be presumed to have received and read, all email messages sent to them. Students shall always respond to all email communications from EMT Academy, stating that they have read and understood the communication.
2. Students of the EMT and Paramedic Programs will each submit a Google Platform email address that will be used for communications purposes between EMT Academy and the student. The email must be a Google Platform (Gmail) email because we utilize Google Classroom for part of the learning process, and it requires a Gmail account to gain access.
3. Email addresses supplied to EMT Academy shall be appropriate and professional, as these email addresses will also be shared with facilities when students begin their internship process

Additional Policies and Procedures

EMT Academy reserves the right to establish additional policies and procedures to meet the requirements of Federal and State Laws, regulations, etc. These policies as developed will be shared with staff and students as they are put in place. These primarily would-be temporary policies (i.e., COVID 19 policies) that are not intended to be permanent.

Safety and Privacy Policies

HIPAA (Health Insurance and Accountability Act of 1996)

1. All Staff, Paramedic and EMT students will familiarize themselves with the HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996.
2. Protected health information (or “PHI”), under the US Health Insurance Portability and Accountability Act (HIPAA) is any information about health status, provision of health care, or payment for health care that can be linked to a specific individual. Confidentiality of protected health information is the responsibility of all healthcare providers, inclusive of paramedic students.
3. Students will be cautious whenever they discuss protected health information, taking into consideration their location (e.g., public areas) and who they discuss this information with. It is appropriate to discuss this information with preceptors and other healthcare providers who are and were previously involved with the patient’s care. Paramedic students are encouraged to discuss interesting clinical cases encountered during their internship with peers and faculty; however, at no time should the names of patients or any other identifying information be divulged.
4. No part of the patient’s medical records may be copied or taken from the clinical site. The only exception is to ECGs, and only after they have been de-identified (redaction should be accomplished using a wide black pen or marker and subsequently photocopying the result).
5. All students will rigidly abide to the standards set forth in this act, and any violation of these standards will be regarded as a serious breach of discipline and will be dealt with accordingly.
6. All students must complete HIPAA training at each of their clinical sites as part of their orientation prior to the start of their clinical internship. These records will be stored at each clinical site and can be made available at the request of EMT Academy.

Bloodborne Exposure / Infectious Disease Exposure

1. An exposure incident is when a contact or exposure of eyes, mouth, other mucous membranes, non-intact skin or parenteral (needlesticks, human bites, cuts, and abrasions), contact with blood or other potentially infected materials that results from the performance of a Paramedic Student’s duties. Students must report ALL exposures using an EMTA incident report. Using an incident report will prompt the individual to complete

any additional paperwork that is necessary (such as required State/OEMS documentation).

2. When performing off site clinical rotations or field time; It is the responsibility of every student to know and be familiar with all clinical site and field site Health and Safety Plans, including, but not limited to the bloodborne Pathogen Exposure Control Plan.
3. If a student has an exposure at a clinical site (fixed or field) they need to report it immediately to their preceptor and follow the guidelines set forth by the clinical site regarding reporting and documentation. The Program Director or their designee shall be contacted as soon as possible.
4. If an exposure occurs during classroom activities (i.e. IV lab, glucometry lab, etc), students shall inform instructor staff immediately.
5. If a student is exposed (exposure meaning high probability of disease transmission) to a possible infectious disease, the student should notify their preceptor immediately and follow the guidelines set forth by the clinical site regarding reporting and documentation. The Program Director or their designee shall be contacted as soon as possible.
6. The Infection Control Officer for EMT Academy is the Executive Director of Operations or their designee

Infection Control and Safety

1. Any student who is in an infectious state that can impact patient or fellow student safety should not attend class or clinical/field rotations.
2. All students shall practice good hygiene while in attendance of EMTA activities; these practices include but are not limited to; frequent handwashing; cough etiquette; and disinfection/sanitation. Please refer to www.CDC.gov for further guidance.
3. Any student with a physical injury that impacts the ability to perform the clinical objectives of the program will not be able to participate in clinical/field rotations.
4. A licensed healthcare provider's release may be required before the student may return to the classroom or clinical/field setting. It is the student's responsibility to follow program policies regarding any make up work or scheduled shifts.

Latex Sensitivity / Allergy and Procedures

1. Latex sensitivity in the workplace can result in potentially serious health problems for individuals who are unaware of the risk of latex exposure. Allergic responses to latex can be life threatening.
2. Latex free environments are seldom available in either clinical or academic settings, but health problems can be minimized or prevented by following appropriate precautionary measures. It is the student's responsibility to inform EMT Academy Management if s/he has a known allergy to latex. (Symptoms may include, but are not limited to the following: runny nose, itching eyes, asthma, eczema, contact dermatitis, and 'rarely' shock.)
3. EMT Academy will provide latex and powder free gloves for student labs. Should a clinical agency to which you are assigned NOT provide latex free gloves, EMT Academy will provide free gloves for use. As with all matters related to one's health, the utmost of precautions should be taken by the student to reduce the risk of allergic reactions. This may include the carrying of an epinephrine auto injector by the individual or other precautions as advised by the student's health care provider.
4. As with all students, a student with a latex sensitivity or allergy will be required to satisfactorily maintain all requirements and technical standards of the specific program.

Injury

1. Any injury that occurs, even a slight cut or strain, must be reported immediately on an incident report and verbally to a faculty member/preceptor, as soon as possible.
2. EMT Academy is committed to providing a safe and healthful learning environment. The policy of EMT Academy is aimed at minimizing the exposure of our students to health or safety risks.
3. To accomplish this objective, all students are expected to work diligently to maintain safe and healthful working conditions and to adhere to proper operating practices and procedures designed to prevent injuries and illnesses.
4. The responsibilities of all students in this regard include:
 - a. Exercising maximum care and good judgment at all times to prevent accidents and injuries.
 - b. Reporting all injuries to faculty and seeking first aid, regardless of how minor.

- c. Reporting unsafe conditions, equipment, or practices to faculty.
- d. Using safety equipment provided by EMT Academy or Clinical Sites at all times.
- e. Conscientiously observing all safety rules and regulations at all times.
- f. Notifying faculty before the beginning of the class, of any medication they are taking that may cause drowsiness or other side effects that could lead to injury to them and their fellow students.
- g. Know the locations of all fire and safety exits.
- h. Never attempt to catch falling objects.
- i. Make certain all emergency equipment, such as fire extinguishers, alarms, and exit doors, is accessible at all times.
- j. Horseplay and practical jokes are prohibited.
- k. Maintain all equipment in good repair.
- l. Know and be familiar with all EMT Academy health and safety policies including, but not limited to:
 - i. Bloodborne Pathogen Exposure Control Plan
 - ii. Infectious Disease Exposure Control Plan
 - iii. Hazard Communication Plan
 - iv. Workplace Violence Prevention Plan
 - v. Fire Safety Plan

Exposure, Incident and Injury Reporting

1. It is important to ensure that any exposure, incident or injury is properly reported and documented. Students shall immediately report any exposure, incident, or injury to their instructor / preceptor (as outlined above, clinical site plans may have to be adhered to).
2. The following are types of incidents that require reporting, including, but not limited to:
 - a. Any serious incident that must be reported pursuant to OEMS Regulation 105 CMR 170.350(B).
 - b. A potential medical or legal situation

- c. Any vehicle accident with or without injuries involving the student
 - d. Involvement in news-worthy event
 - e. Any accident including personal/property damage to/by a student while on the premises, or engaged in any off-campus program activity.
 - f. Any occurrence of possible negligent care of a patient.
 - g. Any inappropriate behavior of a student.
 - h. Illness or injury
 - i. Bloodborne or other exposure (Needlestick, etc.)
 - j. Assault or Battery upon student, preceptor, patient or others involved in patient care or the incident
 - k. Incidents of physical, sexual, emotional abuse or neglect
 - l. Requests from anyone representing the legal profession
 - m. Safety concern
3. Students will fill out EMT Academy designated incident reporting forms.
4. ANY DISCUSSION OF PROTECTED HEALTH INFORMATION OR DISCUSSION OF CLINICAL ENCOUNTERS OUTSIDE THESE GUIDELINES MAY RESULT IN DISCIPLINARY ACTION AND/OR DISMISSAL FROM THE PROGRAM.

Fire/Dangerous Situation Safety

1. Student safety is paramount; in the event of a fire or other dangerous situation whereby evacuation of the building is required; EMTA staff shall assist students to the most appropriate exit in a calm and orderly fashion.
2. Staff and students should familiarize themselves with the building layout and always note the exits and where they are located in relation to one's position on the building.
3. Staff shall familiarize themselves with the EMTA Fire Control Plan.

4. Staff should at the beginning of classes always remind students and visitors of the locations of the exits from the classroom as well as the building
5. If providing training off site; staff should familiarize themselves with the emergency exit plans of the building they are providing training in and relay that information to the students.

Crisis Support

- Safety or Medical Emergency: Dial 911 in the United States
- National Suicide Prevention Hotline: 1.800.273.8255 (toll-free)
- National Domestic Violence Hotline: 1.800.799.7233 (toll-free)

Drug and Alcohol Policy

1. EMT Academy intends to provide a learning environment that is free from the use of non-prescription drugs and alcohol.
2. The sale, manufacture, distribution, purchase, use, possession of the following substances or having the following substances in one's body when reporting to class or any program-related activities while impaired by the following substances-intoxicants: alcohol, non-prescription narcotics, hallucinogenic drugs, non-prescription marijuana, or other non-prescription controlled substances is prohibited while at EMT Academy or any activities involving EMT Academy.
3. The distribution, sale, purchase, use, or possession of equipment, products, and material that are used, intended for use, or designed for use with non-prescribed controlled substances is also prohibited while on EMT Academy property.
4. Arriving to class, the clinical or field internship setting with a measurable quantity of intoxicants, non-prescribed narcotics, hallucinogenic drugs, marijuana, or other non-prescribed substances in the blood or urine is prohibited.
5. Student use of prescription drugs while enrolled in the program is permitted, provided that the drug has been prescribed for the student by a licensed physician and is used in accordance with the physician's instructions and in the prescribed dosage, and provided also that use of the drug does not impair the student's ability to perform responsibilities in class, the clinical or field internship setting safely and effectively.

6. A student must report the use of any prescription drug which may affect the student's safety or performance to an EMT Academy instructor or support staff. A student may be required to provide EMT Academy with a copy of the prescription and/or medical verification. If a student is unable to perform responsibilities while in class, clinical or field internship setting safely or effectively while taking a prescribed medication, the student may be placed on medical leave until the situation is resolved.
7. The purchase, sale, or transfer of a prescription drug by any student to or from another student or any other individual while on EMT Academy premises or while otherwise engaged in EMT Academy activity is prohibited.
8. Students are prohibited from reporting to class or any other EMT Academy activity while impaired by, or under the influence of, any over-the-counter drug which may affect the student's safety or performance.
9. Reporting to or being in class or a related activity with a measurable quantity of prescribed narcotics in blood or urine is prohibited; also, reporting to or being in class or a related activity when using prescribed narcotics is also prohibited if, in the opinion of EMT Academy, such use prevents the student from performing his or her responsibilities or poses a risk to the safety of the student, other persons, or property.
10. Violations of this policy will result in disciplinary action up to and including dismissal; from the program. In lieu of dismissal, other disciplinary action may apply in the judgment of EMT Academy
11. It is a condition of the program that students may be required to submit to EMT Academy approved drug tests under circumstances that include, but are not limited to:
 - a. Admission to the Program.
 - b. Some Clinical Sites may require drug testing prior to being allowed into their facilities.
 - c. Investigations of incidents / accidents that result in bodily injury or property damage.
 - d. Where, in the opinion of EMT Academy, violations of safety rules or procedures are suspected.
 - e. Where, in the sole discretion of EMT Academy, there is reasonable cause to believe a student has been engaging in illegal drug use at any time or is working under the influence of alcohol.

- f. As a condition of enrollment in the paramedic program, every student must abide by the terms of this drug and alcohol policy.

Student Services

Grievance / Complaint Procedure

It is the practice of EMT Academy to assist all students in finding fair and just solutions to problems related to their education. As a general rule, problems can be resolved through the normal administrative structure (levels of supervision). The grievance procedure is not intended to circumvent the normal channels of communications or to set aside the "open door policy" for students established by faculty and administrators. If students feel they have been discriminated against based on sex, race, color, national origin, veteran status, handicapped, or age, they are to follow the procedures below:

1. Definition: A grievance is an educational or personal problem or condition that a student believes to be unfair, inequitable, or discriminatory, or a hindrance to his/her education.
2. Scope and Limitations: This grievance procedure is not designed to include changes in policy or educational programs. Recommendations for initiating new policy or changing established policy are handled through normal administrative channels.
3. Time Limitations: Grievances shall be handled with reasonable promptness, both in submission and processing at each level. Reasonable promptness is defined as a maximum of five class days; however, this time may be extended with the agreement of both parties.
4. Presentation: Initially, the presentation of a grievance may be made orally. When it reaches the appeal state, it must be made in written form. Students shall be given full opportunity to present their views without fear of coercion or reprisal.
5. Where you have a complaint or conflict, discussing the problem with the Program Director is encouraged as a first step. Complaints received from people outside of EMT Academy should be referred to the Program Director as soon as possible.
6. The Program Director will document all complaints he or she receives from any source. The Program Director will investigate and discuss the incident with all parties in question whenever possible in an effort to gather the facts of the dispute. If you do not believe a discussion with the Program Director is appropriate, you may proceed directly to the next step.
7. If you are not satisfied with the Program Director's decision and wish to pursue the problem or complaint further, you may prepare a written summary of your concerns and request that the President review the matter. The President will review all written material to date, discussions with all individuals concerned, and conduct a further investigation if necessary. The decision of the President shall be final.

Retaliation

1. EMT Academy will not tolerate any form of retaliation against students availing themselves of this procedure.
2. The procedure should not be construed, however, as preventing, limiting, or delaying EMT Academy from taking disciplinary action against any individual, up to and including dismissal from the program, in circumstances (such as those involving problems of overall performance, conduct, attitude, or demeanor) where EMT Academy deems disciplinary action appropriate.
3. In the event that the individual filing a complaint with the program is not satisfied with the outcome, the individual can contact the following entities who provide EMT Academy accreditation:

Massachusetts Department of Public Health
Office of Emergency Medical Services
67 Forest Street, Marlborough, Massachusetts 01752
617-753-7300

Committee on Accreditation of Educational Programs for the EMS Professions
8301 Lakeview Parkway, Suite 111-312
Rowlett, Texas 75088

Student Counseling and Guidance Services

The instructors of EMT Academy programs will review student progress by means of individual conferences. If students have a problem related to class work, instructors welcome the opportunity to discuss this with them during scheduled office hours. If students seek extra assistance, they may be paired with a program instructor aide based on the needs of the student and the availability of staffing.

E.M.T. Program

Job Description of the Emergency Medical Technician

Reassures patients and bystanders by working in a confident, efficient manner. Avoids mishandling and undue haste while working expeditiously to accomplish the task.

Where a patient must be extricated from entrapment, assesses the extent of injury and gives all possible emergency care and protection to the entrapped patient and uses the prescribed techniques and appliances for safely removing the patient. If needed, radios the dispatcher for additional help or special rescue and/or utility services. Provides simple rescue service if the ambulance has not been accompanied by a specialized unit. After extrication, provides additional care in triaging the injured in accordance with standard emergency procedures.

Complies with regulations on the handling of the deceased, notifies authorities, and arranges for protection of property and evidence at scene.

Lifts stretcher, placing in ambulance and seeing that the patient and stretcher are secured, continues emergency medical care.

From the knowledge of the condition of the patient and the extent of injuries and the relative locations and staffing of emergency hospital facilities, determines the most appropriate facility to which the patient will be transported, unless otherwise directed by medical direction. Reports directly to the emergency department or communications center the nature and extent of injuries, the number being transported, and the destination to assure prompt medical care on arrival. Identifies assessment findings which may require communications with medical direction for advice and for notification that special professional services and assistance be immediately available upon arrival at the medical facility.

Constantly assesses patient enroute to emergency facility, administers additional care as indicated or directed by medical direction.

Assists in lifting and carrying the patient out of the ambulance and into the receiving facility. Reports verbally and in writing their observation and emergency medical care of the patient at the emergency scene and in transit to the receiving facility staff for purposes of records and diagnostics. Upon request, provides assistance to the receiving facility staff.

After each call, restocks and replaces used linens, blankets and other supplies, cleans all equipment following appropriate disinfecting procedures, and makes careful check of all equipment so that the ambulance is ready for the next run.

Maintains ambulance in efficient operating condition. Ensures that the ambulance is clean and washed and kept in a neat orderly condition. In accordance with local, state or federal regulations, decontaminates the interior of the vehicle after transport of patient with contagious infection or hazardous materials exposure.

Determines that vehicle is in proper mechanical condition by checking items required by service management. Maintains familiarity with specialized equipment used by the service.

Attends continuing education and refresher training programs as required by employers, medical direction, licensing or certifying agencies.

Meets qualifications within the functional job analysis.

Program Overview

The EMT Academy Emergency Medical Technician (EMT) is an integral part of the pre hospital healthcare field providing care for sick or injured patients in an emergency medical setting. People's lives often depend on the quick reaction and competent care provided by the EMT. Equally as important is the care the EMT provides for non-emergent patients needing ambulance transport to medical appointments, treatments, etc.

EMT Academy offers different options for the delivery of the Emergency Medical Technician Training Program. These include;

- 15-week in person training program
 - Two (4) hour course days a week
 - Seven (8) hour Saturday classes during the course
 - All classes are held in person
- Other
 - EMT Academy may offer other variations of delivery; please refer to the website for additional updates.

Regardless of delivery method, the EMT Academy Emergency Medical Technician Training Program is designed to prepare students to successfully pass the National Registry of Emergency Medical Technicians (NREMT) Emergency Medical Technician (EMT) certifying exam. The course includes a mix of both didactic (e.g., classroom) and practical experiences that provide students with the basic medical knowledge, clinical reasoning and judgement, and psychomotor skills necessary to function as a competent and safe entry-level EMT in the emergency and non-emergency pre-hospital environments.

Classes will include a mixture of lectures, small group discussions, simulation/scenarios, practical skills stations, and self-directed learning experiences to introduce the students to the essential knowledge and concepts they must master to become effective EMTs. Students should expect to dedicate a **significant** amount of time outside of class to reading, studying, completing homework assignments, and preparing for quizzes and exams. Students must also successfully complete cardiopulmonary resuscitation certification which is provided during the course.

Students will also complete (8) Hours of field time where they will ride along and observe on an ambulance under the direct supervision of an experienced field training officer (**Observation time was suspended due to COVID 19; will resume when restrictions are lifted). The primary goal of field time is to give students a first-hand look at how actual field crews operate in real world scenarios.

After successful completion of the course, students will be eligible to take the NREMT EMT practical and written examinations

Program Modules

15-Week Training Model

Module Number	Module Title	Lecture Hours	Lab Hours	Field Internship Hours	Total Hours
1	Preparatory and Assessment	24	8	0	32
2	Airway, Pharmacology, Shock, and Resuscitation	12	12	0	24
3	Medical	20	20	0	40
4	Trauma	16	8	0	24
5	Special Patient Populations	12	4	0	16
6	EMS Operations and Team Approach	10	22	0	32
--	Field Observation	0	0	8	8
--	Mid-Term / Final Exam Hours	4	4	0	8
--	Course Total Hours	98	78	8	184

- There is also additional hours provided throughout the program for students to practice their practical skills. An instructor will be available during these times for any questions or to review any topics as requested. There would be no fee for the students coming in voluntarily on these dates.
- Students may come in and practice off established class hours with permission from the course instructor.

