

# Bloomsburg EMS Training Institute



Emergency Medical Technician  
Student Manual

## PROGRAM PHILOSOPHY

Education is not simply about *what* students learn, but about *how* they learn. A good education helps students become competent in their careers, but great education provided by Bloomsburg EMS Training Institute creates productive, proactive, empowered prehospital providers that excel in the field. Strong education comes from a focus on fundamentals which our program provides. Additionally, our education creates an open-minded environment with emphasis on critical thinking in the classroom, hands-on labs, and clinical field experience, so our graduates can rise to the challenges of prehospital emergency medicine.

Our program is led by the best and brightest teachers who are proven leaders in the field, with years of real-world experience, solid relationships throughout the prehospital community, and a commitment to current evidence-based standards of care.

It is the belief of Bloomsburg EMS Training Institute, that an education model designed only to meet a standard and pass a test is outdated and insufficient. We aim to provide the additional education, industry specific certifications, and the critical thinking skills required to excel in today's ever-changing profession. Bloomsburg EMS Training Institute is the premier learning facility that sets a new standard of education and surpasses the ideals, educational quality, field readiness and career relationships of any other program.

We invite you to become part of the next generation of prehospital providers who are prepared to meet the demands of the field with confidence and competence!

## PROGRAM OBJECTIVES

The objective of prehospital education at Bloomsburg EMS Training Institute is to prepare competent, entry-level Emergency Medical Technicians in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. The key goals are preparation for the National Registry EMT examination as well as ensuring that confident, professional, detail-oriented participants are ready to join the emergency medicine family immediately after graduation.

During the program, students are prepared to meet the following objectives:

1. Provide competent clinical pre-hospital care to the ill or injured.
2. Master skills and concepts essential to the coordination and management of EMS systems and other agencies.
3. Interact effectively with patients and other healthcare professionals.
4. Combine theoretical and practical experience and knowledge of healthcare with specific application to EMS; and,
5. Enhance the level of knowledge base through critical thinking.
6. Provide not only the foundation, but also advanced certifications, for graduate-level endeavors.

## Course Information

Bloomsburg EMS will offer comprehensive training for prehospital providers in the classroom, hands-on (lab) sessions, digital sessions, and clinical experience in the field.

The first scheduled session will contain an introduction and orientation to the Bloomsburg EMS Training Institute policies and procedures as well as HIPAA training. This session will also assign you the login for the digital aspects of the curriculum for future sessions.

## Bloomsburg EMS Contact Information

1469 Old Berwick Road

Bloomsburg, PA 17815

Training Center 570-389-1065

## EMS Council / Bureau Contact Information

### **Seven Mountains EMS Council**

523 Dell St

Bellefonte, Pa 16823

(814)355-1474

### **Department of Health**

#### **Bureau of Emergency Medical Services**

1310 Elmerton Ave | Harrisburg, PA 17110-9713

717-787-8740

## Program Prerequisites

Students must meet the following requirements upon registration for the course.

- Proof of Age, you must be 16 years of age, and obtain a work permit if still in high school.
- PSP criminal background check
- Pennsylvania Child Abuse Clearance
- Ability to access a digital version of the text as well as the quizzes, tests, and online lab sessions.

Students should have the aptitude of the items listed below. Medical problems should be submitted in writing to the Bureau of Emergency Medical Services in Harrisburg no later than two (2) weeks after the course begins.

- Vision- Students should have visual acuity to distinguish visual color while examining a patient and determining by appearance diagnostic signs that may require immediate detection and proper action.
- Hearing- Students should hear sufficient enough to receive verbal directions and instructions as well as to distinguish diagnostic signs.
- Reading- Student should have the ability to read English sufficiently enough for the text of the course, prescription bottles and the like.
- Writing- Student should have the ability to write the English language sufficiently enough to complete a patient care report, narrative and to document and examination.

- Physical- Student should have the ability to perform skill objectives as outlined by the National Registry Standards such as performing physical examinations, executing treatments, and/or lifting and moving patients.

