



EMS Academy Rules and Regulations

Pre-requisites

- Must be at least eighteen (18) years of age by the time you take your National exams
 - Must present a high school diploma, GED or current high school transcripts
 - Must have a valid driver's license or state ID and Birth Certificate or Social Security Card
 - Must submit a negative drug test
 - Must submit Hepatitis B vaccination record or signed declination
 - Must submit a negative TB test record
 - Must have access to the internet
- Must have a valid CPR card and a flu vaccination prior to scheduled clinical shifts (see below)

Attendance

- The student shall be absent no more than twenty-four (24) **hours** with an excused absence.
- Any one (1) unexcused absence from the class shall result in immediate dismissal from the course.
- Excused absences include: Illness, lack of transportation, childcare issues or any other situation deemed by the instructor to be excused.
- If a student is planning on missing a class he/she **MUST** contact the instructor or the course coordinator prior to the absence if possible.
- If unable to contact the instructor the student must present (in writing) the reason for the absence and an explanation for their inability to contact the instructor.
- It is the responsibility of the student to stay up to date on all materials missed during an excused absence.
- If a student has an excused absence on the day of an exam or quiz, the student may retake the test or quiz the following class while the other class is reviewing the material and he/she forfeits the benefit of the review and any further Lecture.

Tardies

- A student arriving 30 min after the beginning of class will be considered tardy.
- If a student arrives one hour after the beginning of class without a written excuse it will be counted as absent.
- If there is to be a work/school schedule conflict either one time or ongoing, the student must present such in writing to be signed by their employer/professor.
- A valid work/school schedule conflict may not reflect on a student's tardy count but may still count as an excused absence.
- A student with a valid schedule conflict is subject to the 24 hour absence maximum.

Grading Procedures

The grading scale shall be as follows:

Final Exam = 45% of Grade average

Average of Unit Exams = 35% “ “

Average of Navigate Quizzes = 15% “ “

Average of Homework = 5% “ “

- **A student must receive at least an overall average of 75% upon completion of the third module to remain in the course.**
- **A student must also receive at least an 75% average upon completion of the Final exam to complete the course.**
- **All classes are nonrefundable.**

There will be an undetermined number of homework and quizzes throughout the course; however, there will be Unit Exams to cover each module and one (1) Final Exam.

Navigate and FISDAP Programs

Our course utilizes the Jones&Bartlett FISDAP and Navigate software which allows the students to access a wealth of resources and stay connected to the instructor and each other. It is highly recommended that you have access to the internet to utilize it. Here are just a few things you will be able to do with the Navigate program

- Send and receive messages including important announcements such as class cancellation and syllabus changes
- Check your grade at any time
- Access powerpoints and practice tests for every chapter in the textbook
- Access important forms and websites
- Watch video case studies and skills presentations
- All quizzes are completed using Navigate

You must let your instructor know as soon as possible if you do not have access to this program/the internet and you will be provided with paper quizzes that must be taken during class.

FISDAP

Your FISDAP account will allow you to take practice quizzes and access other studying resources. You must use this account to take the Unit exams and the final Comprehensive exam. These exams are proctored so they must be taken in class at the designated time. It is imperative that you bring a device which can access the product to class.

Course Code of Conduct

- All students are prohibited from any profane behavior or that which interferes with the attention or learning of other individuals.
- Any student wearing inappropriate or offensive attire or attire that does not adhere to the dress code will be sent home with a recorded absence.
- Cheating or falsifying of personal information will result in immediate dismissal from the program.
- Any student found in the possession of alcohol, drugs or firearms will be immediately dismissed from the program
- Any student found to be under the influence of drugs or alcohol will be Immediately dismissed from the program

- Food may be permitted, however the classroom MUST be left free of all litter and debris. If litter becomes problematic, food will no longer be permitted.

Persons with Disabilities

- According to the Americans with Disabilities Act, the St. Margaret's Training Program must provide accommodations to those students with a documented Physical or Learning disability as long as the impairment allows the student to perform the duties of an EMT.
- Reasonable accommodations will be provided in the event that an official written diagnosis signed by a physician is presented.
- These accommodations may include, but are not limited to, adjustments of lecture styles to facilitate perception impairment and/or adjustments in didactic or skills testing procedures.

Dress Code

As you are present in the Hospital or clinical setting, you are a representative of the St. Margaret's Training Program. You must therefore present yourself in a respectable manner in not just conduct but also in appearance. If you're unsure that your attire may be offensive or distracting, **DON'T WEAR IT!**

- Jeans, slacks and shorts are permitted.
- No ripped, or tattered clothing, "doorags"
- No low-cut tops or short skirts/shorts
- No pajama bottoms or slippers

Compliance Issues

- If a student is in danger of being released from the program due to number of absences, low grades or conduct, he/she will meet with the Primary Instructor and/or the Course Coordinator to complete a counseling form.
- This session is to inform the student of their lack of compliance and to explore possible solutions.
- Any valid complaints by the student may be submitted to the Course Coordinator or the Training Institution Official.
- **Grades and complaints will be discussed with the student ONLY. (No Parents or Spouses)**

Grievance Procedure

- All students are advised to approach the Primary Instructor first of any problems or issues that arise from the program.
- If a student feels that they were mistreated by a student, preceptor or the instruction staff, (examples include blatant discrimination or sexual harassment) and that an informal meeting with the Primary Instructor is not sufficient, that student has the right to file a formal grievance.
- When a formal grievance is filed, a documented meeting will take place with the Primary Instructor and the Program Director. If the student is not satisfied by the results of the formal meeting, a second meeting will be scheduled with the Program Medical Director for a final ruling.

Clinicals

- If a student does not comply with their clinical dress code, they will be sent home.
- Ambulance ride time will consist of 20 hours and the ER time will consist of 16 hours.
- Failure to complete clinical time by the date of the Final Exam will result in an incomplete for the course.
- Any absence from a scheduled clinical will result in a counted absence.
- All students must sign a waiver before they start their Ambulance ride time.
- Please comply with the station/Emergency Room rules not covered in these rules and regulations

- Do not perform any skill without direct supervision.
- **Functioning outside of an EMT scope of practice may result in immediate dismissal from the program.**