Module 1 - Preparatory and Patient Assessment

Module ID EMTA-EMT-M1

Module 1 will introduce the student to the introductory portion of the course to include administrative, safety, medical and legal, terminology, the human body, anatomy and physiology, lifting and moving of patients and introduction to patient assessment. This part of the course is primarily lecture based and includes a group project assigned to squads in which students will provide a presentation to the rest of class on a specified body system. There will be homework, quizzes and a modular exam for this module.

Topics covered in this module include:

- Bloodborne and Airborne Pathogens
- Communication and Documentation
- EMS Systems
- Infection Control
- Life Span Development
- Lifting and Moving Patients
- Medical Terminology
- Medical, Legal, and Ethical Issues
- Patient Assessment
- The Human Body (A&P)
- Workforce Safety and Wellness

Module 2 – Airway, Pharmacology, Shock, and Resuscitation

Module ID EMTA-EMT-M2

Module 2 will introduce the student to the basics of pharmacology; students will also learn about shock and how it affects the body as well as the importance to early recognition of shock. Module 2 will also cover airway management and patient resuscitation; included will be cardiopulmonary resuscitation certification (students who are already CPR certified will still be required to attend and pass the certification examination). There will be homework, quizzes, a modular exam as well as a CPR certification exam.

Topics covered in this module include:

- Airway Management
- Cardiopulmonary Resuscitation BLS Provider Certification Course
- Introduction to the State practical requirements
- Principles of Pharmacology
- Respiratory Emergencies

Module 3 – Medical Emergencies

Module ID EMTA-EMT-M3

A significant emphasis of the current EMT scope of practice is on assessing and treating the medical patient. More and more patients with chronic medical conditions are living independently or semi-independently outside of the hospital setting. This paradigm has created a larger incidence of prehospital complex-medical patients. The focus of the medical module is to introduce students to an overview of these acute and chronic medical illnesses and episodes. Students will begin to integrate in topics from the previous modules, including anatomy & physiology as well as patient assessment. There will be homework, quizzes, and a modular exam for this module.

Topics covered in this module include:

- Allergy and Anaphylaxis
- Behavioral Health Emergencies
- Cardiovascular Emergencies
- Endocrine Emergencies
- Gastrointestinal Emergencies
- Hematologic Emergencies
- Medical Overview
- Neurological Emergencies
- Toxicology
- Urologic Emergencies

Module 4 - Trauma

Module ID EMTA-EMT-M4

The Trauma Module introduces students to the trauma care system including immediate recognition, care, and transport, point-of-entry, ACS trauma center designation, and mitigating issues. Students attend lectures on specific traumatic injuries and complete related scenarios during lab sessions. A significant focus is placed on the rapid assessment of the traumatic patient and how to systematically assess and treat said patients. During practical skill stations, students are introduced to the latest equipment designed to mitigate traumatic injuries. There will be homework, quizzes, and a modular exam for this module.

Topics covered in this module include:

- Abdominal and Genitourinary Trauma
- Bleeding Wounds
- Burns
- Chest Trauma

- Environmental Emergencies
- Face and Neck Trauma
- Head and Spine Trauma
- Orthopedic Trauma
- Soft Tissue Trauma
- Trauma Overview

Module 5 – Special Patient Populations

Module ID EMTA-EMT-M5

The Special Populations Module will introduce students to unique patient populations and cover the challenges that accompany them. Topics include obstetrics, pediatrics, and geriatrics. Also covered in this module are patients with special healthcare needs and environmental emergencies. There will be homework, quizzes, and a modular exam for this module.

Topics covered in this module include:

- Bariatric Emergencies
- Geriatric Emergencies
- Gynecologic Emergencies
- Obstetrics and Neonatal Care
- Patients with Special Healthcare Needs
- Pediatric Emergencies

Module 6 – EMS Operations and Team Approach

Module ID EMTA-EMT-M5

The EMS Operations and Team Approach Module will cover operational topics that will assist the EMT in their day-to-day operations. Included in this module is an introduction to incident management and terrorism incidents. Students will be required to complete four online training courses offered by the Federal Emergency Management Agency (FEMA). These courses will be due at various dates throughout the course. These courses will reinforce classroom lecture and are required courses for employment at most EMS agencies. This module will also include a mass casualty incident drill which students will have to respond to a mock MCI and put their knowledge to a practical evolution. Students will also cover transport operations and extrication principles. The final lecture in this module will introduce the student to the team approach as well as how to assist a paramedic in the field. There will be homework, quizzes, and a modular exam for this module.

Topics covered in this module include:

- Incident Management
- Field Triage and Mass Casualty Incidents
- Terrorism Response
- Vehicle Extrication and Specialty Rescue
- Vehicle Operations
- ALS-BLS Interface

Field Internship

As part of the educational package, EMT students will complete 8 hours of a field internship in the prehospital setting. Field internship is an essential component of the EMT Program. The field internship is intended to offer the student both a positive learning opportunity and real-life experiences. The primary purpose of the field internship is to expose the student to patient assessment including the gathering of pertinent medical information and past medical history. Students complete this internship as a “Third-Rider”, meaning they are paired with an experienced EMS provider (preceptor) and only participate in an observational capacity.

Students are not expected to provide the full continuity of care, but may assist the EMS providers with activities such vital signs and CPR, if they have covered that material in class, and at the discretion of the precepting EMS provider. Students are eligible to begin their Field Internship once they have successfully completed Module 3. Students may only complete their Field Internship at an EMT Academy approved field site, and only during scheduled periods.

Course Length

Standard Format (Session 1 and Session 3)

- 15 - week program
- 184 Hours (Includes didactic and practical as well as CPR Certification and ambulance observation time)

Accelerated Format (Session 2)

- 13 – week program
- 168 Hours (Includes didactic and practical as well as CPR Certification and ambulance observation time)

Prerequisites

This course has been developed for all individuals desiring to perform emergency medical care as an EMT. No prior experience or training is required of the course applicant.

In order to be eligible for the state EMT certification examination the applicant must:

- Be 18 years of age
- Be able to read, understand and communicate in English
- Be free from addiction to alcohol or any drug
- Be free from any physical or mental defect or disease which might impair his/her ability to provide emergency care within the scope of the EMTs training and responsibilities, or which might jeopardize the health of another member of the class.

Course Objectives

- To prepare competent entry-level emergency medical technicians in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.
- To ensure competency in the cognitive, psychomotor, and affective learning domains
- Have the ability to comprehend, interpret, and apply EMS educational standards, as well as general knowledge necessary to function in an emergency healthcare setting.
- Apply the principles of effective communication to interactions with patients, colleagues, and other personnel in the emergency and inter facility transfer setting.
- The ability to conduct themselves in ethical and professional fashion while showing proficiency in interpersonal relations and communications.
- Identify, interpret, and evaluate information relative to the role of an entry-level EMT.
- Identify and display technical proficiency of the skills necessary in the role of an entry-level Paramedic.
- Demonstrate personal behaviors consistent with professional and employer expectations of an entry level EMT.
- Prioritize historical and physical exam information necessary to form a working diagnosis and management plan for patients presenting with acute medical and traumatic diseases.
- Develop and demonstrate assessment strategies to obtain important clinical information in a wide variety of dynamic environments.
- Prioritize treatment based on knowledge of pathophysiology, expected clinical course, and situational factors.
- Use effective clinical reasoning to modify the assessment and treatment plan according to patient presentation and response to treatment.
- Develop and implement a treatment plan to assure a patent airway,

- adequate ventilation, and adequate respiration for patients of all ages.
- Integrate assessment findings with principles of epidemiology and pathophysiology to formulate a field impression and implement a treatment and disposition plan for a patient with a medical complaint.
 - Apply comprehensive knowledge of the underlying etiology and pathophysiology to the management of cardiac arrest and post cardiac arrest states.
 - Apply comprehensive knowledge of the etiology and pathophysiology of shock to the management of all shock states, with an emphasis on early intervention to prevent clinical decompensation.
 - Apply comprehensive knowledge of the etiology and pathophysiology of pulmonary diseases to the management of respiratory failure or arrest, with an emphasis on early intervention to prevent arrest.
 - Integrate assessment findings with principles of epidemiology and pathophysiology to formulate a field impression and implement a treatment and disposition plan for an acutely injured patient.
 - Integrate assessment findings with principles of epidemiology, pathophysiology, and knowledge of psychosocial needs to formulate a field impression and implement a treatment and disposition plan for patients with special needs.
 - Modify the assessment and treatment of pediatric, adult, and geriatric patients based on comprehensive knowledge of lifespan development.
 - Apply fundamental knowledge of the principles of public health and epidemiology, including public health emergencies, health promotion, and illness and injury prevention, to the scope and role of a paramedic.
 - Integrate comprehensive knowledge of EMS systems, the safety/well-being of the paramedic, and medical/legal and ethical issues to improve the health of EMS personnel, patients, and the community.

Outcome

Upon successful completion of the EMT Program, a certificate is awarded. Graduates are eligible to enter certification testing after successfully completing all coursework.

The testing sequence involves successfully passing the National Registry of EMTs (NREMT) cognitive (written) examination as well as the Massachusetts Department of Public Health, Office of EMS (OEMS) psychomotor (practical) examination.

Class Size

The maximum class size and ratio is 30 students to 1 lecturer for classroom lecture; Practical ratio will be 8 students to 1 instructor minimally.

Class sizes may vary dependent upon any restrictions (i.e., COVID 19) and available resources. Please refer to website or contact EMT Academy for further information.

Books and Materials

- Required text (included in tuition)
 - Emergency Care and Transportation of the Sick and Injured, 12th Edition, American Academy of Orthopedic Surgeons (AAOS), Jones and Bartlett Publishing.
- EMS Testing Online Account (included in tuition)
- Google Classroom Access (included in tuition)
- Vital signs kit (Penlight, Blood Pressure Cuff, and Stethoscope) (included in tuition)
- Students are expected to have adequate supplies (e.g., note paper, writing utensils) to be productive in the classroom environment.
- Students will need to access to a computer to do online assignments and testing.
- In the event the class needs to transition to a virtual (VILT) hybrid program (COVID 19, etc.); computer must have camera and microphone capabilities and be able to run virtual platform software (Zoom)

Classroom Skills Practice

The EMT course will teach students many skills that are necessary for the assessment and treatment of patients in a variety of emergency situations. All students are hereby advised that they will be asked to consent to the practice of skills on classmates and themselves.

The purpose of these practice sessions is to develop the tasks, dexterity, and tactile feel necessary for each skill in situations as real as possible under the control and supervision of Program Instructors.

Specific skills which will be practiced in this program include, but are not limited to:

- Patient assessment / Physical exam
- Vital signs acquisition
- Wound care / Splinting / Spinal immobilization
- Glucometry
- Assisting an advanced life support provider (application of ECG electrodes)
- Safe moving of patients (stretcher, stair chair)

The practice of skills is an essential part of the EMT Program. Students must come to laboratory sessions fully prepared to practice skills and scenarios. Students are expected to be prepared for each segment of their lab or practicum by being in appropriate dress. Additionally, scenario practice requires an attitude and demeanor which do not detract from

the scenario created.

Remaining “in character” communicating with the “patient” as if a real patient, and performing all skills following step-by-step procedures.

Students will also get hands on applications of various pieces of equipment during the course (i.e., suction, AED, oxygen therapy equipment, etc.)

Students enrolled in the EMT Program may only practice certain skills in the presence of a Program instructor during lab sessions or during an approved Field Internship with a designated preceptor.

Students are limited to practicing only skills previously taught by the faculty of the EMT Academy EMT Program.

Students must always function in the student or “third rider” role when completing a Field Internship.

Violations of this policy may result in the immediate removal of the student from the EMT program.

EMT Academy strives to provide quality and well-maintained equipment to its EMT students for training purposes. Students will use this equipment frequently, and normal wear and tear from this use is expected. Any activity or use that causes purposeful damage or any reckless use with resulting accidental damage will not be tolerated.

Laws and regulations pertaining to the storage of medical equipment describe restricted access to the supply room in the classroom. The supply room should be accessed only by EMT Academy faculty. If an EMT student needs equipment, a faculty member should assist.

Admissions Requirements

Students wishing to attend the EMT Academy Emergency Medical Technician Training Program must first apply to the program either online or in person. Applications will be reviewed by EMT Academy staff and prospective students will be contacted and a face-to-face interview will be scheduled. The interview will cover program overview, time commitment requirements, fees involved and answer any other questions the prospective student may have.

Students must meet the following requirements at the start of the program:

- Have a high school diploma or have satisfied the requirements through the General Educational Development (GED) examination.
- Be at least eighteen years of age*
- Be capable of all duties and requirements set forth by the Commonwealth of Massachusetts Office of Emergency Medical Services as described in 105

CMR 170.000

- Provide evidence that student has health insurance

* If the applicant is under the age of eighteen and is admitted, they must have a letter of approval from a parent or guardian to enroll in the course. The applicant will only be admitted if they are turning eighteen by the end of the course; NREMT and OEMS requirements stipulate that candidate for certification must be at least eighteen years old.

Medical Clearance and Vaccinations

EMT students are not required to obtain medical clearance or vaccinations as EMT students do not participate in clinical rotations. This requirement is subject to change and at the discretion of EMT Academy management. EMT students do participate in field rotations and a third-rider waiver is required to be signed during orientation.

Personal and Physical Limitations

Enrolling EMT students must affirm in writing that they have no known personal or physical limitations that will prevent the student from successfully completing the program.

Tuition Fees

EMT Academy's EMT course tuition is \$1500.00, which includes the base tuition for our classroom component, textbook, online learning management system for access to your homework and testing, CPR certification, EMT Academy uniform shirts, background check, liability insurance, and scheduling for field internships, as well as the practical examination if taken with your class at the completion of the course.

Payments for the course are due in the following intervals:

- ✓ An initial deposit of \$300.00 will be due in order to secure placement into the program
- ✓ The remaining tuition of \$1200.00 will be due on the first day/night of class
 - o If doing the payment plan; additional \$450.00 due first night of class

The remaining tuition can be paid on a payment plan (one payment of \$450.00 and one payment of \$400.00; An additional charge of \$100.00 (broken into two \$50.00 payments added to the first two payments)

Other Associated Fees

- Any cost for health evaluations, lab work, tests and/or vaccinations required by EMT Academy for admission
- Any office supplies, study guides, medical equipment or other course materials purchased by the student (Students will be provided with a vital sign kit)
- Any additional uniform purchases beyond what is provided to a student and any clothing items purchased to be in adherence with our dress code (i.e., sweatshirts, hats, etc.)
- Any state practical examination fee should a student not test with their class, test out of state, or need to retake the exam in the event the first attempt was unsuccessful
- Any fees associated with the National Registry written examination
- Any fees associated with obtaining state certification, Massachusetts or otherwise

Overview of Fees

General Administrative Fees

- Late Payment Fees (If on established payment plan)
 - \$25.00
- Makeup Class Fee
 - \$100.00 per make up session
- CPR Card Replacement Fee
 - Physical Card Replacement \$10.00
- Identification Card Replacement
 - \$10.00

Withdrawals and Refunds

In order for a student to officially withdraw from class, the proper paperwork must be processed and an exit interview must be conducted. While we do not wish for this to ever be the case, we do understand that various circumstances may make it unavoidable. Please see your course instructor if this should occur.

Please note that the first \$750.00 paid towards tuition is non-refundable; no exceptions. EMT Academy will refund 50% of the *remaining* tuition, if paid in full, to students withdrawing prior to one month after the course begins. Students who have a signed payment plan on file will not be refunded any amount in the event of a withdrawal.

Any student who is dismissed from the program due to disciplinary reasons will not be granted a refund. Should a student be in arrears of the payment plan at the time of a withdrawal or dismissal from the program for any reason, they will still be held responsible for the amount owed at that time, including finance charges incurred. Any outstanding balances will be sent to collections if not settled in a timely fashion.

Financial Aid / Payment Assistance

EMT Academy does not participate in any financial aid programs.

Payment Options and Procedures

Payment of tuition and any fees are due as outlined in section 5.8.3 Tuition Fees

- Check
- Cash
- Credit Card
- Purchase Order (to be billed to a municipality or private company)

Collections Policy

EMT Academy uses a third-party collection agency to service delinquent accounts.

Attendance and Participation

General Attendance Policy

1. The overall integrity of the Paramedic program requires students to fully participate in lectures, labs, and field internship.

2. Students are required to comply with EMT Academy's attendance policy. Participation in all scheduled class meetings and lectures is a very important part of the learning experience for all participants.
3. Every student will be held responsible for their attendance in full at all classes, labs and field internship sessions without exception. The attendance requirement is an OEMS mandate and is strictly enforced by EMT Academy.
4. Students are required to comply with EMT Academy's attendance policy. Participation in all scheduled class meetings and lectures is a very important part of the learning experience for all participants.
5. To meet the course objectives, it is imperative that students attend all classes in their entirety. In exceptional circumstances, there may be an infrequent occasion when a student will not be able to attend class. If a student expects to be absent from a class meeting, the student must notify EMT Academy in advance (or as soon afterward) and discuss the absence with the EMT Program Coordinator. The student will be required to attend a makeup session.
6. Class is not optional as absences diminish the transfer of key concepts and ideas which the larger class benefits from.
7. Failure to report an absence in a timely manner will be considered a lapse in professional conduct and, therefore, may affect eligibility for continuation and completion of the EMT program. EMT Academy will provide a class schedule and academic calendar for the program, and all travel arrangements should be made not to conflict with the academic calendar.
8. Emergent early dismissal must have written documentation on the nature of the emergency within one week of the early dismissal. Any student not adhering to the attendance policy will be terminated from the program.
9. If a student misses an in-class Quiz or Exam as a result of being absent or tardy will result in a zero (0).
10. Students have to attend the BLS Provider certification course as outlined in the syllabus and schedule. If a student misses this certification course, they will receive an absence and will have to take that course (at the student's expense) to be eligible for graduation.

Absences and Make-Up Classes

Classroom time missed shall be made whole as specified by the instructor and at the availability of staff. A make-up fee of \$100.00 per (4) hour make-up session will be assessed. There will be designated make-up class dates during the program which students will be made aware of. Students who are required to attend a make-up class would have to attend the class on the scheduled date; if the student missed the required make-up class, they will be dismissed from the program.

Field Internship sessions will not be rescheduled if missed and the student will receive a clinical grade of zero for missing any scheduled off-site observation shift. The missed session will also result in an absence.

Regardless of make-up appointment times and assignments, **no student shall be absent in excess of two times throughout the program.** Any student missing class will be subject to progressive discipline, up to and including dismissal from the program.

Tardiness and Early Departure

Tardiness shall be defined as the student not in their seat and fully prepared to participate in class activities at the specified start time of the class. (1) minute late will be considered a tardy

Students who are tardy three (3) times will incur one (1) absence consistent with a four (4) hour class and must make up the time in whole as defined above.

Students coming in late for class is a disruption to the class; students who are tardy more than (1) time will receive a Written Warning and then progressive discipline thereafter up to and including dismissal from the program. These same rules shall apply to any student leaving class early or if a student comes back late from a break.

If a student is late by more than 15 minutes, this would be considered an absence and subject to make up as outlined above.

At the start of each class session all students are required to sign the attendance roster. Signatures must be legible in permanent black or blue ink. Anyone caught signing for another student will be subject to disciplinary action up to and including dismissal from the program. Failure to sign the class attendance roster at the start of class will result in non-credit for the scheduled hours and must be made up as outlined above.

Tracking of Attendance

The student signs in at the beginning of each class, and the instructor records absences, late arrivals, and early departures.