NOTE: In accordance with the Americans Disabilities Act (ADA), any requests for testing accommodations must be submitted in writing to the Bureau of Emergency Medical Service in Harrisburg Pennsylvania and the National Registry of Emergency Medical Technicians no later than two weeks prior to the **beginning** of course.

A student may not transfer enrollment in or out of this program from another.

### **Non-Discrimination Commitment/Equal Employment Opportunity**

Bloomsburg EMS Training Institute follows a strict Policy that we do not discriminate in providing services and care to the patients and/or students we serve, or in the terms and conditions of employment, enrollment or membership for our staff. We will not discriminate on the basis of race, color, national origin, ancestry, religion, sex, age, disability, political belief, military service, or any other protected class. It is always the intent of Bloomsburg EMS Training Institute to comply with State Human Relations Act provisions, as well as all federal discrimination and employment laws.

All students are encouraged to report to the course coordinator or other member of management any incident in which he or she feels that there has been discrimination based on race, color, national origin, ancestry, religion, sex, age, disability, political belief, military service, or any other protected class.

### **Course Fee, Financial Information and Materials**

- The fee for this course will be \$1,100. A deposit is required to secure enrollment in the class.
- Payment plans are available through ACH payment withdrawal. Payment plans must be completed prior to the start of the program.
- Financial Assistance may be available through the local EMS council or PA Career Link.
- An electronic version of the text and preparatory testing will be provided in the course fee.
- Hard copy text will be available for purchase

### **Refund Policy**

A student electing to withdraw from the program should notify the coordinator. The program's administrative director shall follow the below policy for refunds.

- If a student withdraws prior to the first day of class a full refund of the deposit will be issued.
- If a student withdraws within the first two (2) full weeks of classes, a full refund minus the costs to the Bloomsburg EMS Training Institute will be issued.
- If a student withdraws after the first two (2) full weeks of classes, no refund will be issued.
- Refund policies for students electing a payment plan will be on a case-by-case basis.

### **Attendance Policy**

All students are expected to attend class and clinical as scheduled. A maximum of 24 hours of scheduled class time is allowed for absentee time. Missed time of greater than 24 hours may result in dismissal from the program. Missed clinical time must be rescheduled through the program coordinator. Some sections of this program are independent online classes that will be assigned a due date. A certificate of completion will be proof of attendance for these classes. There is a tremendous amount of material covered in each session. Arriving late and/or leaving early is extremely disruptive. It is the student's responsibility to obtain any and all materials from a missed session.

It is the student's responsibility to notify the course coordinator if...

- They are unable to attend a session.
- They are going to be late for a session.

### Class Cancellations

In the event a class needs to be cancelled, a staff member from the training institute will notify the students via phone, group text, email, and/or social media.

### Field Internship

Field internships (Clinical internship or ride-along) comprise no less than 20 hours of total time at a designated EMS agency or alternate clinical site. A minimum of ten (10) documented patient assessments are required for completion of the training.

### Uniform Policy

During field internships at EMS agencies or designated clinical sites the students must wear appropriate clothing.

- A program T shirt will be issued to you.
- Long pants, recommended blue or black
- Closed toe shoes, recommended blue or black

### Program Completion Requirements

Students will have completed the program when the following are achieved.

- Competent demonstration of clinical skills
- A cumulative grade of at least 75%
- Completion of clinical hours and documentation of patient assessments
- Adherence to the attendance policy
- Tuition is paid in full.

### Grading and Exams

Students must achieve a Final cumulative grade average of 75% and meet competency expectations in the practical sessions in order to pass the course and be eligible to take the National Registry Exams.

The grade average will be calculated using the following:

- Quiz grades.
- Assignment grades
- Test Grades

Quiz and Assignment grades will be averaged into a test grade. The test grades will be averaged into a cumulative grade.

Practical performance will be reviewed periodically throughout and the end of course and communicated with students. Course director, coordinator, and/or lead instructor will determine if any student does not meet the expectations of class academically or in the practical area and will recommend remediation.