Each day, the instructor submits the class attendance to the Program Director who scans the roster into an attendance file for each class. The data is transferred into a spreadsheet for monitoring students' attendance rates.

Attendance for field internships is reported at the end of each session on a log that is signed by the preceptor. The logs are used to verify that students are attending shifts and completing their required hours.

Dismissal from the Program

Any student dismissed for attendance-related reasons; academic issues (not meeting minimum grades) may re-apply to the program. The student must meet all admissions requirements to be re-admitted. Students who re-enroll must repeat all aspects of the program. No credit will be given for previously passed exams, didactic or practical. EMT Academy has a two (2) attempt policy. This policy limits the number of times an individual may enroll and re-enroll into the Program to two (2) attempts.

Students who paid in full prior to dismissal from the course and did not receive a refund can re-apply and only be responsible for established administrative fees (\$400.00) which covers re-enrollment for online subscriptions, etc. This courtesy will only be available for the course offering immediately following the course in which the student was dismissed.

Students who are dismissed from the program for violating EMT Academy conduct policies will not be permitted to re-apply.

Cancellation of Classes

The decision to cancel classes due to adverse weather conditions or extreme emergency circumstances rests solely with EMT Academy faculty. When the choice to cancel class is made students will be notified via e-mail and/or text messages.

We use our best judgment when making these decisions based on the safety of our students and staff, but be advised that cancelled sessions must be made up in both time and content.

Therefore, we try to hold out as long as we can to make this decision. Should it be necessary to cancel class we will do our best to give as much notice as possible. Please understand that additional make-up dates will have to be scheduled accordingly. You will be notified as soon as

possible of the make- up date & time and any related changes to the course syllabus.

Breaks

Approximately fifteen (15) minutes of break time per four (4) hours of class time will be allotted. Saturday sessions will include both AM & PM breaks as well as a minimum of thirty (30) minutes for lunch. Please be observant of the time and be back in class, ready to proceed at the time the instructor provided to you. Coming back to class late from break will be considered a tardy from class as this creates a disruption to the class.

Should you need to be excused for any reason while class is in session, please do so quietly so you do not cause a disruption to classroom activities. If you have a medical condition which requires you to repeatedly excuse yourself, please notify the instructor at the start of class.

Coursework, Quizzes, and Exams

Homework for each chapter will be due prior to the in-class lecture for the corresponding material. There is an online workbook and interactive lecture in conjunction with each textbook chapter. At the start of each classroom session any online work not completed will automatically be issued a grade of zero.

Assignments listed in the syllabus must be completed and submitted at the start of class on the day they are due. Any assignment not completed and turned in will automatically be issued a grade of zero. Assignments can include, but are not limited to FEMA certifications, case studies, forums, blogs, research and presentations.

Both homework and assignments can be completed up to a week late and will be issued half (50%) credit. It is the responsibility of the student to notify the instructor that the work was completed within the week so that the grade can be manually entered into the computer. Any work not completed or not brought to the attention of the instructor within the specified timeframe will remain graded as zero credit.

Quizzes may be distributed at any point during a classroom session covering any course content that has been reviewed either in handout, homework, textbook or lecture format prior to the quiz being issued. These quizzes may be presented as labeling, matching, fill in the-blank, multiple- choice, or other format designated by the instructor or any combination thereof. Always be prepared for a quiz each and every class. Quizzes will generally be delivered via our online testing platform, and must be completed in the required time frame. Quizzes can not be made up.

Module exams will be distributed at the conclusion of modules one, two, four, and five. The

module exam will cover any course content that has been reviewed either in handout, homework, textbook, or lecture during that particular module. All module exams must be passed with a 70%. If a student does not achieve the minimum score of 70%, they will be granted one retake. That retake must be completed by the required date and passed with a 70%. If the student does not pass the exam they will be dismissed from the program. If the student does pass the retake, the maximum grade recorded will be a 70%.

The mid-term examination will consist of a 200-question closed-book, multiple-choice written exam covering the to-date course content in its entirety which must be passed with a 70%. If a student does not achieve the minimum score of 70%, they will be granted one retake. That retake must be completed by the required date and passed with a 70%. If the student does not pass the exam they will be dismissed from the program. If the student does pass the retake, the maximum grade recorded will be a 70%.

The final examination will be a two-part exam consisting of a 200-question written exam and a practical skills assessment exam; these two components will be graded independently of one another. A 70% minimum grade is required for the written exam and a 100% is required for the practical skills assessment exam. The practical exam will be administered similar to the registry exam students would be taking.

Clinical sessions will receive a pass/fail grade based on attendance and the submission of an evaluation form within a week of the scheduled session. Each form must be filled out completely and contain a signature from your preceptor to confirm attendance and be considered valid.

Squad participation grades (see Squads) will be based upon total squad participation as outlined. Squad participation grades (see Squads) will be based upon total squad participation as outlined.

Field Observation

Students will be rotated through field observation shifts on an ambulance through our affiliation with National Ambulance Service. Students will be required to complete eight hours of ambulance observation time.

Each student will be held to the same standard of conduct outlined in this document as if they were in class. Please remember that you are representing EMT Academy to the patients and their families, as well as the staff of affiliated sites. Refer to the “DRESS CODE” section 5.23 for required attire and presentation.

These shifts are for **observation only**; students will not have direct patient contact for the purposes of providing emergency care. The student may assist the patient under direct

supervision within the EMT's scope of practice. Students must use extreme caution at all times during their field observation time.

Grading Calculations and Expectations

The course will be graded using evaluations of the cognitive (knowledge), psychomotor (practical application) and affective (professional behavior) domains. Please refer to the following for how each domain will be graded.

Grades shall be calculated as follows: (100%)

- 30% Online, in-person, and practical quizzes
- 10% Homework and other assignments
- 20% Module Exams
- 10% Mid-Term Written Exam
- 10% Final Written and Practical Exam
- 10% Practical Skills and Simulations
- 10% Attendance

Each student must maintain an 80% average throughout the class. Any student not maintaining the minimum grade will be placed on academic probation. Passing scores for examinations shall be 70%.

All students shall obtain a passing grade on both the midterm and final examinations in order to continue on or graduate from the program.

Academic Warnings, Academic Improvement Plans

Students not meeting minimum requirements at any point will be issued a Warning Letter and placed on 'Academic Warning' status for fourteen days.

The 'Academic Warning' period is a time of accelerated performance where affected students must remedy the cause of the warning while achieving the regular progress requirements for the warning period.

As part of the 'Academic Warning' status, students will be required to meet with the Program Director or Lead Instructor. During the meeting, the student and Program Director/Lead Instructor will create an Academic Improvement Plan for the student to achieve 'Good Standing' status by the end of the 'Warning' period.

Academic Warnings serves as a formal notification to the student that their performance is unsatisfactory and as a period of close monitoring of the student's progress in the course. The goal of Academic Warning is to bring the student's performance up to program standards and increase the likelihood of student success in the course. Students on Academic Warning may be required to complete additional coursework or practice sessions as determined by the Program Director. Continued poor performance at the end of Academic Warning will result in academic termination.

When a student is placed on Academic Warning, they will meet with the Program Director/Lead Instructor to discuss the reasons for failing to achieve satisfactory academic progress and develop an academic improvement plan. Performance criteria will be set for removal from Academic Warning by the end of the evaluation period. The student will meet with the course director or designee regularly during the Academic Warning period and adjustments to the academic improvement plan will be made as necessary.

At the end of the Academic Warning period, if the student has met the terms of the Academic Improvement Plan and regained Good Standing, he or she will be removed from Academic Warning status. If the student has failed to meet the terms Academic Improvement Plan and achieve Good Standing, he or she will be academically terminated from the program, barring a successful appeal by the student as discussed below.

It is the goal of EMT Academy to assist students who are having any trouble maintaining their grade by providing resources such as counseling, etc. The label of 'Academic Warning' is simply applied to make the student aware that there are deficiencies present and that the student needs to work on those deficiencies to remain in the program.

If a student does not agree with the receipt of an academic warning, they may appeal to the Program Director in writing within five (5) calendar days of warning receipt.

If a student achieves satisfactory academic progress by the end of the established warning period, the student will be returned to a status of 'Good Standing'.

If a student fails to return to a good standing status following by the end of the established warning period, the student will be dismissed from the program (student may appeal).

During an academic warning status, students will be required to meet with the Program Director and complete an Academic Improvement Plan. The Academic Improvement Plan is designed to help struggling students be successful in the program and regain Good Standing. The Academic Improvement Plan may include additional coursework, practice sessions, tutoring, readings, simulation sessions, or other requirements. Through the evaluation period, students will meet regularly with the Program Director to assess their progress and make any necessary adjustments to the Academic Improvement Plan. A record of all meetings and the Academic Improvement Plan itself will be retained in the student's record. Students who successfully complete the terms of their Academic Improvement Plan will regain Good Standing

by meeting the established satisfactory academic progress criteria. Students who do not complete the terms of their Academic Improvement Plan will be academically terminated from the program.

Uniform and Dress Code

While attending class each student must wear a program issued shirt bearing the EMT Academy logo. It is our goal to ensure that all parts of the body are covered and your attire should be suitable for standing, kneeling, bending, and reaching during labs and practical sessions. Pants shall be neat and clean and void of runs, tears or holes. Yoga and sweat pants and shorts are prohibited. Footwear in class should consist of comfortable shoes that are not open-heel or open-toe. Please note that occasionally during class you may be required to remove your shoes and socks for a lab or practical session. If provided, Student ID badges must be worn when on EMTA property.

During ambulance observation shifts students must wear their class issued shirt, khaki or dark colored dress pants (NO JEANS) and comfortable shoes that fully enclose the foot from heel to toe and season appropriate, unmarked outerwear. No hats are to be worn to these sessions.

Hats may be worn in class; however, you may be asked to remove them for labs or practical stations. No insignias on any article of clothing may ever be displayed that are of offensive nature or advertise alcohol or tobacco products. Keep in mind that your fellow classmates will appreciate the practice of appropriate grooming & hygiene.

Students may be issued an ID Badge during orientation. If provided, they are expected to wear it at all times during the class and class related programs.

Please keep nails to a workable length. Any student's hair longer than their shoulders must be tied back other than in lectures. Please be conscientious of lotions, perfumes, colognes, etc. as other students may be hypersensitive. Tattoos must be covered if they may be offensive. We ask that you not wear jewelry that may be considered oversized or excessive, as they pose a safety hazard. Body piercings that remain non-distracting to other students may remain in place for lectures and most lab sessions. You may be asked to remove them for the purpose of practical sessions if it is believed to hinder a particular skill or function during a given practical session. Body piercings other than one stud earring in each lobe must be removed or covered for any off-site school related events including labs and clinical sessions.

Students not in required dress code will be asked to leave and will result as an unexcused absence.

EMT Certification Requirements

Practical Testing Requirements

Due to the unique nature of emergency medicine, and the physical environment in which we practice, certain capabilities are necessary, including, but not limited to:

- Ambulatory status
- Fine motor coordination (essential for precision in psychomotor skills)
- Vision adequate for performance of psychomotor skills
- Auditory perception sufficient to enable student to utilize a stethoscope and communicate effectively both in person and via phone/radio

Practical and Written Examinations (Certification)

In order to be certified as an EMT, students must:

- Successfully complete all requirements for graduation including summative written and practical exams.
- Meet the NREMT's minimum entrance requirements for Emergency Medical Technician (EMT).
- Pass both the Massachusetts Department of Public Health, Office of EMS' Psychomotor (practical skills) examination and the NREMT's Cognitive (written) examination within the allotted time frame.

A candidate must be 18 years of age to apply to take both the psychomotor/practical and cognitive/written examinations. After successful completion of the EMT course and recommendation of the assigned Instructor-Coordinator, the student may elect to take the said exams in either order. You have up to two years from your course end date to successfully complete both examinations.

If you have passed the written exam first and fail to successfully complete the practical exam within a year, you will be required to retake (and successfully complete) the written examination within the allotted number of attempts designated by the National Registry, including prior attempts made.

A candidate may initially attempt the written examination up to three (3) times. If a candidate is unable to successfully complete the written examination after the third attempt, a refresher course (minimum of 24 hours) will be required in order for any future attempts, up to three (3) additional until the two-year deadline arrives. If a year has passed since the candidate successfully passed the practical exam, a skills verification will need to be completed in order to make any further attempts at a written examination.

Graduation Requirements

Upon successful completion of the Program, students will receive a Certificate of Completion. In order to graduate from the Program, a student must meet the following requirements:

- Have a cumulative overall grade point average of 80%.
- Have a cumulative attendance of 100% (make-up classes included)
- Pass all module exams with at least a 70%.
- Pass each individual skill examination.
- Successfully complete mid-term written and practical evaluations.
- Successfully complete final practical evaluations.
- Complete field internship with required hours.
- Complete affective evaluation with a minimum mark of competent.
- Be in good financial standing with EMT Academy

Job Placement

EMT Academy does not guarantee job placement following successful completion of the program and subsequent certification as an EMT.

EMT Academy does have a partnership with National Ambulance Service located at 425 Saint James Avenue, Springfield, Massachusetts. National Ambulance will give first consideration, on an as needed basis, to applications submitted by EMT Academy students who complete the program in good standing with a recommendation from the course instructor.

Again, job placement is not a guarantee.

Paramedic Program

Job Description of the Paramedic

Introduction

The following general position description for the paramedic is provided as a guide for advising those interested in understanding the qualifications, competencies and tasks required for emergency medical services certification. It is the ultimate responsibility of an employer to define specific job descriptions within each Emergency Medical Services (EMS) entity.

The Paramedic is an allied health professional whose primary focus is to provide advanced emergency medical care for critical and emergent patients who access the emergency medical system. This individual possesses the complex knowledge and skills necessary to provide patient care and transportation. Paramedics function as part of a comprehensive EMS response, under medical oversight. Paramedics perform interventions with the basic and advanced equipment typically found on an ambulance. The Paramedic is a link from the scene into the health care system.

Qualifications

To qualify for EMS certification or licensure at the Paramedic level, an individual must successfully complete an accredited course and achieve competency in each of the psychomotor skills. In addition, the individual must achieve a passing score on the National Registry cognitive examination.

EMS personnel must be at least 18 years of age. Generally, the knowledge and skills required show the need for a high school education or equivalent. EMS personnel must have the:

- Ability to communicate verbally via telephone and radio equipment
- Ability to lift, carry and balance up to 125 pounds (250 pounds with assistance)
- Ability to interpret written, oral and diagnostic form instructions
- Ability to use good judgment and remain calm in high-stress situations
- Ability to work effectively in an environment with loud noises and flashing lights
- Ability to function efficiently throughout an entire work shift
- Ability to calculate weight and volume ratios, read small print, under life threatening time constraints
- Ability to read and understand the English language
- Ability to accurately discern street signs and address numbers; ability to interview 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 as to status of patient.

EMS personnel should possess good manual dexterity, with ability to perform all tasks related to highest quality patient care. Ability to bend, stoop and crawl on uneven terrain and ability to withstand varied environmental conditions such as extreme heat, cold and moisture is vital. The ability to work in low light, confined spaces and other dangerous environments is required.

Description of Tasks:

- Receives call from dispatcher, responds appropriately to emergency calls, reads maps, may drive ambulance to emergency site, uses most expeditious route and observes traffic ordinances and regulations.
- Determines nature and extent of illness or injury, takes pulse, blood pressure, visually observes changes in skin color, auscultates breath sounds, makes determination regarding patient status, establishes priority for emergency care, renders appropriate emergency care (based on competency level); may administer intravenous drugs or fluid replacement as directed by physician.
- May use equipment (based on competency level) such as but not limited to, defibrillator, electrocardiograph, performs endotracheal intubation to open airway and ventilate patient, inflates pneumatic anti-shock garment to improve patient's blood circulation or stabilize injuries.
- Assists in lifting, carrying, and transporting patient to ambulance and on to a medical facility.
- Reassures patients and bystanders, avoids mishandling patient and undue haste, and searches for medical identification emblem to aid in care.
- Extricates patient from entrapment, assesses extent of injury, uses prescribed techniques and appliances, radios dispatcher for additional assistance or services, provides light rescue service if required, provides additional emergency care following established protocols.
- Complies with regulations in handling deceased, notifies authorities, and arranges for protection of property and evidence at scene.
- Determines appropriate facility to which patient will be transported, reports nature and extent of injuries or illness to the facility, asks for direction from hospital physician or emergency department.
- Observes patient in route and administers care as directed by physician or emergency department or according to published protocol.
- Identifies diagnostic signs that require communication with facility.
- Moves the patient into the emergency facility from the ambulance.
- Reports verbally and in writing concerning observations about the patient, patient care at the scene and enroute to facility, provides assistance to emergency staff as required.
- Maintains familiarity with all specialized equipment.
- Replaces supplies, sends used supplies for sterilization, checks all equipment for future readiness, maintains ambulance in operable condition, ensures ambulance

cleanliness and orderliness of equipment and supplies, decontaminates vehicle interior, determines vehicle readiness by checking oil, gasoline, water in battery and radiator and tire pressure.

Program Overview

1. The EMT Academy Paramedic Training Program (“paramedic program”) is a comprehensive, 12–15-month program (completion time dependent upon internship completion) designed to prepare students to successfully pass the National Registry of Emergency Medical Technicians (NREMT) Paramedic certifying exam. The program follows the National standard NHTSA curriculum and is approved by the Commonwealth of Massachusetts Department of Public Health, Office of Emergency Medical Services.
2. The program includes a mix of both didactic (e.g., classroom), clinical internship experiences (e.g., hospital) and field internship experiences that provide students with the basic medical knowledge, clinical reasoning and judgement, and psychomotor skills necessary to function as a competent and safe entry-level paramedic in the emergency prehospital and inter-facility transfer environments.
3. The Program is divided into two (6) month phases: the first six months are spent primarily in the classroom and focus on developing the cognitive, affective, and psychomotor competencies necessary to function in a clinical environment. This portion of the course consists of two full days (8 hours) and one evening (4 hours) of didactic time per week. A mixture of lecture, small-group discussions, simulations, skills stations, and self-directed learning experiences are utilized to introduce students to the essential knowledge and concepts they must master to become effective clinicians. Students can expect to dedicate a significant amount of time outside of class reading, studying, completing homework assignments, and preparing for quizzes and exams during this portion of the course. Students must also complete all necessary certification courses (e.g., ACLS, PALS, PHTLS, GEMS) during this time.
4. The second phase of the course is 6-8 months of intensive internship rotations in the hospital and field settings. Students will complete 250 hours of clinical internship rotating in an emergency department where they gain experience assessing and diagnosing patients under the direct supervision of experienced ED clinicians. Students also gain significant experience with most of the important psychomotor skills (e.g., intravenous access, medication administration) during this time. Students also complete rotations in labor and delivery, the operating room (for airway management experience), and optionally the intensive care unit. Following the in-hospital rotations, students will complete 250 hours of field experience (“ride time”)

where they accompany working paramedics on emergency and inter-facility calls. This experience affords students the greatest insight and most accurate representation of the working environment, expectations, and challenges faced by active paramedics. Although they are expected to perform skills in this environment, the primary aim of ride time is to give students experience functioning as “team leader” on emergency calls, responsible for both patient assessment and treatment decisions, under the direct supervision of experienced pre-hospital clinicians. Following the successful completion of ride time, students will have gained significant experience operating in the real-work clinical environment unique to pre-hospital medicine.

5. At the completion of the course, students sit for the NREMT paramedic written exam, and must obtain a passing score to progress to the next phase of testing. Students will take the NREMT practical exam; the practical exam will take place ideally at EMT Academy or students will be sent off site to complete the exam.
6. Successful completion of all portions of the paramedic program not only more-than-adequately prepares students to be successful on both components of the certifying exam, but equips them with the knowledge, judgment, and experience necessary to begin their careers as paramedics, practicing the art and science of medicine in one of the most dynamic, challenging, and rewarding environments imaginable.
7. Students must complete all program requirements by the end of the 15th month (December). Students who do not complete all requirements by that time will be dismissed from the program. Students may be extended on a case-by-case basis (medical, injury, etc.) at the discretion of the Program Director.

Approval/Accreditation

The EMT Academy & HCC Paramedic Consortium Paramedic program is approved by the Commonwealth of Massachusetts Department of Public Health, Office of Emergency Medical Services.

The EMT Academy & HCC Paramedic Consortium Paramedic program has been issued a **Letter of Review** by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

This letter is NOT a Commission on Accreditation of Allied Health Education Programs (CAAHEP) accreditation status; it is a status signifying that a program seeking initial accreditation has demonstrated sufficient compliance with the accreditation Standards through the Letter of Review Self Study Report (LSSR) and other documentation.

Letter of Review is recognized by the National Registry of Emergency Medical Technicians (NREMT) for eligibility to take the NREMT's Paramedic credentialing examination(s). However, it is NOT a guarantee of eventual accreditation.

Consortium

The EMT Academy Paramedic Program is a consortium between EMT Academy and Holyoke Community College. The program will be held at EMT Academy. Once a student successfully completes the paramedic program, they can apply to HCC and receive credits (17) from the Program towards a Foundations of Health Associate's Degree. Students must meet all entrance criteria for HCC. If students are interested, please contact the Program Director for more information. Whereas EMT Academy has a consortium agreement with HCC, this is NOT an HCC program offered through their college. Questions regarding the consortium should be directed to the Program Director

Program Modules

Module Number	Module Title	Lecture Hours	Lab Hours	Internship & Capstone	Total Hours
1	Preparatory	52	28		80
2	Foundational Skills	76	36		112
3	Cardiovascular	63	45		108
4	Medical	60	32		92
5	Special Patient Populations	60	28		88
6	Trauma	44	24		68
7	Operations	32	8		40
8	Review	40	40		80
9	Clinical Internship			250	250*
10	Field Internship I			178	178*
11	Field Internship II (Capstone)			72	72*
12	Capstone Evaluation			16	16
-	Total Hours	427	241	516	1184

*Clinical and field internship hours are a minimum; students must complete all required skills for each section.

*Below is an overview of the program modules; full module syllabi will be provided at the beginning of each module.

*Clinical and field internship hours are a minimum; students must complete all required skills for each section.

*Below is an overview of the program modules; full module syllabi will be provided at the beginning of each module.

Module 1 – Preparatory

Module ID: EMTA-MEDIC-M1

The Preparatory Module will cover many introductory and administrative topics including medical, legal, and ethical issues in EMS; safety and wellness for the EMS provider; Communications and documentation; and leadership. The Preparatory Module will also cover a review of basic life skills as well as recertify all students in CPR (this ensures students will have CPR certification through the duration of the program). Students will also gain certification in EMS Safety (NAEMT).

The module will cover the following lecture topics:

- A&P; Introduction
- A&P; Levels of Organization 1
- AHA CPR Course
- Basic Life Support Airway Management
- Basic Life Support Skills Review
- Bloodborne and Airborne Pathogens
- Crew Resource Management
- EMS Communications
- EMS Documentation
- EMS Research
- EMS Systems
- FISDAP
- Health and Wellness for the EMS Responder
- HIPAA Compliance
- Infectious Diseases
- Introduction to Paramedicine
- Lifting and Moving Patients
- Massachusetts Protocols Overview
- Medical Terminology
- Medical, Legal, and Ethical Issues
- NAEMT EMS Safety Certification Course
- Preparatory Case Studies 1
- Preparatory Case Studies 2
- Preparatory Module Review
- Professionalism and Leadership
- Program Orientation

- Public Health
- Roles and Responsibilities
- Team Dynamics
- The Successful Paramedic Student

The Preparatory Module will provide students with practical / lab in the following:

- Bloodborne/Airborne Pathogens
- HEPA mask fit testing
- NAEMT Safety Course Scenarios
- CPR
- EMS Safety
- Lifting and Moving Patients / Lifting Mechanics
- Communications
- Documentation
- BLS Skills
- BLS Airway Management

The Preparatory Module will consist of 76 hours of total learning; 52 didactic hours and 24 practical/lab hours

Module 2 – Foundational Skills

Module ID: EMTA-MEDIC-M2

The academic curriculum for the Foundational Skills Module includes patient assessment, pharmacology, airway management, and vascular access as well as continuing with anatomy and physiology and pathophysiology lectures.

Students learn techniques to help them obtain a good patient history and to perform a physical exam, using a systematic approach to performing general survey. Through the use of simulation and standard patients, students focus on: perfecting their assessment skills, performing assessments rapidly, understanding the importance of the findings, and determining the appropriate intervention to treat their findings. Paramedic students will transition these assessments into practical application in both the clinical and field environments.

In the Foundational Skills Module, students will also begin to learn about the medications (Medication Mondays) that they will be trained to administer by completing profiles and reinforced with quizzes.

EMT Academy will provide thorough airway management training that consists of multiple lectures as well as lab time where students will practice and become proficient at their craft.

Students will learn about vascular access and will train on mannequins (both IV and IO). Students will perform IVs on live patients (live lab) in the next module.

At the conclusion of the Foundational Skills Module, students will be proficient in the essential skills needed to continue as a paramedic student and starts to build a foundation that the remaining modules will continue to build upon. These skills will be used in scenarios as well as additional practical labs in all the remaining modules of the program.

Students will continue to cover Anatomy and Physiology topics as well as begin their Pathophysiology lectures.

The Foundational Skills Module will cover the following topics:

Topics Covered in this module:

- A&P; Control and Coordination 1
- A&P; Control and Coordination 2
- A&P; Control and Coordination 3
- A&P; Levels of Organization 2
- A&P; Respiratory System
- A&P; Vascular System
- Advanced Airway Management 1
- Advanced Airway Management 2
- Advanced Airway Management 3
- Advanced Airway Management 4
- Advanced Airway Management 5
- Advanced Airway Management 6
- Blood Draws
- Capnography
- Foundational Skills Case Studies 1
- Foundational Skills Case Studies 2
- Foundational Skills Case Studies 3
- Foundational Skills Module Review
- Critical Thinking and Decision Making
- Difficult and Failed Airway
- Infusion Pumps
- Life Span Development
- Mechanical Ventilation 1
- Mechanical Ventilation 2
- Medication Administration 1
- Medication Administration 2
- Medication Administration 3
- Medication Math
- Pathophysiology; Cellular Function

- Pathophysiology; Introduction
- Pathophysiology; Respiratory Function
- Patient Assessment
- PCR Reviews (2)
- Pharmacology; Autonomic
- Pharmacology; Respiratory 1
- Pharmacology; Respiratory 2
- Principles of Pharmacology 1
- Principles of Pharmacology 2
- Psychological Trauma in EMS Patients (PTEP)
- Rapid Sequence Intubation
- Respiratory Emergencies 1
- Respiratory Emergencies 2
- Vascular Access

Module 3 – Cardiovascular

Module ID: EMTA-MEDIC-M3

The Cardiovascular module includes a focused cardiology component, which provides students with a solid understanding of the cardiac system and pre-hospital treatments used in cardiac emergencies. Students learn the anatomy and physiology of the heart, electrophysiology, and multi lead ECG interpretations. These crucial interpretation skills dictate treatment plans for cardiac emergencies. Students use a systematic approach to Multi-Lead ECG interpretations to ensure superior patient care.

The lab component of this module stresses not only appropriate treatment of life-threatening cardiac emergencies but also the principles of effective teamwork, leadership, and communication among all members of a resuscitation team.

While in the classroom, students interpret over 400 ECGs. In their clinical internship, which will occur later in the program, paramedic students are exposed to additional ECGs while creating a treatment plan for their patients.

Student will also complete their Airway and Vascular Access Competency Evaluations during this module.

The Cardiology Module will cover the following topics;

- 12 Lead ECG 2
- 12-Lead ECG 1
- 12-Lead ECG 3
- A&P; The Blood

- A&P; The Heart
- Acute Myocardial Infarction
- Advanced Cardiac Life Support Course
- Arrhythmias 1
- Arrhythmias 2
- Arrhythmias 3
- Arrhythmias 4
- Arrhythmias 5
- Arrhythmias 6
- Arrhythmias 7
- Arrhythmias Review
- Cardiac Arrest
- Cardiac Monitors 1
- Cardiac Monitors 2
- Cardiology Case Review 1
- Cardiology Module Review
- Cardiovascular Disease and Acute Coronary Syndrome
- Cardiovascular Patient Assessment
- Cardioversion
- Cessation of Resuscitation
- Chest Pain 1
- Chest Pain 2
- CPR Assist Devices
- ECG Review 1
- ECG Review 2
- ECG Review 3
- ECG Review 4
- Introduction to ECG Interpretation
- Introduction to Multi Lead ECGs
- Pathophysiology; Cardiac Function
- Pathophysiology; Hematopoietic Function
- PCR Review 3
- PCR Review 4
- Pharmacology; ACS
- Pharmacology; Autonomic 2
- Pharmacology; Cardiac Arrest
- Pharmacology; Cardiac Arrhythmias
- Pharmacology; CHF
- Pharmacology; HTN Emergencies
- Shock
- Transcutaneous Pacing
- Ventricular Assist Devices

Module 4 – Medical

Module ID: EMTA-MEDIC-M4

The Medical module is a very in-depth learning module. It is in this module that the paramedic student learns the art of differential diagnosis, with a strong focus on detailed physical assessment. Students learn about individual disease processes by body system, and the interventions that can be performed outside the hospital. The Medical Module will focus on emergencies by body region and include the corresponding anatomy, physiology, and pathophysiology. Paramedic students begin to put it all together as they now know how to assess a patient, treat with medication, and intervene in a way that saves lives. In addition, the students focus on the geriatric patient in a chronic care situation as well as emergency situations. This module helps paramedic students become more aware of these varying patient needs and interact more effectively and appropriately in the field with these populations.

During this module, students take the National Association of EMTs Advanced Medical Life Support (AMLS) certification course, which stresses a systematic, differential diagnosis-based approach to patient assessment and management.

The Medical Module will cover the following topics;

- A&P; Digestive System
- A&P; Endocrine System
- A&P; Lymphatic System and Immunity
- A&P; Reproductive System
- A&P; Urinary System
- Abdominal and Gastrointestinal Emergencies
- Advanced Medical Life Support Certification Course
- AMLS Assessment Pathway
- Behavioral Health Emergencies
- Common Dilemmas in ECG Interpretation
- Common Drugs of Abuse
- Differential Diagnosis
- Diseases of the EENT
- ECG Case Studies 1
- ECG Case Studies 2
- ECG Differential Diagnosis
- Genitourinary and Renal Emergencies
- Gynecological Emergencies
- Hematologic Emergencies
- Immunologic Emergencies

- Medical Case Studies 1
- Medical Case Studies 2
- Medical Case Studies 2
- Medical Module Review
- Morgan Lens
- Neurological Emergencies
- Non-Traumatic Musculoskeletal Disorders
- Overview of Medical Emergencies
- Pain and Nausea Management
- Pathophysiology; Endocrine Function
- Pathophysiology; Immunity
- Pathophysiology; Neural Function
- Pathophysiology; Reproductive Function
- Pathophysiology; Sensory Function
- Pathophysiology; Urinary Function
- Patient Restraints
- Pharmacology; Anaphylaxis
- Pharmacology; Endocrine Emergencies
- Pharmacology; Seizures
- Pharmacology; Toxicology
- Respiratory and Cardiovascular Emergency Review
- Resuscitation of the Critical Patient
- Shock Review
- Toxicology

Module 5 – Special Patient Populations

Module ID: EMTA-MEDIC-M5

This module will introduce the paramedic student to special patient populations that they will encounter in prehospital care. Students will learn the different challenges seen in geriatrics, bariatrics, patients with special healthcare needs as well as pediatrics. More emphasis will be given to the pediatric population as this patient is less frequently seen. Students will continue to enhance their assessment and practical skills and gain an increased knowledge base in these patients.

- Abnormal Labs
- Child Maltreatment
- Children in Disasters
- Death of a Child
- ECG Case Studies 4
- Emergency Childbirth

- Emergency Pediatric Care Certification Course (EPC)
- Geriatric Education for EMS Certification Course (GEMS)
- Geriatric Emergencies
- Home Medical Technology
- Introduction to Pediatric Patient Care
- Life Span Development Review
- Medical Case Studies 1
- Medical Case Studies 2
- Medicolegal and Ethical Considerations in Pediatrics
- Neonatal Care and Resuscitation
- Obstetrical Emergencies
- Patients with Special Healthcare Challenges
- Pediatric Advanced Life Support Certification Course (PALS)
- Pediatric Airway Management and Vascular Access
- Pediatric Assessment
- Pediatric Cardiovascular Emergencies and Resuscitation
- Pediatric Medical Emergencies
- Pediatric Respiratory Emergencies
- Pediatric Transport Considerations
- Pharmacology in Pregnancy
- Pregnancy and Development
- Shock in the Pediatric Patient
- Special Patient Populations Case Studies 1
- Special Patient Populations Case Studies 2
- Special Patient Populations Module Review
- Sudden Unexpected Infant Death
- The Bariatric Patient

Module 6 – Trauma

Module ID: EMTA-MEDIC-M6

The paramedic's role in trauma care is not only to understand the objectives of the trauma care system, but also to be able to accurately assess the patient, perform the correct interventions to control any significant threats to life, and rapidly transport the patient to the appropriate facility. This module defines trauma and the system in which pre-hospital providers function. Every year, approximately 155,000 deaths result from traumatic injuries. Our paramedic students are trained on the types of injuries they may see and how to treat those injuries safely and efficiently for a strong patient outcome.

Although the paramedic students see traumatic injuries every day in the field, training for an advanced level of care can be lifesaving to the patients. Our students perfect their basic skills on

immobilization, back-boarding, splinting, and BLS trauma airway management. They apply critical thinking skills that allow them to multi-task and provide advanced lifesaving interventions such as cardiac monitoring, needle chest decompression, fluid resuscitation, and advanced airway management. Students are given the opportunity to receive trauma patients within the hospital internship, and to perfect their skills treating patients during the field internship, where they are first on the scene and need to lead their team to swift and accurate assessment, treatment, and transport of their patient.

The Trauma Module will cover the following topics;

- A&P; Integumentary System
- A&P; Musculoskeletal System
- Abdominal Trauma
- Airway Management in Trauma
- Bleeding Injuries and Control
- Burns
- Chest Trauma
- ECG Case Studies 7
- Environmental Emergencies
- Face and Neck Trauma
- Genitourinary Trauma
- Head and Spine Trauma
- Injury Prevention Strategies
- Introduction to Trauma Care
- Mechanism of Injury
- Multi-System Trauma
- Orthopedic Trauma
- Pathophysiology; Integumentary Function
- Pathophysiology; Musculoskeletal System
- Physics of Trauma
- Prehospital Trauma Life Support Certification Course
- Shock Review
- Soft Tissue Trauma
- The Impaired Trauma Patient
- Trauma Assessment
- Trauma Case Studies 1
- Trauma Case Studies 2
- Trauma in Special Patient Populations
- Trauma Module Review

Module 7 – Operations

Module ID: EMTA-MEDIC-M7

The Operations Module is presented later in the paramedic program because students should already possess a base knowledge from their experience as an EMT such as transport operations incident management, etc. The module will also cover mobile integrated healthcare (MIH) as well as specialty care transport (SCT).

The Operations Module will cover the following topics;

- Air Medical Response
- All Hazards Disaster Response
- Career Development
- Crime Scene Awareness
- Disaster Response
- ECG Case Studies 8
- Field Triage
- Hazardous Materials
- Incident Management (ICS)
- Mass Casualty Incidents
- Mobile Integrated Healthcare – Community Paramedicine
- Operations Case Studies 1
- Operations Case Studies 2
- Operations Review
- Pathophysiology; Sensory Function
- Pathophysiology; Urinary Function
- Rural Medical Response
- Terrorism Response
- Transport Operations
- Vehicle Extrication and Specialty Rescue

Module 8 – Review

Module ID: EMTA-MEDIC-M8

EMT Academy will offer ample review and practice time throughout the course and leading into National Registry examination. One of the goals of EMT Academy is to keep the student engaged in the learning process all the way to their examination to keep the student on point and focused. This module will reinforce course all course materials both didactic and practical as the student simultaneously participates in their Clinical and Field rotations.

Topics Covered in Module 8

- BLS-ALS Interface (Massachusetts)
- Cardiology Module Review

- Foundational Skills Module Review
- Massachusetts Statewide Protocols
- Medical Module Review
- Operations Module Review
- Preparatory Module Review
- Special Patient Populations Module Review
- Specialty Care Transport (Massachusetts)
- Trauma Module Review

Module 9 - Clinical Internship

Module ID: EMTA-MEDIC-M9

In the second to last element of their paramedic education program, students participate in a ten-week clinical practicum of at least 250 hours. The practicum in which EMT Academy students participate exceeds State and National requirements in terms of number of hours as well as duties performed.

The philosophy behind the required clinical internship is to offer students the opportunity to practice the skills they have learned throughout the various course modules at EMT Academy, with the support of seasoned professionals. Students' complete patient assessments, ECG recognition and interpretation, IV starts, electrical therapies, airway management, and medication administration through various routes. Students may also spend time in other departments that may intrigue them, including radiology, electrophysiology lab, and the morgue, for example.

Students may complete this practicum at one of several sites that EMT Academy has established clinical agreements with including Baystate Medical affiliates and Trinity Health Care (Mercy).

Paramedic students are expected to meet the objectives outlined within each of the departments in which they rotate, which can include the ER, ICU, Labor & Delivery, OR, and others. The practicum allows students to become comfortable in stationary environments with seasoned preceptors, and sets up the transition to the field internship that follows.

Please refer to the **Clinical Internship Manual** for more information.

Module 10 - Field Internship I

EMTA-MEDIC-M10

Field Internship I is a 178-hour internship that takes place during the student's final ten (10) weeks. After completing this requirement, students prepare for and take the practical exam for certification.

The field internship provides an opportunity for students to experience the types of situations and responsibilities they can expect to encounter in a paramedic career. Students accompany paramedics in ambulances for at least 178 hours and participate in patient care at the advanced life support level. Students learn to determine the best way to move a patient, depending on the complaint and situation, and receive instant feedback from the preceptor or EMT accompanying them on the call. Each student acts as team leader, giving them practical and realistic experience in sizing up a scene and thinking critically about how to proceed.

EMT Has established agreements with multiple services which will give the student a diverse experience through their field internship rotations.

Please refer to the **Field Internship Manual** for more information.

Module 11 – Field Internship II (Capstone Requirement)

EMTA-MEDIC-M11

Field Internship II is a 72-hour continuation of field time internship that will take place after completion of Field Internship I. Field Internship II is a Capstone Evaluation of practical skills and team leadership abilities. The student shall be the team lead paramedic for the duration of this module; under the direct observation of an approved field preceptor. This module will be part of the final Capstone sign off for course completion. After completing this requirement, students prepare for and take the practical exam for certification.

The field internship provides an opportunity for students to experience the types of situations and responsibilities they can expect to encounter in a paramedic career. Students accompany paramedics in ambulances for at least 72 hours and participate in patient care at the advanced life support level. Students learn to determine the best way to move a patient, depending on the complaint and situation, and receive instant feedback from the preceptor or EMT accompanying them on the call. Each student acts as team leader, giving them practical and realistic experience in sizing up a scene and thinking critically about how to proceed.