### **Qualifications for Certification**

Successful completion of the program entitles the graduate to sit for the National Registry EMT Exam. In order to be eligible for graduation the student must:

- Have maintained a cumulative GPA of 70%
- Meet the minimum requirement for attendance.
- Have completed all field requirements and associated documentation.
- Display competencies in all skills.
- Pass the final exams whether written, oral, or “practical” (skill)

### **Academic Integrity Policy**

Academic dishonesty in any form, such as plagiarism and cheating, will not be tolerated. Sanctions will include an automatic **F** for plagiarism, but the severity or frequency of the violation may result in dismissal from the Institute as well.

**The following are among the forms of dishonesty for which sanctions may be applied:**

- Using books, notes, or other materials during an examination, unless expressly permitted.
- Copying others’ work or engaging in unauthorized cooperation during an assignment or examination.
- Allowing another student to copy from an examination or other assignment intended to be performed independently
- Borrowing from any published works, whether material is taken verbatim or with minor alterations, without proper and/or sufficient acknowledgement.
- Submitting work done by someone else as your own.
- Stealing examinations or assignments
- Supplying or selling examinations
- Falsifying any document

The purpose of the Academic Integrity Policy is to ensure that the faculty oversees the application of sanctions resulting from academic dishonesty where both students and faculty members are aware of their rights and responsibilities relating to academic integrity and due process. The primary responsibility for maintaining personal integrity and honor in academic activities rests with the student.

While discussion and general idea-sharing for homework assignments is allowed, the actual step-by-step completion of the assignments is the responsibility of each student. Any use of another's work is considered a serious breach of academic honesty and is treated accordingly.

Bloomsburg EMS Institute's faculty members have agreed to proceed in a uniform manner whenever they detect violations of academic integrity. Therefore, regardless of the form these violations take, and regardless of the class, location, or instructor, an offending student (or students) will incur the same penalty: permanent dismissal from the classroom and a failing grade (F) for the course without refund. This action will be taken immediately after the violation has been reported and unless reversed through the appeal process (see below) will remain in effect no matter the consequences to one's financial aid or academic career.

Repeated violations of the Academic Integrity Policy may result in dismissal of the student from the Institute. Under unusual circumstances, the Program Director reserves the right to dismiss the student after the first infraction of the Academic Integrity Policy. Upon a second violation, consultation with appropriate faculty representative(s) will automatically occur. In all cases, notice to the student is required whenever disciplinary action is contemplated.

The student has the right to appeal against the action of the faculty member when accused of a violation of the Academic Integrity Policy. All appeals should be directed to the Course Coordinator or Program Director.

### **Student Counseling Policy**

The Training Center Coordinator will be primarily responsible for counseling of students. The Primary Instructor will notify the coordinator of any student who may be in need of counseling or remediation.

Students are encouraged to contact the coordinator to seek assistance with any educational difficulties, skill performance deficiencies, or personality conflict.

The coordinator shall notify and counsel students exhibiting problems with attendance, skill or knowledge deficiencies, conduct, or other related course matters. Counseling shall include, but not be limited to, the above. A counseling record must be kept for each counseling session and kept in the class file.

### **Causes for Dismissal**

Students will be dismissed from the Program for the following reason(s):

- **Knowledge:** If after counseling and special practice, a student fails to demonstrate the ability to learn specific skills, or if the student fails to complete the required skill volume or required hours for a clinical setting by the final date established for each clinical rotation.
- **Behavior:** Student fails to demonstrate assertiveness and conscientiousness during any portion of the program. Dismissal from the program on behavioral grounds may include, but is not limited to, instances of inappropriate conduct in class or clinical areas, cheating on examinations, arrival at class or clinical areas while under the influence of alcohol, drugs or illegal substances, falsification of personal and/or medical records, or fighting.
- **Attendance:** see attendance policy.

A student will be immediately dismissed from a course for:

1. Failure to meet attendance requirements.
2. Academic Dishonesty
3. Misconduct which could endanger public safety/property.
4. Violation of program policies (I.E. Sexual Harassment)

The following are subject to one counseling session prior to dismissal. Any additional infraction will result in an automatic dismissal from the course.

#### Appearance

Students must exhibit good personal hygiene. Each student must be neat, clean, and wear clothing appropriate for the material being covered.

#### Behavior

Students must maintain a positive attitude, professional manner, and behavior appropriate to a classroom setting.