During this phase, the student is expected to be with the same preceptor throughout the full (72) hours. In the event an issue arises where the same preceptor is no longer available during this phase, alterations may be approved by the Program Director on a case-by-case basis.

EMT Has established agreements with multiple services which will give the student a diverse experience through their field internship rotations.

Program Capstone Evaluation

EMTA-MEDIC-M12

The Paramedic Program Capstone Evaluation is a comprehensive multiple part evaluation process which must be passed by the student to successfully graduate the program. The Capstone will include the following components:

- Successful completion of Module 11 (Field Internship II)
- 150 question written examination
- Practical examination
 - Medical Scenario
 - Trauma Scenario
 - Static ECG
 - Dynamic ECG
- Case study report
 - Written
 - Oral
- Final Affective evaluation

Optional Lab Hours

There will be scheduled lab opportunities which will be optional for students. These labs will be for those who would like extra practice on various skills (i.e., airway management, vascular access, etc.)

Students interested in the posted optional lab opportunities must sign up for them at least (2) weeks prior to the scheduled time.

Course Length

Approximately **1,184** Hours (includes didactic, clinical, and field internship)

This total does not include the optional lab hours that are available, time devoted to homework/assignments, or extra hours needed in clinical and field internship.

Prerequisites / Requirements

1. Be at least eighteen years of age
2. Be certified as an Emergency Medical Technician
 - Massachusetts EMT certification is required before Day 1 of class
 - Students will also be required to obtain Connecticut EMT certification prior to Field Internship (this is to be able to utilize our Connecticut field sites)
3. Have at least (1) year of service at the EMT level with at least (100) patient contacts (will need to present verification from employer(s)).
4. Completed FEMA IS Courses (100, 200, 700, and 800) and submit proof of completion
5. Be capable of all duties and requirements set forth by the Commonwealth of Massachusetts Office of Emergency Medical Services as described in 105 CMR 170.000
6. Provide evidence that student has health insurance
7. Provide evidence of having received all required vaccinations & medical screening tests
8. Submit to pre-enrollment drug screening test and pass
9. Criminal Offender Record Information (CORI) screening and compliance with CORI policy

Course Objectives / Goals

1. To prepare competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.
2. Apply a complex depth and comprehensive breadth of knowledge of the anatomy and physiology of all human organ systems to the delivery of emergency medical care.
3. Apply the principles of effective communication to interactions with patients, colleagues, and other personnel in the emergency and inter facility transfer setting.
4. The ability to conduct themselves in ethical and professional fashion while showing proficiency in interpersonal relations and communications.
5. Identify, interpret, and evaluate information relative to the role of an entry-level Paramedic.
6. Identify and display technical proficiency of the skills necessary in the role of an entry-level Paramedic.

7. Demonstrate personal behaviors consistent with professional and employer expectations of an entry level Paramedic.
8. Demonstrate a comprehensive knowledge of the pathological basis of common and important diseases in the prehospital and inter facility transport settings.
9. Prioritize historical and physical exam information necessary to form a working diagnosis and management plan for patients presenting with acute medical and traumatic diseases.
10. Develop and demonstrate assessment strategies to obtain important clinical information in a wide variety of dynamic environments.
11. Prioritize treatment based on knowledge of pathophysiology, expected clinical course, and situational factors.
12. Combine scene and patient assessment findings, knowledge of epidemiology and pathophysiology, and clinical judgment to formulate a field impression and working diagnosis.
13. Use effective clinical reasoning to modify the assessment and treatment plan according to patient presentation and response to treatment.
14. Develop and implement a treatment plan to assure a patent airway, adequate ventilation, and adequate respiration for patients of all ages.
15. Integrate assessment findings with principles of epidemiology and pathophysiology to formulate a field impression and implement a treatment and disposition plan for a patient with a medical complaint.
16. Apply comprehensive knowledge of the underlying etiology and pathophysiology to the management of cardiac arrest and post cardiac arrest states.
17. Apply comprehensive knowledge of the etiology and pathophysiology of shock to the management of all shock states, with an emphasis on early intervention to prevent clinical decompensation.
18. Apply comprehensive knowledge of the etiology and pathophysiology of pulmonary diseases to the management of respiratory failure or arrest, with an emphasis on early intervention to prevent arrest.
19. Integrate assessment findings with principles of epidemiology and pathophysiology to formulate a field impression and implement a treatment and disposition plan for an acutely injured patient.

20. Integrate assessment findings with principles of epidemiology, pathophysiology, and knowledge of psychosocial needs to formulate a field impression and implement a treatment and disposition plan for patients with special needs.
21. Modify the assessment and treatment of pediatric, adult, and geriatric patients based on comprehensive knowledge of lifespan development.
22. Apply fundamental knowledge of the principles of public health and epidemiology, including public health emergencies, health promotion, and illness and injury prevention, to the scope and role of a paramedic.
23. Integrate comprehensive knowledge of EMS systems, the safety/well-being of the paramedic, and medical/legal and ethical issues to improve the health of EMS personnel, patients, and the community.

Outcome

Upon successful completion of the Paramedic Program, a certificate is awarded. Graduates are eligible to enter certification testing after successfully completing all coursework. The testing sequence involves successfully passing the National Registry of EMTs (NREMT) Paramedic cognitive (written) and psychomotor (practical) examination.

Class Size

1. The maximum class size and ratio for lecture is 18 students to 1 instructor.
2. The maximum class size and ratio for lab activities is 6 students to 1 instructor

Books and Materials

Textbooks

Students will receive their required text books on the first day of class as listed in the paramedic course syllabus with the reading assignments listed in the course schedule.

The Paramedic Program will utilize the following textbooks (all included in the tuition):

- 12-Lead ECG: The Art of Interpretation. 2nd edition, Tomas Garcia, 2015, Jones & Bartlett Learning, ISBN 9780763773519
- Advanced Cardiac Life Support, American Heart Association, 2020, ISBN 9781616697723
- Advanced Geriatric Education for EMS, 2018, Jones and Bartlett Publishing, ISBN 9781284139402
- Advanced Medical Life Support (AMLS), 3rd Edition, NAEMT, Jones and Bartlett, ISBN 9781284196115
- All Hazards Disaster Response (NAEMT), 2018, Jones and Bartlett Publishing, ISBN 978284041040
- Anatomy and Physiology for Health Professionals, 3rd Edition, 2020, Jahangir Moini, Jones and Bartlett Publishing, ISBN 9781284151978
- Arrhythmia Recognition: The Art of Interpretation, 2nd Edition, Tomas Garcia, 2004, Jones & Bartlett Learning, ISBN 9781449642334
- Basic Life Support: Provider Manual. American Heart Association, 2021, ISBN 9781616697686
- Bates Guide to Physical Examination, 13th Edition, 2021, Wolters Kluwer Publishing, ISBN 9781496398178
- Calculations for Medication Administration: Paramedic (AAOS), Jones and Bartlett Learning, 2009, ISBN 980763746834
- Connecticut EMS Protocols (Current Version)
- DOT Emergency Response Guide
- Emergency Care in the Streets (AAOS), 9th Edition, 2023, Jones and Bartlett Publishing, ISBN 9781284237474 (THIS IS THE COURSE PRIMARY TEXTBOOK)
- EMS Research Agenda
- EMS Safety (NAEMT, 3rd Edition, Jones and Bartlett Learning, 2023, ISBN 9781284272383
- EMT Academy Student Program Manual (Current Version)
- EMT Academy Field Internship Manual
- EMT Academy Clinical Internship Manual
- Fit to be Well, 6th Edition, Jones and Bartlett Learning, 2023, ISBN 9781284228397
- Geriatric Education for Emergency Medical Services, 2nd Edition, Jones and Bartlett Learning, 2016, ISBN 9781449641917
- Massachusetts Statewide Protocols (Current Version)
- Mobile Integrated Healthcare (NAEMT), 2016, Jones and Bartlett Publishing, ISBN 9781449690168
- National EMS Education Standards
- National Registry Paramedic Prep, 3rd Edition, 2022, Kaplan Inc., ISBN 9781506274034
- NIOSH Chemical Guide
- Paramedic National Standard Curriculum
- Pathophysiology A Practical Approach, 4th Edition, 2022, Lachel Story, Jones and Bartlett Publishing, ISBN 9781284205435
- Pediatric Advanced Life Support: Provider Manual, American Heart Association, 2020, ISBN 9781616697853

- Pediatric Education for Prehospital Professionals, 4th Edition, Fuchs and Klein, 2021, Jones and Bartlett, ISBN 9781284194579
- People Care, 3rd Edition, Thom Dick, 2018, HMP, ISBN 9781893446144
- Pharmacology for the Prehospital Professional, 2nd Edition, 2020, Jeffrey S. Guy, Jones and Bartlett Publishing, ISBN 9781284041460
- Prehospital Trauma Life Support (NAEMT), 10th Edition, 2023, Jones and Bartlett Publishing, ISBN 9781284272277
- Rapid Interpretation of EKG's, 6th edition, Dale Dubin Cover, 2000, ISBN 0912912065
- The 12 Lead ECG in Acute Coronary Syndromes, 4th Edition, Tim Phalen and Barbara Aehlert, Elsevier, ISBN 9780323497893
- The Complete Guide to ECG's, 5th Edition, O'Keefe, Hammill, and Freed, Jones, 2015, Bartlett Publishing, ISBN9781284199055

Materials

1. Students are expected to have adequate supplies (e.g., note paper, writing utensils) to be productive in the classroom environment. Students should have purchased or plan to purchase appropriate clinical equipment (such as a stethoscope, penlight, watch) prior to the start of class. Additionally, all students are required to bring EMT Academy issued tablets to all classroom activities.
2. EMS Testing Online
3. Online Skills Tracking
4. Google Classroom

Tablets

1. Tablets are provided to each paramedic student for educational purposes. Students are expected to bring their charged tablet with them to all classes.
2. In the event that the tablet is lost, stolen, broken etc., the student remains responsible for both completion of assignments and studies as well as replacement of the assigned tablet device. If the student chooses to not replace the tablet, then the student will be responsible for bringing a capable electronic device (not a cell phone) capable of online access for the purpose of quiz and exam taking.
3. EMT Academy retains ownership of the tablet and the material on it until the student graduates from the Program. At the completion of the Paramedic Program, the graduating student will own the tablet.

4. The student must ensure proper care of the device at all times. The student may change the tablet cover to a more protective case; however, the wallpaper and lock screen MUST remain the same.
5. All students will be required to have a password locking their tablets to protect the material. Adequate space is required to be reserved for EMT Academy material. The student may utilize the tablet for personal use but is restricted from any inappropriate or pornographic material.

Course Completion Requirements

Upon successful completion of the Program, students will receive a Certificate of Completion. In order to graduate from the Program, a student must meet the following requirements:

1. Have a cumulative overall grade point average of 80%.
2. Have a cumulative attendance of 95%.
3. Pass all module exams with at least an 70%.
4. Pass each individual skill examination.
5. Successfully complete final written and practical evaluations.
6. Complete clinical internship with required hours and skills.
7. Complete field internship with required hours and patient contacts.
8. Complete the Program Capstone examination
 - a. Written Component
 - i. 150 Question written examination
 - b. Practical Component
 - i. Must pass the practical scenario evaluation (2 Parts)
 1. Trauma
 2. Medical
 - c. Clinical Case Study Report
 - i. Written
 - ii. Oral

- d. Field Time
 - i. Must successfully complete Field Time with a recognized preceptor where student is the team lead
 - 1. Minimum of 72 hours
- e. Complete affective evaluation with a minimum mark of competent.
- f. Be in good financial standing with EMT Academy.

Classroom Skills Practice

1. During this program, students will be taught skills necessary for the assessment and management of patients in emergency situations. It is essential that students practice and perfect these skills using human subjects. All students are hereby advised that they will be asked to consent to the practice of some invasive skills on classmates and themselves.
2. The purpose of these practice sessions is to develop the tasks, dexterity, and tactile feel necessary for each skill in situations as real as possible under the control and supervision of Program Instructors.
3. Specific skills which will be practiced in this program include, but are not limited to:
 - a. Paramedic Patient Assessment
 - b. Splinting
 - c. Traction Splinting
 - d. Auscultation of Breath Sounds
 - e. Assessment of Pulse and Respirations
 - f. Application of ECG Electrodes
 - g. Application of 12/15-Lead ECG Electrodes
 - h. Supine Spinal Immobilization
 - i. Seated Spinal Immobilization
 - j. Intravenous/Intraosseous Access
 - k. Medication Therapy
 - l. Electrical Therapy
 - m. Resuscitation and stabilization
 - n. SCT equipment
4. The practice of skills is an essential part of the Paramedic Program. Students must come to laboratory sessions fully prepared to practice skills and scenarios.

5. Students are expected to be prepared for each segment of their lab or practicum by being in uniform and having the appropriate equipment ready and available in advance of the scheduled start time.
6. Additionally, scenario practice requires an attitude and demeanor which do not detract from the scenario created. Remaining “in character” communicating with the “patient” as if a real patient, and performing all skills as appropriate following procedures step-by-step.

Admissions Requirements

1. Admission begins with an initial entry application to the EMT Academy and HCC Paramedic Consortium Paramedic Program as well as;
2. An initial Interview by program staff to verify the individual’s qualification related to program pre-requisites
3. Qualified individuals must take the entrance exam proctored by academy staff.
 - a. 150 question basic life support exam
4. Medical Director Interview after acceptable scores are obtained on the entrance exam.
5. Admission to the EMT Academy and HCC Paramedic Consortium Paramedic Program is competitive. Applications will be accepted on a continual basis until the course is filled.
6. Students who meet all admission requirements for the program by dates indicated on the course posting will be given preference on admission.

Emergency Medical Technician (EMT/AEMT Certification)

1. Students enrolling in the paramedic program must provide written documentation showing that they hold a current and valid certification from the National Registry of Emergency Medical Technicians (NREMT) or a state certification.
2. Students must be currently certified as an Emergency Medical Technician (EMT) or Advanced EMT (AEMT) and maintain their certification throughout the duration of the course. It is the student’s responsibility to If at any point during the program, the student allows the certification to expire or their certification is suspended or revoked, that student will be immediately removed from the program.
3. If at any point during the program, a student renews their expiring EMT certification, they must submit a copy of their renewed certification prior to the expiration date.

Initial Requirements

1. Submit the following documents:
 - a. Application Form
 - b. Submission of all current credentials
 - c. Deposit (see tuition)
2. Background Check application
3. Proof of current health insurance
4. Drug/Alcohol Screen (EMT Academy will schedule this prior to clinical internship)
5. Applicants must be able to communicate in English.
6. Possess a current American Heart Association, Basic Life Support for Healthcare Provider card. (Students will receive this course as well to ensure certification stays current throughout the program)
7. Possess a current Massachusetts or National Registry of EMT's, Emergency Medical Technician or AEMT certification.
8. Applicants for the Paramedic program will need to document 6 months of EMT field experience or the equivalent patient care contacts.
9. Reading comprehension and a math exam will be required of all Paramedic course applicants prior to faculty interviews

Medical Requirements

Students will receive a Medical History and Physical Examination packet on Day 1 of the program. This packet **MUST** be completed and submitted to the Program Director no later than December 31.

The Medical History and Physical Examination packet will verify all the medical/vaccination requirements needed for clinical and field internships.

Failure to submit this completed packet by **December 31st** will result in progressive discipline up to and including dismissal from the program. The TB test will not be required until the time frame denoted in the medical packet.

Immunization Requirements

Documentation of immunization

1. Measles, Mumps, Rubella (MMR) immunization (2 shots or titer test)
2. Hepatitis B series 1, 2 & 3 or titer test
3. Flu Vaccine (Annually)
4. Varicella (titer or proof of having disease in medical record)
5. COVID 19 Vaccination (Current)
6. Current Td (Tetanus/Diphtheria) immunization and proof of one-time Tdap (Tetanus/Diphtheria/Pertussis)

****Requirements can be subject to change based on the requirements of facilities/field sites. Any changes will be communicated to the students as they arise.**

Copies of required laboratory examinations:

TB Skin Test Reaction (Must be tested annually)

Copies of required laboratory examinations if evidence of immunization is not available:

1. Rubella Titer
2. Hepatitis B Titer
3. Varicella Titer

*****EMT Academy reserves the right to add requirements to ensure students meet criteria to enter into all clinical and field sites based on those facility/agency requirements***

Students who fail to comply with the requirements will not be allowed to progress in the admission process. During the course of the program, students will be required to demonstrate their physical and/or emotional fitness to meet the essential requirements of the program. Any appraisal measures used to determine such physical and/or emotional fitness would be in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Core performance standards for admission and progression comply with the Americans with Disabilities Act of 1990.

Advanced Placement

It is the policy of the EMT Academy & HCC Paramedic Consortium Paramedic program not to accept advance placement or transfer students to include transfer in of hours and or experiential learning. Students must complete the entire Paramedic curriculum through the EMT Academy & HCC Paramedic Consortium program.

Medical and Malpractice Insurance

1. EMT Academy will supply malpractice insurance for all paramedic and EMT students through and will be responsible for keeping the records of the blanket policy.
2. All Students **must** have active health insurance for the length of the program. Proof of insurance is required by EMT Academy for all students enrolled in the paramedic program.

Personal and Physical Limitations

Students enrolling in the paramedic studies program must affirm in writing that they have no known personal or physical limitations that will prevent the student from successfully completing the program.

Drug and Alcohol Testing

Every student must abide by the terms of EMT Academy's drug and alcohol policy and undergo mandatory drug testing prior to the beginning of class. EMTA will comply with all clinical and field site drug/alcohol testing requirements.

Criminal Offender Record Information (CORI)

EMT Academy requires criminal background checks on every student, as outlined below:

1. CORI checks will only be conducted as authorized by law and only after an authorization form has been completed. Thereafter, periodic CORI checks may be performed during the course of enrollment at EMT Academy.
2. All CORI obtained is confidential, and access to the information must be limited to those individuals who have a "need to know." This may include, but not be limited to, the

President, Director/Assistant Director of EMTA, Paramedic Program Director, Director of Administration, and/or regulatory officials, like accreditors.

3. An informed review of a criminal record requires training. Accordingly, all personnel authorized to conduct criminal history background checks and/or to review CORI information will review, and will be thoroughly familiar with, the educational and relevant training materials regarding CORI laws and regulations made available by the Mass. Department of Criminal Justice Information Service (DCJIS).
4. CORI used for enrollment purposes shall only be accessed for applicants who are otherwise qualified for enrollment. Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determinations of suitability based on background checks will be made consistent with this policy and any applicable law or regulations.
5. If a criminal record is received, the information is to be closely compared with the information on the Acknowledgement Form and any other identifying information provided by the applicant to ensure the record belongs to the applicant.
6. If the information in the CORI record provided does not exactly match the identification information provided by the applicant, a determination is to be made by an individual authorized to make such determinations based on a comparison of the CORI record and documents provided by the applicant.
7. In connection with any decision regarding admission to EMT Academy, the subject shall be provided with a copy of the criminal history record prior to questioning the subject about his or her criminal history. The source(s) of the criminal history record is also to be disclosed to the subject.
8. If a determination is made that the criminal record belongs to the subject, and the subject does not dispute the record's accuracy, then the determination of suitability for the admission will be made. Unless otherwise provided by law, factors considered in determining suitability may include, but not be limited to, the following:
 - a. Relevance of the record to admission & enrollment at EMT Academy
 - b. The nature of the work to be performed
 - c. Time since the conviction
 - d. Age of the candidate at the time of the offense
 - e. The number of offenses
 - f. Whether the applicant has pending charges
 - g. Any relevant evidence of rehabilitation or lack thereof
 - h. Any other relevant information, including information submitted by the candidate or requested by the organization

9. If an authorized official is inclined to make an adverse decision based on the results of a criminal history background check, the applicant will be notified immediately. The subject shall be provided with a copy of the organization's CORI policy and a copy of the criminal history. The source(s) of the criminal history will also be revealed. The subject will then be provided with an opportunity to dispute the accuracy of the CORI record. Subjects shall also be provided a copy of DCJIS' Information

Tuition Fees

1. Total cost for the course: \$9,995.00
 - a. \$500.00 deposit due to hold seat prior to class
 - b. Initial payment of \$3500.00 due at time of class acceptance and must be paid prior to first day of class (total paid by first day: \$3000.00) The due date for this payment is the second Friday in August.
 - c. To be eligible for refunds, the full amount of \$9,995.00 is due on 1st day of class
 - d. If a student is doing payments, the remaining (3) payments will be due as outlined below
 - a. \$1998.34 due by December 31
 - b. \$1998.33 due by March 31
 - c. \$1998.33 due by June 30
 - i. Tuition MUST be paid in full for the student to be eligible for Field Internship.
 - e. Late fees for tuition will be assessed at \$50.00 for each week payment is late for maximum of (4) weeks; if tuition is not received by the 4th week (late), the student will be dismissed from the program
 - f. If you are a National Ambulance employee; please be advised that any agreement that students sign with National Ambulance for additional discounts are between the student and National Ambulance. National Ambulance will advise EMT Academy of any agreed upon terms.
2. The tuition fee includes
 - a. Enrollment and tuition fee
 - b. Text books
 - c. Tablet
 - d. Uniforms (2)
 - e. Online subscriptions (Google Classroom, Platinum Testing and Planner)
 - f. Liability Insurance
 - g. Drug Screening
 - h. Clinical/Lab fees
 - i. NREMT Practical Exam

- a. EMT Academy will **reimburse** student for first attempt at the NREMT Practical Exam. Subsequent attempts will be the responsibility of the student.
- j. NREMT Written Exam
 - a. EMT Academy will **reimburse** student for first attempt at the NREMT written exam, if the exam is taken within (30) days of graduation date. Subsequent attempts will be the responsibility of the student

Overview of Fees

General Administrative Fees

1. Returned Check
 - \$50.00
2. Late Payment Fees (If on established payment plan)
 - \$50.00
3. Certification Card Replacement Fee
 - Physical Card Replacement \$10.00
4. Identification Card Replacement
 - \$10.00
5. Required Make-Up due to missed class (student missed a required day)
 - \$35.00 / hour instructor/minimum of (4) Hour's fee (if applicable)

Other Associated Fees

1. National Registry Written Exam
 - **EMT Academy will reimburse student first attempt fee for the NREMT Paramedic Written Examination if the exam is taken within (1) month of graduation.** Student will be reimbursed following the exam in the form of a check.
 - If the student needs to retake the exam, that expense would be the responsibility of the student.
 - Fees are subject to change; students will be updated if any changes occur.
2. National Registry Practical Exam
 - **EMT Academy will reimburse student for the first attempt at the NREMT practical exam,** as well as the walk-through fee associated with the testing location. Students will provide evidence of the fee payment to the Program Director for reimbursement.

- If the student needs to retake the practical exam, that expense would be the responsibility of the student.
- Fees are subject to change; students will be updated if any changes occur.
- 3. Any cost for health evaluations, lab work, tests and/or vaccinations required by EMT Academy for admission.
- 4. Any office supplies, study guides, medical equipment or other course materials purchased by the student.
- 5. Any additional uniform purchases beyond what is provided to a student and any clothing items purchased to be in adherence with our dress code (i.e., sweatshirts, etc.)
- 6. Any State specific certification fees will be **the responsibility of the student**. Massachusetts instructions are listed below. For other states, please refer to that states EMS agency.
 - Massachusetts
 - Students need to acquire NREMT Paramedic certification prior to applying for Massachusetts certification
 - For complete up to date instructions on how to apply for Massachusetts Paramedic certification please visit <https://www.mass.gov/guides/apply-for-an-initial-emt-advanced-emt-or-paramedic-certification>
 - The certification fee is \$150.00

Withdrawals and Refunds

1. In order for a student to officially withdraw from class, the proper paperwork must be processed and an exit interview must be conducted. While we do not wish for this to ever be the case, we do understand that various circumstances may make it unavoidable. Please see your course instructor if this should occur.
2. Students withdrawing from programs are advised to contact the Program Director for an exit interview prior to withdrawing or immediately after receiving a failing grade. The exit interview will establish requirements for returning to the same program at a later date.
3. EMT Academy has a two (2) attempt policy. This policy limits the number of times an individual may enroll and re-enroll into the Program to two (2) attempts.
4. Students who wish to re-enroll, may do so provided they were not dismissed for any misconduct reasons. Students who re-enroll for the next consecutive program offered may return only paying the initial deposit of \$3000.00 provided they still have all their textbooks and uniforms. If a textbook is added or the edition updated for that program,

the student would be responsible to paying for that textbook. If uniforms need replacing, that cost will be the responsibility of the student.

5. Students who are unable to finish the didactic or clinical portion of the program must complete both components upon re-enrolling.
6. Students who re-enroll must repeat all aspects of the course. No credit will be given for previously passed exams, didactic or practical.
7. Students who withdraw within the first (2) months of class start (providing they paid in full AND are not part of the National Ambulance Tuition Assistance Program) are eligible for a \$4000 refund. Those who withdraw between the 2nd and 4th month (providing they are paid in full) are eligible for a \$2000.00 refund. If a student withdraws between the 4th and 6th month, (providing they are paid in full) are eligible for a \$1000.00 refund. If a student withdraws after the 6th month, they are not eligible for any refund. If a student is on a payment schedule or is on a scholarship/intern plan with National Ambulance, and withdraws from the program, they are not eligible for any refund. To receive a refund, students need to return their tablet, ID badge and uniform items, and they must be in good condition.

Financial Aid / Payment Assistance

EMT Academy does not participate in any financial aid programs at this time.

Payment Options and Procedures

Payment of tuition and any fees are due as outlined in section 5.8.3 Tuition Fees

1. Check
2. Cash
3. Credit Card
4. Purchase Order (to be billed to a municipality or private company)

Collections Policy

EMT Academy uses a third-party collection agency to service delinquent accounts.

Attendance and Participation

General Attendance Policy

11. The overall integrity of the Paramedic program requires students to fully participate in lectures, labs, clinical hours, and field internship hours.
12. Students are required to comply with EMT Academy's attendance policy. Participation in all scheduled class meetings and lectures is a very important part of the learning experience for all participants.
13. It is critical that students attend and participate in class in order for them to receive the benefit of this experience and to demonstrate their understanding of the materials being presented.
14. Students shall be in their seats ready to go by the posted start time of the class; they should not be walking in the door at the posted start time. Students not in their seats ready to go by the posted start time, will be marked tardy.
15. To meet the course objectives, it is imperative that students attend all classes in their entirety. In exceptional circumstances, there may be infrequent occasions when a student will not be able to attend class. If a student expects to be absent from a class meeting, the student must notify EMT Academy in advance (or as soon afterward) and discuss the absence with the Paramedic Program Director.
16. Class is not optional as absences diminish the transfer of key concepts and ideas which the larger class benefits from.
17. Failure to report an absence in a timely manner will be considered a lapse in professional conduct and, therefore, may affect eligibility for continuation and completion of the Paramedic program. EMT Academy will provide a class schedule and academic calendar for the program, and all travel arrangements should be made not to conflict with the academic calendar.
18. EMT Academy requires the following minimums for graduation and to maintain satisfactory academic progress:
 - a. **95%** cumulative attendance in the classroom and **100%** attendance for scheduled clinical rotation and field internship hours.

- b. Students will need to sign an attendance attestation form whenever they are absent or tardy. Anytime a student falls below 95% on their didactic attendance, the student will receive a Written Warning and could face progressive discipline up to and including dismissal from the program.
 - c. If a student misses a clinical or field rotation it will be rescheduled by the Clinical Coordinator. EMT Academy needs to be notified immediately if a student is to miss a clinical rotation. If a student is absent from a scheduled clinical internship shift, they will receive a written warning. If a student misses more than one clinical or field rotation, the student may be dismissed from the program.
 - d. Once the internship phases begin, students will be required to perform an average of (24) hours of clinical internship a week. If a student is unable to achieve the weekly minimum for any reason, they need to notify the Clinical Coordinator via email immediately to apply for an extension. Extensions are only granted for emergency situations and will be decided on a case-by-case basis. If a student does not maintain the required average hours, they will be subject to progressive disciplinary action up to and including dismissal from the program.
 - e. Failure to maintain a cumulative attendance of 95% of total class hours scheduled consisting of class meetings, labs, lecture, and 100% of scheduled clinical and/or field internship hours, may result in a grade of AW (administrative withdrawal)
19. Students **must** turn in any previously assigned homework (homework, papers, projects, etc.) within 5 class days of the scheduled due-date. Written work may be submitted directly to the instructor.
20. The Program Director will assign make-up work missed during an absence, including quizzes, tests, and/or assignments. Students will be responsible for the work missed no matter the reason for the absence. Missed work not completed as assigned will be recorded as a score of zero (0) in the grade book.
21. If a student misses an in-class Quiz or Exam as a result of being absent or tardy will result in a zero (0).
22. Students have to attend 100% of all certification courses required (CPR, ACLS, PALS, etc.) as outlined in the syllabus and schedule. If a student misses a certification course, they will receive an absence and will have to take that course (at the student's expense) to be eligible for graduation.

Definitions

1. Absence

- a. Defined as not attending any class or clinical regardless of the reason.
- b. Students who fail to attend one or more scheduled clinical/internships without being excused by the Program Director or the Clinical Coordinator will be dismissed from the program. Students who cancel more than one scheduled clinical/internships with less than 24 hours' notice are subject to the progressive disciplinary policy.

2. Tardiness

- a. Tardiness shall be defined as the student not in their seat and fully prepared to participate in class activities at the specified start time of the class. Students must be in class or at the clinical site and designated location on the site to be considered on time. One minute late is considered tardy.
- b. Tardiness greater than 15 minutes from class start time will be considered a complete absence from the class.
- c. Students who leave class early will also be considered a tardy.
- d. Participants are expected to take responsibility for getting class notes, handouts, and make-up assignments when necessary. The instructor is **NOT** responsible for supplying the student with these items.
- e. If a student misses a quiz, evaluation, etc. due to being tardy, they will receive a zero (0) for that quiz.
- f. Students coming in late for class is a disruption to the class; students who are tardy more than (1) time will receive a Written Warning and then progressive discipline thereafter up to and including dismissal from the program. These same rules shall apply to any student leaving class early or if a student comes back late from a break.

Tracking of Attendance

- 1. The student signs in at the beginning of each class, and the instructor records absences, late arrivals, and early departures. Each late arrival or early departure will result in the recording of an absence of one (1) hour with a minimum of one (1) hour recorded.

2. Each day, the instructor submits the class attendance to the Program Director who scans the roster into an attendance file for each class. The data is transferred into a spreadsheet for monitoring student's attendance rates. Students are notified that their attendance is at risk when their cumulative attendance rate approaches 95%.
3. Attendance for clinical rotations and field internships is reported at the end of each session on a log that is signed by the preceptor. Students upload the signed and scanned log to their clinical course file. The logs are used to verify that students are attending shifts and completing their required hours. The Clinical Coordinator will track attendance and report to the Program Director.

Attendance Grading

Each day, the student will be graded on attendance. If a student is present for the entire class, they will receive 100% for their attendance for that day. If a student is absent, they will receive a zero for an attendance grade that day. If a student is tardy (less than 15 minutes) or leaves early (less than 15 minutes), the student will receive 50% for their attendance grade that day. If a student is tardy or leaves early over 15 minutes, or that student is absent, the student will receive a zero for an attendance grade that day.

Make-Up Classes

In the event classes are missed due to weather or other unforeseen circumstance, a makeup class may be scheduled at the discretion of the Program Director. If a make-up day is needed, it will be scheduled on a Saturday. If a student is unable to attend a make-up day, they would receive an official absence and be accountable to the attendance policies as outlined above.

Attendance at Certification Classes

1. All the certification courses (i.e., PHTLS, SEMS Safety, AMLS, etc.) are required for graduation.
2. If you are absent for a certification course, you will have to make it up on your own time, and at your expense and supply a certificate copy to the Program Director.

Dismissal from the Program

1. Any student dismissed for failure to meet Satisfactory Academic Progress or for attendance-related reasons including consecutive absences, failure to maintain 95%

cumulative attendance, excessive tardiness or early departures may re-apply to the institution.

2. The student must meet all admissions requirements to be re-admitted. Students who re-enroll must repeat all aspects of the program. No credit will be given for previously passed exams, didactic or practical. EMT Academy has a two (2) attempt policy. This policy limits the number of times an individual may enroll and re-enroll into the Program to two (2) attempts.

Cancellation of Classes

The decision to cancel classes due to adverse weather conditions or extreme emergency circumstances rests solely with EMT Academy faculty. When the choice to cancel class is made students will be notified via e-mail. Class make-up will be held at the discretion of the Program Director. If a class is cancelled, students may be required to complete an assignment in lieu of missed lecture (this will be at the discretion of the Program Director).

Breaks

1. Approximately fifteen (15) minutes of break time per four (4) hours of class time will be allotted. Saturday sessions will include both AM & PM breaks as well as a minimum of thirty (30) minutes for lunch. Please be observant of the time and be back in class, ready to proceed at the time the instructor provided to you. Coming back to class late from break will be considered a tardy/absence from class as this creates a disruption to the class.
2. Should you need to be excused for any reason while class is in session, please do so quietly so you do not cause a disruption to classroom activities. If you have a medical condition which requires you to repeatedly excuse yourself, please notify the instructor at the start of class

Coursework, Quizzes, and Exams

1. Homework assignments will be due prior to the in-class lecture for the corresponding material. There is an online workbook and interactive lecture in conjunction with each main textbook chapter.

2. Assignments listed in the syllabus must be completed and submitted at the start of class on the day they are due. Any assignment not completed and turned in as outlined will automatically be issued a grade of zero.
3. Homework is **NOT** an optional item. It is expected that students will complete homework as this is a crucial part of the learning process. If homework is not completed on time, the student will have one-week (7) days to complete it and submit it for half credit (50%). It is the responsibility of the student to notify the instructor that the work was completed within the week so that the grade can be manually entered into the computer.
4. Any work not completed or not brought to the attention of the instructor within the specified timeframe will remain graded as zero credit. Homework assignments/projects are provided as part of the learning process; it is a requirement of the program that all homework assignments/projects are completed (even if receiving a zero).
5. If homework assignments/projects are late, the student will receive a Record of Conversation. If two homework assignments/projects are late, the student will receive a Written Warning. If any additional assignments are not completed on time, the student is subject to dismissal from the program.

Quizzes

1. Over the course, students will complete numerous in-class quizzes on anatomy, pharmacology, and ECG interpretation. The dates of these quizzes are listed in the Class Schedule but are subject to change. Additionally, unannounced quizzes may be given at the discretion of the instructor.
2. All quizzes will occur at the beginning of class on the indicated date unless noted otherwise. Students are allotted a specified time to complete each quiz.
3. All quizzes are closed-resource and individual unless specifically noted otherwise by the administering instructor.

Testing and Retesting

1. Written examinations are the most appropriate and effective process for measurement and assessment of the students' success in converting content into knowledge.
2. Practical skills examinations provide feedback to both the instructor and student on the ability of the student to perform specific tasks

3. All exams are closed-resource (with the exception of AHA certification exams) and individual. Any breach of academic integrity, as determined by the program director, may result in immediate dismissal from the course.
4. Two types of exams are administered in the course: course exams and certifying exams. All course exams are taken through EMSTesting and will occur at the beginning of class on the indicated date.
5. All course written exams must be taken on the scheduled date. If a student is absent on the day of an exam, he or she will take the exam on the next full day of class following the missed exam.
6. If a student is unable to take the exam on either the scheduled or make-up date, he or she must contact the program director to arrange alternate testing. Such alternate testing may occur before or after the scheduled or make-up dates for an exam. Students will be responsible for paying the instructor hourly rate for practical exams missed.
7. All course exams must be taken within 1 week of the completion of the module unless alternate arrangements are made with the program director.
8. All module exams must be passed with a score of at least 70% and the course Capstone final exam must be passed with a score of at least 80% (the written exam is a (6) section exam, and each section must be passed with a minimum score of 80%). Certification exams must be passed with the grade required by the certifying authority (i.e., AHA ACLS must be passed with a minimum score of 84%)
9. If the student receives lower than a minimum required exam grade or fails a practical exam, one (1) retest will be allowed, and the maximum score that may be recorded is 80%. If a student fails a retest, that student may petition the Paramedic Program Director and then the President of the Program for an additional retest; if an additional retest is denied, the student will be dismissed from the program.
10. Students failing a retest may be dismissed from the program at the discretion of the Program Director.
11. All certifying exams include both a written and practical component, and students must pass both to pass the exam. Written exams are paper-and-pencil and will occur at the beginning of class on the scheduled day.
12. Written exams are provided by the certifying body and are not subject to appeal by students; complaints may be lodged with the program director for communication to the certifying body.

13. The retesting procedure for students who do not pass the practical component is the same as for the written component. Retest dates are contingent on instructor availability. A student who does not pass the retest will be required to retake the full initial certifying course outside of class time. Prior to retesting practical exams, the student must discuss with the Program Director the reason for the failure and, upon request, complete remedial education. Necessary equipment, and supplies may be provided. The student may be required to practice the skills with an instructor.

Clinical and Field Internship

1. Clinical and field rotations are an essential component of the Paramedic Program. Each clinical and field rotation is intended to offer the student both a positive learning opportunity and real-life experiences.
2. The primary purpose of clinical and field rotations is to expose the student to patient assessment including the gathering of pertinent medical information and past medical history. The practice of basic and advanced skills and patient documentation are essential parts of clinical and field rotations.
3. While on clinical and field rotations:
 - a. Students are to be dressed in the EMT Academy Uniform (see Uniform Policy for additional information).
 - b. Students are to display a professional attitude while seeking out learning opportunities without interfering in the emergency care of patients or infringing on patient confidentiality.
 - c. Students must function in the student capacity, regardless of previous affiliations or employment with the clinical site. Although employers are free to compensate students for clinical and field rotations, students must function 100% of the time as a student or intern. Students are not to be substituted for paid personnel.
4. Students will be given a Clinical and Field Internship Guide which will include all the policies, procedures, skills/hours requirements, etc. and must adhere to the it.
5. **STUDENTS ARE STRICTLY PROHIBITED FROM PERFORMING ANY ADVANCED SKILLS UNLESS THEY ARE IN AN EMT ACADEMY UNIFORM AND PERFORMING AS A STUDENT (3rd Person) BEING OBSERVED BY AN APPROVED PRECEPTOR DURING AN APPROVED INTERNSHIP SHIFT.** Students CANNOT be “on the clock” being compensated as a primary crewmember during internship hours. Violation of this policy could result in dismissal from the program.