#### Drugs/Alcohol

Students displaying abusive behavior or other behavior normally associated with drug or alcohol usage shall be dismissed from the class and this will be recorded as an absence. The student must be counseled.

Counseling sessions or dismissals must be documented in writing by the course coordinator and sent to the regional council within seven days.

#### Participation/Skills

Failure of a student to participate skill sessions and be signed off skills.

#### Academic Dishonesty

Academic Dishonesty includes, but is not limited to, cheating, plagiarizing, bribery, fabrication of information or citations, facilitating acts of academy dishonesty by others, having unauthorized possession of examinations, submitting work of another person, or work previously used without informing the instructor or tampering with the academic work of other student.

A student who requires frequent remediation must be counseled. If frequent remediation persists after the first counseling session the coordinator will determine if the student should continue the program.



The coordinator must advise the Program Administrative Director of the situation and provide sufficient documentation (i.e.: remediation and counseling forms). The Program Administrative Director will reprimand or dismiss the student.

### **Student Rights and Responsibilities**

#### **Student Rights**

The student has a right to competent instruction, course counseling, and adequate facilities, and in all areas he/she has a right to expect the highest degree of excellence possible within the resources of the Bloomsburg EMS Training Institute.

The student has a right to protection from unreasonable and capricious actions by faculty and administration.

Each student has the right to be considered for admission without regard to ancestry, religious or political belief, or country of origin.

Each student has the right to know the rules by which he/she is governed through the medium of a clear and precise written exposition of the rules.

Each student has the right to appeal a decision made by the coordinator to the administrative director then to the advisory committee.

#### **Student Responsibilities**

The student has the responsibility to devote him/herself to the serious pursuit of learning and to respect the rights and opinions of others, including faculty, administration, and fellow students.

The student has the responsibility to comply with any and all the rules governing students of training courses.

The student has the responsibility to support academic integrity.

The student has the responsibility to conduct him/herself accordance with generally accepted standards of conduct as embodied society's laws and regulations.

Each student has the responsibility to respect innovation and individual differences and to conduct him/herself so as not to violate the rights of other students and members of the administration and faculty.

### **Clinical Guidelines for Students**

The role of students involved in field experience is identified. The following shall serve as general guidelines for the conduct of pre-hospital personnel in a field setting.

1. Students shall exhibit a neat, clean appearance and wear clothing and appropriate to each facility.
2. Students are expected to stay in their assigned field area.

3. Techniques and procedures may be performed differently at the various sites. Students should be cognizant of the fact that differences in technique are not incorrect, and they should discuss these variations with their preceptor at an appropriate time.
4. Students shall observe all the rules and regulations of the various sites.
5. Students are required to exhibit a professional attitude and refrain from criticizing physicians, nurses, hospitals, EMTs, paramedics, ambulance services, or patients. If pre-hospital personnel have any type of complaint or criticism, it should be brought to the attention of the site and/or program coordinator.
6. Anything that the students may hear while at the site is to be kept strictly confidential. This applies to matters concerning patients, nurses, doctors, hospital personnel, and pre-hospital personnel. Violations will bring prompt disciplinary action.
7. The clinical preceptor has the authority to dismiss any student from the clinical areas at his/her discretion.

Bloomsburg EMS Training Institute has clinical agreements with the following sites

- Greater Columbia Medical Transport Service, LLP
- Bloomsburg Volunteer Ambulance Association
- Elysburg EMS

Each site is prepared to accept students and has agreed to furnish a schedule of when preceptors are available to students. These schedules will allow students to schedule time for field internships. Each site will be notified by the training institute with the skills the student can perform as the program progresses.

### **Sexual and Other Harassment**

#### a. General Prohibition of Discrimination and Harassment.

1. All personnel and students shall respect the rights, opinions, and beliefs of others. Harassment of, or discrimination against, any person by anyone (regardless of their position) because of a person's race, color, national origin, ancestry, religion, sex, age, disability, political belief, military service, or any other protected class, is strictly prohibited, whether directed at an employee, a volunteer, or at a member of the community.