6. To receive a passing grade for the clinical component of each course, students must accomplish the following by the course completion date:
 - a. Complete the required number of clinical hours (including all required repeat or make-up rotations), at each clinical site. Documentation of these hours must be submitted to the Program on the proper form, and signed by the preceptor.
 - b. Complete all minimum runs and minimum numbers of skills. Complete all required documentation as outlined in in the Clinical and Field Internship Manuals.
 - c. Perform assessments and interventions to the satisfaction of the preceptor, as documented on the clinical forms.
 - d. Meet the standards of professionalism set by EMT Academy, including appropriate dress, actions, demeanor and language.
 - e. Detailed information is contained within the Clinical Internship Guide and Field Internship Guide which can be found as an appendix. INFORMATION AND INSTRUCTIONS CONTAINED WITHIN THESE GUIDES ARE CONSIDERED POLICY AND MUST BE ADHERED TO.

Time and Reporting Requirements

EMT Academy and HCC Consortium Paramedic Program, CoAEMSP, and Massachusetts OEMS, requires the paramedic students to participate in clinical (hospital) and field (ambulance) internships as an integral component of their education and a requirement for program completion. Paramedic students are required to complete a minimum 250 clinical (hospital) hours and 250 field (ambulance) hours.

Falsification of Records

If a student is found to have falsified any clinical or field internship documentation, **they will be immediately dismissed from the program.** The Program will also notify the Commonwealth of Massachusetts and advise them of the misconduct.

Practicing Advanced Skills

1. Students enrolled in the Paramedic Program may only practice certain advanced skills in the presence of a Program instructor during lab sessions. All advanced skills must be monitored by a preceptor while on clinical/field rotations.

2. Students are limited to practicing only skills previously taught by the faculty of the EMT Academy Paramedic Program.
3. Students must always function in the student or “third rider” role when performing advanced skills and must be in a recognized “student” role and shall be scheduled as such with the EMTA Clinical Coordinator.
4. Violations of this policy may result in the immediate removal of the student from further clinical rotations, which would prevent the student from completing the Paramedic Program.
5. Specialty classes or modules (such as Advanced Cardiac Life Support) will be provided to the student at an appropriate time in the program.

Squad Assignments

1. Students will be assigned to squads for the duration of the program.
2. Squads will consist of a maximum of (3) students. If odd number, a fifth will be added and that fifth person would be reassigned to another squad if a student from another group were to leave the program. Squads will be numbered 1, 2, 3, 4, etc.
3. Each squad will have a designated Squad Leader who shall be responsible for overall squad performance as well as assist the course instructor as needed.
4. The Squad Leader shall assign a Homework Officer (responsible for ensuring squad is doing assignments), and an Equipment Officer (responsible for equipment).
5. Squads will be graded collectively on overall performance (see Grading Calculations and Expectations).
6. Squads will be seated together and will work together once assigned. Squads will have an assigned emergency medical kit assigned and it shall be the responsibility of the Squad to keep the kit “response ready” at all times.
7. Please refer to the “Team Building Assignment” handout for more information.

Grading Calculations and Expectations

1. Grades are calculated using the following grading scale:
 - a. A: 90 - 100%
 - b. B: 80 - 89%
 - c. C: 70 - 79%
 - d. D: 60 - 69%
 - e. F: 59% & Below
 - f. P: Pass
 - g. F: Fail
 - h. W: Withdrawn
 - i. AW: Administrative Withdrawal
2. All skills will be evaluated in a pass/fail assessment. Successful completion of the skills assessment is required before clinical rotation and the field internship will be assigned.
3. Cognitive and psychomotor objectives will contribute to each of the following grade components for each module:
 - a. Homework and/or Projects 10%
 - b. Squad / Attendance 10%
 - c. Modular Exams 30%
 - d. Practical Exams 10%
 - e. Quizzes 30%
 - f. Final Exam 10%
4. Students must maintain an overall grade of **80%** or better through duration of the program

Grade Appeal

1. Final grades are issued at the end of each module. A student may appeal a final grade by following the following procedure:
 - a. The appeal must be made in writing to the Program Director within 15 calendar days of the end of the module.

- b. A grade appeal must state specific grounds for challenging the grade based on an assertion of mistake, unfair treatment, or other extenuating circumstances with appropriate documentation submitted with the written appeal.
- c. The Program Director will notify the student in writing of the decision within 5 business days of the date of the written appeal.
- d. The decision of the Program Director is final.

Clinical and Field Internships

- 1. To pass clinical sections students must complete the minimum number of required contact hours. In addition, passing the clinical section requires that all minimum patient contacts and procedures be achieved, and that preceptor evaluations identify the student as minimally competent.
- 2. Preceptor evaluations which indicate continued unsatisfactory performance may result in failure of the clinical section.

Affective Domain

- 1. Measures the student's attitudes, behaviors, and professional attributes, as well as classroom conduct. Passing is appropriate classroom behavior, professional ethics, and adherence to policy. Breaches will result in student conference. Significant behavioral issues may result in failure of the affective domain. In most cases a written warning and time period for improvement will be given before assigning a failing grade. However, in cases where the behavior is significantly unacceptable, egregious, or poses a threat to the wellbeing of others, the posting of a failing grade may be immediate and without warning.
- 2. Students will be graded on a decreasing scale. Each student begins each semester with an Affective grade of 100%. As the course progresses, points will be deducted for each attendance issue [absence (10 points), tardy or leaving early (5 points each)], uniform issue (5 point per), participation issue 5 point per incident), or professionalism issue (10 points per incident). Students must have a grade of 75% or better to earn a passing Affective grade.
- 3. Students will receive an Affective Evaluation at the conclusion of each module. This is a graded evaluation and students must achieve a minimum of 70%.
- 4. ***Squad Performance*** (Points deducted from entire squad for squad member performance)
 - a. Squad grade points will be deducted as outlined in the Team Building Assignment packet (given to students on first day of class)

Academic Warnings, Academic Improvement Plans

1. Students not meeting minimum requirements at any the end of any evaluation period will be issued a Warning Letter and placed on 'Academic Warning' status through the next evaluation period.
2. The 'Academic Warning' period is a time of accelerated performance where affected students must remedy the cause of the warning while achieving the regular progress requirements for the warning period.
3. As part of the 'Academic Warning' status, students will be required to meet with the Program Director or Lead Instructor. During the meeting, the student and Program Director/Lead Instructor will create an Academic Improvement Plan for the student to achieve 'Good Standing' status by the end of the 'Warning' period.
4. Academic Warnings serves as a formal notification to the student that their performance is unsatisfactory and as a period of close monitoring of the student's progress in the course. The goal of Academic Warning is to bring the student's performance up to program standards and increase the likelihood of student success in the course. Students on Academic Warning may be required to complete additional coursework or practice sessions as determined by the Program Director. Continued poor performance at the end of Academic Warning will result in academic termination.
5. When a student is placed on Academic Warning, they will meet with the Program Director/Lead Instructor to discuss the reasons for failing to achieve satisfactory academic progress and develop an academic improvement plan. Performance criteria will be set for removal from Academic Warning by the end of the evaluation period. The student will meet with the course director or designee regularly during the Academic Warning period and adjustments to the academic improvement plan will be made as necessary.
6. At the end of the Academic Warning period, if the student has met the terms of the Academic Improvement Plan and regained Good Standing, he or she will be removed from Academic Warning status. If the student has failed to meet the terms Academic Improvement Plan and achieve Good Standing, he or she will be academically terminated from the program, barring a successful appeal by the student as discussed below.
7. It is the goal of EMT Academy to assist students who are having any trouble maintaining their grade by providing resources such as counseling, etc. The label of 'Academic Warning' is simply applied to make the student aware that there are deficiencies present and that the student needs to work on those deficiencies to remain in the program.
8. If a student does not agree with the receipt of an academic warning, they may appeal to the Program Director in writing within five (5) calendar days of warning receipt.

9. If a student achieves satisfactory academic progress by the end of the established warning period, the student will be returned to a status of 'Good Standing'.
10. If a student fails to return to a good standing status following by the end of the established warning period, the student will be dismissed from the program (student may appeal).
11. During an academic warning status, students will be required to meet with the Program Director and complete an 'Academic Improvement Plan'. The Academic Improvement Plan is designed to help struggling students be successful in the program and regain Good Standing. The Academic Improvement Plan may include additional coursework, practice sessions, tutoring, readings, simulation sessions, or other requirements. Through the evaluation period, students will meet regularly with the Program Director to assess their progress and make any necessary adjustments to the Academic Improvement Plan. A record of all meetings and the Academic Improvement Plan itself will be retained in the student's record. Students who successfully complete the terms of their Academic Improvement Plan will regain Good Standing by meeting the established satisfactory academic progress criteria. Students who do not complete the terms of their Academic Improvement Plan will be academically terminated from the program.

Uniform and Dress Code

1. EMT Academy provides every student with initial required uniforms. Additional uniform items may be purchased from EMT Academy. All Paramedic students **must** supply their own black, slip resistant, shined boots.
2. Students are required to wear the prescribed uniform to all classes and clinical/field internship shifts unless otherwise directed.
3. All EMT Academy students will maintain the highest standard of dress and appearance at all times.
4. Uniforms will be properly fitted, clean, and ironed as necessary. Paramedic students must project an image in keeping with the high standards and conduct expected of EMT Academy students. Boots will be cleaned and shined.
5. Although some uniform items are made of wash-and-wear materials or treated with a permanent-press finish, some pressing may be required to maintain a neat and orderly appearance. However, before pressing, Paramedic students should read and comply with care instruction labels attached to uniform items.
6. Students shall wear the uniform polo tucked in and neat at all times.

7. Belts **shall** be worn.
8. T-shirts (dark navy) shall be worn under the uniform shirt at all times.
9. If student is wearing the supplied “pullover”, they are to also be wearing the rest of the prescribed uniform (i.e., polo shirt and t-shirt)
10. If a student is to wear a hat, it is only to be a plain black or blue hat with no logo or an EMT Academy hat.
11. Damaged uniforms will need to be replaced at the expense of the student.
12. Students who fail to comply with established uniform policy will be asked to leave the class or internship sites and hours missed will be added against the attendance policy.

Uniform Components

1. Black Boots (Student Purchased)
2. Black Belt (Student Purchased)
3. EMS Style Pants (Dark Navy Blue)
4. EMT Academy Polo Shirt (Gray)
5. EMT Academy Pullover (Dark Navy)
6. T-Shirt shall be dark navy in color.

Uniform Care and Maintenance

Students are responsible for the care and maintenance of their uniform. If any component of the uniform is lost or damaged it must be replaced as soon as possible at the student’s expense.

Use of the Uniform

1. Students are to abide by the following guidelines when dressed in the EMT Academy uniform.
2. While dressed in the uniform and in the public view; whether on a clinical rotation, in school, before or after class or before or after a clinical rotation; all policies regarding the wearing of the uniform will be followed.

- a. The uniform is not to be worn in public venues, other than in an official capacity.
 - b. At no time should the uniform be worn where alcohol is served or consumed, other than while on a call during a field internship.
3. The uniform is highly recognizable in all settings. At all times while in the public view:
 - a. Students are to wear the uniform with the shirt properly buttoned and tucked.
 - b. Boots are to be properly laced or zipped.
 - c. Hats are not permitted at any time other than cold weather. Ballcap style hats may be worn, but only if it meets the uniform criteria listed previously
 - d. Students are to be clean and neatly shaved at the beginning of each shift.
4. While at EMT Academy it is required that:
 - a. Shirts are properly buttoned and tucked.
 - b. Boots are to be properly laced or zipped.
 - c. Students are to be clean and neatly shaved upon arrival on campus.
5. Students may wear the uniform to restaurants for meals **while in class or on clinical rotations**, provided they show professionalism and represent the Program and EMS at the highest level. Students shall not wear the uniform if engaged in activities such as alcohol consumption, participation in a political activity, or any other activity which could bring discredit to EMT Academy. Students who violate this will be committing gross misconduct and can be subject to dismissal from the program.

Personal Hygiene

1. Hair must be neat at all times. Students should wear their hair short or pinned back for their own safety. Unnaturally colored hair is not permitted, i.e., purple, orange, red, etc.
2. Facial hair is permitted as long as it is neatly trimmed and does not interfere with N95 fitting.
3. EMT Academy reserves the right to remove students from the classroom or clinical site for poor hygiene. This includes strong body or breath odors, including and especially tobacco, failure to shave, and unkempt hair.

Jewelry

1. Students must adhere to the following guidelines for wearing jewelry:

- a. NO jewelry may be worn at any time during clinical rotations with the following exceptions: Watches, wedding bands (not diamonds), and Medic Alert Bracelets. Students must adhere to policies of the clinical and field rotation sites
- b. Body piercings that remain non-distracting to other students may remain in place for lectures and most lab sessions. You may be asked to remove them for the purpose of practical sessions if it is believed to hinder a particular skill or function during a given practical session. Body piercings that are deemed to be a safety issue or a distraction will need to be removed.
- c. Visible Tattoos *may* NOT be permitted in certain clinical and field settings.
- d. Students also must adhere to all facility/service policies as well.

Program Identification Credentials

EMTA Students will be issued a student identification badge which must be worn at all times when participating in EMTA activities.

Graduation Requirements

Upon successful completion of the Program, students will receive a Certificate of Completion. In order to graduate from the Program, a student must meet the following requirements:

- Have a cumulative overall grade point average of 80%.
- Have a cumulative attendance of 95%.
- Pass all module exams with at least an 70%.
- Pass each individual skill examination.
- Have successfully completed all required certification courses (ACLS, PALS, PHTLS, etc.)
- Successfully complete final capstone written, practical, affective and field time evaluations.
- Complete clinical internship with required hours and skills.
- Complete field internship with required hours and patient contact.
- Complete affective evaluation with a minimum mark of competent.
- Completed all program requirements prior to the end of the 15th month (unless granted an extension)
- Be in good financial standing with EMT Academy.

Academic Calendar

The EMT Academy Paramedic Program begins on the Wednesday after Labor Day

Didactic (classroom) will continue until April 2024 at which time the clinical internship will begin followed by field internship. Students will have completed all didactic requirements prior to beginning internship rotations.

The last day of official day of class is September 30 of the following year. Students who complete all requirements by the course end date will be allowed to challenge the Capstone evaluations for program completion. Students may continue in the program until no later than December 31 of the graduation year. Extensions may be granted on a case-by-case basis at the discretion of the Program Director.

Please refer to the course calendar for specific dates and topics to be covered as well as required assignments, reading, etc. The calendar will be located in Google Classroom. The program calendar can be modified at the discretion of the Program Director to address classes that had to be postponed for any reason. Also refer to the program calendar for any holiday scheduling.

Records

All student records will be kept on file at EMT Academy (Main Campus). Students request copies of student records by submitting a written request to the Program Director. There may be an administrative fee assessed (\$25.00) and please allow up to (7) business days to receive the request.

Job Placement

EMT Academy does not guarantee job placement following successful completion of the program and subsequent certification as a Paramedic.

EMT Academy does have a partnership with National Ambulance Service located at 425 Saint James Avenue, Springfield, Massachusetts. National Ambulance will give first consideration, on an as needed basis, to applications submitted by EMT Academy students who complete the program in good standing with a recommendation from the course instructor. Again, job placement is not a guarantee.

Certification Courses

Overview

EMT Academy offers certification courses in a range of emergency medicine and prehospital topics. These course offerings adhere to certifying entity's standards and vary based on the course offering. Where possible, every attempt has been made to outline the specific standards.

Admissions Requirements

1. Certification courses are designed for individuals working in the healthcare sector. With that said, previous occupational background in the subject matter is not required. Certain certification courses may have additional admission requirements as outlined in the course registration, but in general, the following items are standards for all courses:
 - a. Student must be at least eighteen years of age at the time of the course*
 - b. If the course is a recertification course, the student must have a current and valid certification. If the certification is lapsed, the student may not be eligible for a recertification course and may need to retake an initial course.
2. If the student is under the age of eighteen, s/he must have a letter of approval from a parent or guardian to enroll in the course.

Medical Insurance

Due to the length of the certification courses and the absence of clinical or field rotations, medical insurance is not required, but is recommended.

Medical Clearance and Vaccinations

Certification course students are not required to obtain medical clearance or vaccinations as certification course students do not participate in clinical or field rotations.

Personal and Physical Limitations

During the registration process, students must attest that they can participate fully (physically and cognitively) in all aspects of the certification course. Any student who has limitations (physically or cognitively), should contact program staff prior to course starting. Any accommodations will be made per the standards set forth by the specific course's certifying entity.

Drug and Alcohol Policy

EMT Academy intends to provide a learning environment that is free from the use of non-prescription drugs and alcohol. As a condition of registration in a certification course, every student must abide by the terms of this drug and alcohol policy.

Enrollment

1. Individuals wishing to enroll in a certification course offering must complete the registration process online at www.EMTAcademy.org. Enrollment is done on a rolling basis (first-come, first-serve) until the class is full. Exceptions will only be made by the EMT Academy Director or their designee as the instructor to student ratio is critically important to meet the standards set forth by the given certifying entity.
2. Special accommodation requests must be made in writing and documented by a physician. The Director of EMT Academy is responsible for determining whether applicants, including those with special needs, can benefit from the training.
3. EMT Academy does not discriminate on the basis of sex, age, physical handicap, race, national origin, sexual orientation, political affiliation, creed or religion in its admission to or treatment in its programs and activities, including advertising, training, placement assistance, and employment.
4. Certain courses posted online are closed courses meaning that these courses are being held for a specific audience or facility which EMT Academy has contracts with. These closed courses will be noted on the enrollment site.

Books and Materials

Books

Students will need to access course books prior to the start of the class. The registration process outlines the process of obtaining the course textbook prior to the start of each class. Please be prepared for the course and read the assigned text prior to the course.

Materials

Students are expected to have adequate supplies (e.g., notepaper, writing utensils) to be productive in the classroom environment.

Certification Course Policies

Attendance

Due to the short length of certification courses, **100%** attendance is required. Participation in all lectures, skill labs, and simulation is an integral part of the learning experience for all participants. Completion of all class material is required.

Tardiness, Early Departure, and Absences

Due to standards set forth by the certifying entities, tardiness, early departures, and absences are not permitted. Any student who is late for the start of the course, leaves early, or misses a portion of the class will be marked as **incomplete**. Students can re-enroll in a future offering of the course. No credit will be awarded for partial attendance.

Tracking

The student signs in at the beginning of each course session. The sign-in logs are kept in accordance with the certifying entity's standards.

Dismissal

Any student dismissed for attendance-related reasons may re-enroll in the certification course. The student must meet all enrollment requirements. Students who re-enroll must repeat all aspects of the certification course. No credit will be given for previous coursework or exams (written or practical).

Grading

1. Grades for written examinations are calculated as a PASS or FAIL.
2. The minimum passing score is determined per the standards of the certifying entities and is included in the Testing & Retesting chart below (Written Threshold).
3. Grades for practical examinations are evaluated in a pass/fail assessment.

Grade Appeal

Grades are issued at the end of the certification course. A student may appeal the grade per the following procedure:

1. The appeal must be made in writing to the EMTA Director within (7) business days of the end of the course.
2. A grade appeal must state specific grounds for challenging the grade based on an assertion of mistake, unfair treatment, or other extenuating circumstances with appropriate documentation submitted with the written appeal.

3. The Director will notify the student in writing of the decision within (5) business days of the date of the written appeal.
4. The decision of the Director is final.

Testing and Retesting

1. Certification course testing will be completed using the standards set forth by the certification entity.
2. Written examinations are taken on paper while practical testing is done in either skill stations or simulation labs.
3. Practical testing will be completed to the standards outlined during the course and per practical skill sheets that will be distributed during practical skill stations and lectures. Practical testing is graded as pass/fail, with critical fails outlined on the skill sheets. If retesting is required, one (1) retest will be allowed. Prior to retesting practical exams, the student must discuss with the course instructor the reason for the failure and, upon request, remedial education, equipment, and supplies may be provided. The student may be required to practice the skills with an instructor.

Withdrawing from a Certification Course

Students withdrawing from a certification course should contact the course instructor or program director.

1. Students who re-enroll must repeat all aspects of the course. No credit will be given for previously passed exams, didactic or practical.
2. EMT Academy has a two (2) attempt policy. This policy limits the number of times an individual may enroll and re-enroll into the certification course to two (2) attempts.

Refund Policy for Certification Courses

1. All individuals enrolling in an EMT Academy class/course must be in attendance from the posted start time of the class until released by the instructor.
2. Students must attend all classes listed in the course outline in order to obtain a course completion certificate. Unless otherwise listed as NON-REFUNDABLE, Individuals withdrawing from the course must do so with no less than three days' notice via email to info@emtacademy.org. Such withdrawals will incur a \$25.00 administrative fee for the cancellation.
3. Individuals who are not able to attend the course and have not withdrawn prior to the three-day window will be given the opportunity to re-enroll in a later class (based on availability) which will incur a \$25.00 administration fee. Refunds or re-enrollment options will not be given to no-show students.

Conduct and Appearance

Conduct

Students participating in a certification course will adhere to the general conduct policies set forth in Section 2 of this document. Any violations could lead to dismissal from the course.

Appearance

Students participating in certification courses are expected to be in attire appropriate for lecture and practical skills learning. Students are to adhere to business casual standard unless advised by the course instructor for a specific practical session.

Equipment

1. EMT Academy strives to provide quality and well-maintained equipment to its students for training purposes. Students will use this equipment frequently, and normal wear and tear from this use is expected. Any activity or use that causes purposeful damage or any reckless use with resulting accidental damage will not be tolerated.
2. Laws and regulations pertaining to the storage of medical equipment describe restricted access to the supply room in the classroom. The supply room should be accessed only by EMT Academy faculty. If a student needs equipment, a faculty member should assist.
3. No student shall touch any equipment unless directed to do so by EMT Academy staff.

Payment for Courses

Payment of tuition and all fees is due prior to the start of class. Payment options include:

1. Check (Made out to EMT Academy)
2. Cash
3. Credit card (Visa, MasterCard, American Express)
4. Purchase order ("PO") from a municipality or private company

Course Fees

For current course costs; please visit our website at EMTAcademy.org

Course Descriptions

Course Descriptions for the certification courses along with Instructor to student ratios are posted online at www.EMTAcademy.org in the enrollment section. Some of the core courses we offer are outlined in this section.

American Heart Association; Heartsaver Programs

Heartsaver CPR AED is a classroom, video-based, instructor-led course that teaches adult CPR, AED use and choking relief. This course uses AHA's research-proven practice-while-watching technique, which allows students to mimic accurate skills being performed on the DVD while instructors provide feedback and guide the students' skill learning.

For anyone with limited or no medical training who needs to learn how to manage a choking emergency or sudden cardiac arrest in the first few minutes until professional help takes over care for the victim

Heartsaver First Aid/CPR/AED is for anyone with limited or no medical training who needs to learn how to respond to and manage a first aid, choking or sudden cardiac arrest emergency in the first few minutes until emergency responders or healthcare professionals take over. Students learn skills such as how to treat bleeding, sprains, broken bones, shock and other first aid emergencies. This course also teaches adult CPR and AED use

American Heart Association; Basic Life Support

The AHA's BLS course trains participants to promptly recognize several life-threatening emergencies, give high-quality chest compressions, deliver appropriate ventilations and provide early use of an AED. Reflects science and education from the *American Heart Association Guidelines Update for CPR and Emergency Cardiovascular Care (ECC)*.

The AHA's BLS Course is designed for healthcare professionals and other personnel who need to know how to perform CPR and other basic cardiovascular life support skills in a wide variety of in-facility and prehospital settings.

1. High-quality CPR for adults, children, and infants
2. The AHA Chain of Survival, specifically the BLS components
3. Important early use of an AED
4. Effective ventilations using a barrier device
5. Importance of teams in multi-rescuer resuscitation and performance as an effective team member during multi-rescuer CPR
6. Relief of foreign-body airway obstruction (choking) for adults and infants

American Heart Association; Advanced Cardiac Life Support (ACLS)

Advanced Cardiovascular Life Support (ACLS) builds on the foundation of Basic Life Support (BLS), emphasizing the importance of continuous, high-quality CPR. The hands-on instruction and simulated cases in this advanced course are designed to help enhance their skills in the recognition and intervention of cardiopulmonary arrest immediate post-cardiac arrest, acute arrhythmia, stroke, and acute coronary syndromes.

Designed for healthcare professionals who either direct or participate in the management of cardiopulmonary arrest or other cardiovascular emergencies. This includes personnel in emergency response, emergency medicine, intensive care, and critical care units such as physicians, nurses, and paramedics, as well as others who need an ACLS course completion card for job or other requirements.

Topics:

1. Apply the BLS, Primary, and Secondary Assessments sequence for a systematic evaluation of adult patients
2. Perform prompt, high-quality BLS, including prioritizing early chest compressions and integrating early automated external defibrillator (AED) use
3. Recognize and perform early management of respiratory arrest
4. Discuss early recognition and management of ACS and stroke, including appropriate disposition
5. Recognize and perform early management of bradyarrhythmias and tachyarrhythmias that may result in cardiac arrest or complicate resuscitation outcome
6. Recognize and perform early management of cardiac arrest until termination of resuscitation or transfer of care, including immediate post–cardiac arrest care
7. Model effective communication as a member or leader of a high-performance team
8. Evaluate resuscitative efforts during a cardiac arrest through continuous assessment of CPR quality, monitoring the patient’s physiologic response, and delivering real-time feedback to the team
9. Recognize the impact of team dynamics on overall team performance
10. Discuss how the use of a rapid response team or medical emergency team may improve patient outcomes
11. Define systems of care

American Heart Association; Pediatric Advanced Life Support (PALS)

The AHA's PALS Course has been updated to reflect new science in the *2020 AHA Guidelines Update for CPR and ECC*. This classroom, Instructor-led course uses a series of videos and simulated pediatric emergencies to reinforce the important concepts of a systematic approach to pediatric assessment, basic life support, PALS treatment algorithms, effective resuscitation, and team dynamics. The goal of the PALS Course is to improve the quality of care provided to seriously ill or injured children, resulting in improved outcomes.

For healthcare providers who respond to emergencies in infants and children. This includes personnel in emergency response, emergency medicine, intensive care and critical care units, such as physicians, nurses, paramedics and others who need a PALS course completion card for job or other requirements.

Topics:

1. High-quality Child CPR AED and Infant CPR
2. Recognition of patients who do and do not require immediate intervention
3. Recognition of cardiopulmonary arrest early and application of CPR within 10 seconds
4. Apply team dynamics
5. Differentiation between respiratory distress and failure
6. Early interventions for respiratory distress and failure
7. Differentiation between compensated and decompensated (hypotensive) shock
8. Early interventions for the treatment of shock
9. Differentiation between unstable and stable patients with arrhythmias
10. Clinical characteristics of instability in patients with arrhythmias
11. Post-cardiac arrest management

NAEMT; Prehospital Trauma Life Support (PHTLS)

NAEMT's Prehospital Trauma Life Support (PHTLS) is recognized around the world as the leading continuing education program for prehospital emergency trauma care. The mission of PHTLS is to promote excellence in trauma patient management by all providers involved in the delivery of prehospital care. PHTLS is developed by NAEMT in cooperation with the American College of Surgeons' Committee on Trauma. The Committee provides the medical direction and content oversight for the PHTLS program.

PHTLS courses improve the quality of trauma care and decrease mortality. The program is based on a philosophy stressing the treatment of the multi-system trauma patient as a unique entity with specific needs. PHTLS promotes critical thinking as the foundation for providing quality care. It is based on the belief that, given a good fund of knowledge and key principles, EMS practitioners are capable of making reasoned decisions regarding patient care. The course utilizes the internationally recognized PHTLS textbook and covers the following topics:

1. Physiology of life and death
2. Scene assessment
3. Patient assessment
4. Airway
5. Breathing, ventilation and oxygenation
6. Circulation, hemorrhage and shock
7. Patients with disabilities
8. Patient simulations

PHTLS is the global gold standard in prehospital trauma education and is taught in 64 countries. PHTLS is appropriate for EMTs, paramedics, nurses, physician assistants, physicians, and other prehospital providers. PHTLS is accredited by CAPCE and recognized by NREMT.

NAEMT; Advanced Medical Life Support (AMLS)

Advanced Medical Life Support (AMLS) remains the gold standard of education for emergency medical assessment and treatment. Endorsed by the National Association of EMS Physicians, AMLS emphasizes the use of the AMLS Assessment Pathway, a systematic tool for assessing and managing common medical conditions with urgent accuracy.

In the third edition of AMLS, students learn to recognize and manage common medical crises through realistic case-based scenarios that challenge students to apply their knowledge to highly critical patients. The course emphasizes the use of scene size-up, first impression, history, interactive group discussion on differential diagnosis and potential treatment strategies, and physical exam to systematically rule out and consider possibilities and probabilities in treating patients' medical crises. The third edition AMLS library of patient simulations offer students an opportunity to apply critical thinking skills to a variety of patient presentations.

The course utilizes the AMLS textbook and course manual, and covers the following topics:

1. Respiratory disorders
2. Cardiovascular disorders
3. Shock
4. Sepsis

5. Neurological disorders
6. Endocrine/Metabolic disorders
7. Environmental emergencies
8. Infectious disease
9. Abdominal disorders
10. Toxicological emergencies
11. Exposure to hazardous materials

NAEMT; Emergency Pediatric Care (EPC)

The Emergency Pediatric Care (EPC) course focuses on critical pediatric physiology, illnesses, injuries and interventions to help EMS practitioners provide the best treatment for sick and injured children in the field. The course stresses critical thinking skills to help practitioners make the best decisions for their young patients.

Topics covered include:

1. The pathophysiology of the most common critical pediatric emergency issues, and critical thinking skills to help practitioners make the best decisions for their patients.
2. Application of the Pediatric Assessment Triangle (PAT), a tool to help EMS practitioners rapidly and accurately assess pediatric patients.
3. The importance of family-centered care.
4. Understanding and communicating with children.
5. Airway management, breathing and oxygenation.
6. Cardiac emergencies.
7. Recognizing child abuse and neglect.
8. Hypoperfusion and shock.
9. Newborn resuscitation.

EPC is appropriate for EMTs, paramedics, emergency medical responders, nurses, nurse practitioners, physician assistants, and physicians. EPC is accredited by CAPCE and recognized by NREMT.

NAEMT; EMS Safety

NAEMT's EMS Safety course teaches students how to protect themselves and their patients while on the job. It promotes a culture of safety and helps reduce the number of on-the-job fatalities and injuries. EMS Safety is the only national, comprehensive safety course for EMS

practitioners. Its interactive format features real-life case studies and compelling discussions on current safety issues, and provides participants with a forum to share their own experiences. Critical thinking stations help build participants' risk assessment and decision-making skills.

Participants are taught:

To identify and manage the hazards that can appear during daily tasks, from offensive drivers to violent encounters to chronic stress.

Practical strategies that they can apply in the field, from situational awareness to defensive driving to verbal deflection.

How to strengthen their resiliency skills in order to combat both chronic and critical incident stress.

Topics covered include:

1. Applying crew resource management in EMS.
2. Utilizing situational awareness and defensive driving for safe emergency vehicle operations.
3. Employing multi-agency pre-planning, vehicle and practitioner visibility techniques, and defensive staging practices at roadside incidents.
4. Utilizing lift assist teams, lifting and moving equipment, and behavioral controls to protect both EMS practitioners and patients from injury.
5. Employing situational awareness to continually assess for the potential of violence on the scene and verbal and physical techniques to deescalate potential threats.
6. Practicing infection and contagion control to protect both EMS practitioners and patients from emerging threats.
7. Strengthening resiliency skills to help EMS practitioners cope with daily and critical incident stress.
8. Ensuring personal readiness for the daily challenges and hazards of working in the field through optimal personal health.

EMS Safety is offered as an 8-hour classroom course and is appropriate for all levels of EMS practitioners, other medical professionals providing prehospital patient care, and EMS supervisors and administrators. Students who successfully complete the course receive a certificate of completion and a wallet card good for 4 years. EMS Safety is accredited by CAPCE and recognized by NREMT.

NAEMT; Geriatric Education for EMS Providers (GEMS)

GEMS provides EMS practitioners at all levels with the skills and knowledge to address the unique medical, social, environmental and communications challenges of older adults. Developed by NAEMT, in partnership with the American Geriatrics Society, GEMS empowers EMS practitioners to help improve medical outcomes and quality of life for geriatric patients.

GEMS features case-based lectures, live action video, hands-on skill stations, simulation and small group scenarios to fully engage students in the learning experience. GEMS covers the following topics:

1. Changes with age
2. Assessment of older adults
3. Pharmacology and medication toxicity
4. Psycho-social emergencies
5. Elder abuse
6. End-of-life care issues
7. Cardiovascular and respiratory emergencies
8. Trauma
9. Neurological emergencies and altered mental status
10. Mobile integrated healthcare
11. Special considerations for older adults in disaster response
12. Skin and wound care
13. Medical devices frequently used by older adults

Two GEMS courses are offered - a core and advanced course. They may be offered separately or sequentially. Both courses are appropriate for EMTs, paramedics, emergency medical responders, nurses, physician assistants and physicians. GEMS is accredited by CAPCE and recognized by NREMT.

NAEMT; Psychological Trauma in EMS Patients (PTEP)

NAEMT's Psychological Trauma in EMS Patients (PTEP) course gives EMS practitioners the resources they need to help alleviate patients' hidden wounds – intense fear, stress and pain – during a medical emergency.

PTEP educates EMS practitioners about the biological underpinnings of psychological trauma, the short and long-term impact on the brain and body, and warning signs that a patient is experiencing extreme psychological distress. EMS practitioners are also taught strategies and techniques to alleviate patients' distress and help patients cope with what they're experiencing to ward off lingering effects.

The 8-hour classroom course features scenario-based interactive sessions and lectures. Topics covered include:

1. The invisible wounds of psychological trauma
2. Reducing psychological traumatic stress
3. Understanding the physiological stress response
4. Applying the eSCAPe principle to patient care
5. Patient simulations
6. Recognizing psychological trauma within EMS

PTEP is designed for EMS practitioners and other prehospital providers. The course is accredited by CAPCE and recognized by NREMT. Students who successfully complete the course receive a certificate of completion, a wallet card good for 4 years, and 8 hours of CAPCE credit.

Approved Continuing Education Courses

Overview

EMT Academy provides multiple approved continuing education courses throughout the year for emergency medical technicians of all levels. These courses will be approved for continuing education hours through the Office of EMS (Massachusetts) and can be utilized to satisfy requirements of recertification for National Registry and Massachusetts certified EMS professionals.

The course offerings will be listed as they become available online at www.EMTAcademy.org.

Policies

EMT Academy continuing education courses will be held in accordance to Massachusetts General Laws, CMR's and Office of Emergency Medical Services Administrative Requirements.

Attendance

100% attendance is required for a student to receive credit for the courses.

Tardiness, Early Departure, and Absences

Tardiness, early departures, and absences are not permitted. Any student who is late for the start of the course, leaves early, or misses a portion of the class will be marked as **incomplete** and not receive credit for the course

Tracking

Students and instructors must sign an OEMS approved roster for every continuing education course.

Certificates

Students who complete a continuing education course will be provided a certificate of completion with the course title, approval number, approved hours, and instructor name and signature.

Medical Insurance

Due to the length of the continuing education courses and the absence of clinical or field rotations, medical insurance is not required, but is recommended.

Medical Clearance and Vaccinations

Unless specifically noted, students attending a continuing education course are not required to obtain medical clearance or vaccinations as course students do not participate in clinical or field rotations.

Personal and Physical Limitations

During the registration process, students must attest that they can participate fully (physically and cognitively) in all aspects of the certification course. Any student who have limitations (physically or cognitively), should contact program staff prior to course starting. Any accommodations will be made per the standards set forth by the specific course's certifying entity.

Drug and Alcohol Policy

EMT Academy intends to provide a learning environment that is free from the use of non-prescription drugs and alcohol. As a condition of registration in a certification course, every student must abide by the terms of this drug and alcohol policy.

Enrollment

Individuals wishing to enroll in a continuing education course offering must complete the registration process online at www.EMTAcademy.org. Enrollment is done on a rolling basis (first-come, first-serve) until the class is full. Exceptions will only be made by the EMT Academy Director or their designee as the instructor to student ratio is critically important to meet the standards set forth by the given certifying entity.

Special accommodation requests must be made in writing and documented by a physician. The Director of EMT Academy is responsible for determining whether applicants, including those with special needs, can benefit from the training.

EMT Academy does not discriminate on the basis of sex, age, physical handicap, race, national origin, sexual orientation, political affiliation, creed or religion in its admission to or treatment in its programs and activities, including advertising, training, placement assistance, and employment.

Certain courses posted online are closed courses meaning that these courses are being held for a specific audience or agency which EMT Academy has contracts with. These closed courses will be noted on the enrollment site.

Books and Materials

Books

If a book is required for a specific continuing education course, it will be provided upon enrollment.

Materials

Students are expected to have adequate supplies (e.g., notepaper, writing utensils) to be productive in the classroom environment.

Conduct and Appearance

Conduct

Students participating in a continuing education course will adhere to the general conduct policies set forth in Section 2 of this document. Any violations could lead to dismissal from the course.

Appearance

Students participating in continuing education courses are expected to be in attire appropriate for lecture and practical skills learning. Students are to adhere to business casual standard unless advised by the course instructor for a specific practical session.

Equipment

EMT Academy strives to provide quality and well-maintained equipment to its students for training purposes. Students will use this equipment frequently, and normal wear and tear from this use is expected. Any activity or use that causes purposeful damage or any reckless use with resulting accidental damage will not be tolerated.

Laws and regulations pertaining to the storage of medical equipment describe restricted access to the supply room in the classroom. The supply room should be accessed only by EMT Academy faculty. If a student needs equipment, a faculty member should assist.

No student shall touch any equipment unless directed to do so by EMT Academy staff.

Payment for Courses

Payment of tuition and all fees is due prior to the start of class. Payment options include:

1. Check (Made out to EMT Academy)
2. Cash
3. Credit card (Visa, MasterCard, American Express)
4. Purchase order ("PO") from a municipality or private company

Withdrawing from a Certification Course

Students withdrawing from a continuing education course should contact the course instructor or program director.

Refund Policy for Certification Courses

All individuals enrolling in an EMT Academy class/course must be in attendance from the posted start time of the class until released by the instructor.

Students must attend all classes listed in the course outline in order to obtain a course completion certificate. Unless otherwise listed as NON-REFUNDABLE, Individuals withdrawing from the course must do so with no less than three days' notice via email to info@emtacademy.org. Such withdrawals will incur a \$25.00 administrative fee for the cancelation.

Individuals who are not able to attend the course and have not withdrawn prior to the three-day window will be given the opportunity to re-enroll in a later class (based on availability) which will incur a \$25.00 administration fee. Refunds or re-enrollment options will not be given to no-show students.

Courses Available

1. General continuing education courses such as BLS-ALS Interface, Bloodborne Pathogens, 12 Lead Competency, Glucometry, etc. will be posted online as they become available with descriptions and fees.
2. National Continued Competency Requirement (NCCR) courses which are provided to fulfill the requirements of the National component of the National Registry NCCC model will be posted online as they become available with descriptions of the modules and fees.
3. Please refer to our online course schedule for courses being offered which will include full descriptions.