2. Harassment outlined in this Policy is prohibited whether or not it also violates federal and/or state law.

#### b. Sexual Harassment.

1. Sexual harassment may include *any* unwelcome sexual advance, requests for sexual favors, and other verbal or physical conduct of a sexual nature. These requests, advances, or sexual conduct constitute unlawful *sexual harassment* when:

A. Tolerating the conduct is a condition of employment or condition of participation in Bloomsburg EMS Training Institute activities.

For example: The submission to improper conduct is made a term or condition of enrollment or participation in educational activities (Example: Student is told by an instructor that she should date him in order to get a good grade).

B. The conduct has adverse consequences for the individual.

For example: The submission to or rejection of the harassing conduct is used as a basis for enrollment or educational decisions affecting the individual (Example: Employee refuses sexual advances or legitimately complains of improper conduct and is assigned additional work).

C. The conduct offensively interferes with the individual's performance or ability to function in their position.

For example: The conduct has the purpose or effect of unreasonably interfering with performance by creating an intimidating, hostile, or offensive environment (Example: Female member feels sick when she comes to the station because whenever she is there, a male staff member (or members) frequently makes comments about her body parts or physical attributes).

2. Sexual harassment is prohibited. That is:

A. No one may threaten or imply that submission to or rejection of sexual advances will in any way influence any decision about employment or membership, duties, assignment, or other terms or conditions of employment or membership.

B. No one may take any personnel action based on a staff member's submission to or rejection of sexual advances.

C. No one may subject another person to any unwelcome conduct of a sexual nature. Some examples of unwelcome conduct of a sexual nature include: • Unwelcome physical conduct, such as touching, restraining, blocking, staring, making sexual gestures, exposing private body areas to others, and making or displaying sexual drawings, photographs, videotapes, DVDs or other pornographic materials.

- Unwelcome verbal conduct, such as sexual propositions, sexual slurs and insults, comments about private body areas (such as breasts and genitals), jokes with sexually-oriented content and other sexual comments.

- Intentional receipt or transmission of pornographic or sexually explicit jokes, photographs, cartoons, or other material via computer equipment from or through the Internet or via electronic mail.

- No one may engage in consensual or non-consensual conduct of a sexual nature in Bloomsburg EMS vehicles or on any Bloomsburg EMS property.

- No one may engage in non-sexual touching that could be perceived or otherwise lead to more intimate sexual conduct, including giving backrubs and other treatment that involves touching.

c. Other Harassment.

1. No one may harass anyone because of that person's race, color, national origin, ancestry, religion, sex, age, disability, political belief, military service, or any other protected class. Examples of conduct prohibited by this Policy include using racial and ethnic slurs or offensive stereotypes and making jokes about these characteristics.

2. Physical harassment is prohibited, including but not limited to:

A. Kissing, patting, touching, bumping, or other unwanted contact.

- B. Unsolicited shoulder/body massages.
  - C. Touching or adjusting the clothing of another without permission.
  - D. Blocking passageway or cornering a person so they cannot move even if it is just for a moment.
  - E. Involuntary seclusion, such as barring the staff member from contact with other crew members while at the station.
  - F. Physical Assault/Rape.
3. Verbal harassment is also prohibited, including, but not limited to:
- A. Obscene noises (grunting, panting, whistling, barking, etc.).
  - B. Offensive sexual, racial, or religious comments.
  - C. Offensive reference to or naming of body parts with nicknames.
  - D. Sexual rumors, innuendos, or inquiring about a person's sexual activity.
  - E. Any visual harassment that may accompany (or stand-alone) from verbal harassment, including staring at body parts, use of crude notes or gestures, or sexually implicit pictures.
  - G. Pestering for a date or personal information/failing to take "no" for an answer.

### **Instructor/Preceptor Review**

Bloomsburg EMS Training Institute will periodically monitor instructor and preceptor performance and provide informal and formal feedback based on performance evaluation criteria. Performance Feedback and Goal Setting will usually be done:

1. At the end of each section of the program.
2. During the annual review period.
3. After a reassignment to new duties.
4. Following a significant change in job performance, for which an instructor or preceptor is placed on probation.
5. After a complaint or concern is raised.