

# Mercer County Fire Protection District Winter 2008 EMT-Basic Course

## Policies and Procedures

This EMT Course is designed to comply with the core requirements of the DOT's 1994 National Standard Curriculum for EMT Basic. Lecture, skills demonstrations and the whole learning environment will be geared toward helping you, the EMT-B student, prepare for EMT State Boards in April. The testing criteria that Kentucky uses for initial certification is that of the National Registry of Emergency Medical Technicians, a not-for-profit organization based in Columbus, Ohio.

Our course will consist of several modules, which build upon one another, beginning with legal principles and baseline anatomy & physiology. Other modules include airway management, bleeding control and shock / trauma management, musculoskeletal injuries and immobilization, trauma and medical assessment and much more.

There is quite a bit of material that we must cover each class meeting. It is the responsibility of each student to read the material assigned before he or she comes to class. It is unlikely that anyone can pass the course unless the material is read and studied. Since the time allotted for each class is so short, it is impossible to cover all the material in the book during lecture. *Again, it's the responsibility of the student to read the assigned chapters in the Brady textbook.*

### I. Admission Requirements

1. Be eighteen (18) years of age or older.
2. High school graduate or equivalent.
3. Current cardholder in CPR for the Professional Rescuer or Healthcare Provider.
4. Not have been convicted of a felony or misdemeanor described in KRS 335B.010(4); or not have been convicted of other crimes directly relating to the applicant's ability to perform the duties of an EMT:
  - a) Offenses under KRS Chapter 189 (traffic regulations punishable by fine or imprisonment or both).
  - b) Offenses under KRS Chapter 189A (driving under the influence)
  - c) Offenses under KRS Chapters:
    1. 218A (controlled substances)
    2. 507 (criminal homicide)
    3. 508 (assault and related offenses)
    4. 509 (kidnapping and related offenses)
    5. 510 (sexual offenses)
    6. 511 (burglary and related offenses)
    7. 512 (criminal damage to property)
    8. 513 (arson and related offenses)
    9. 514 (theft and related offenses)
    10. 515 (robbery)
    11. 521 (bribery and corrupt influences)
    12. 523 (perjury and related offenses)

13. 525 (riot, disorderly conduct and related offenses)
  14. 527 (offenses related to firearms and weapons)
  15. 528 (gambling)
  16. 529 (prostitution offenses)
5. Hold a valid motor vehicle operator's license.
  6. Be of good moral character.
  7. Not be habitually addicted to or an abuser of alcoholic beverages, drugs, or controlled substances.

## **II. Academic Requirements**

### **A. Agency Requirements**

1. The student must maintain an average of 75% on written exam scores and quizzes. There are no provisions for retests of written exams during this course.
2. The student must demonstrate proficiency in EMT skills as evidenced by successful completion of a skills exam using the National Registry Skills Sheets.

### **B. National Registry (State Written Exam)**

1. The state of Kentucky uses the National Registry written exam as the state certification exam. As such, students are required to achieve a minimum score on the National Registry Written Exam to become eligible for certification. This testing will be computer based and administered at a time and location to be announced at a later date.
2. The student must demonstrate proficiency in EMT-Basic skills as evidenced by successful completion of a skills exam using the National Registry Skills Sheets. The test will be administered by state certified examiners.

## **III. Tuition and Fees**

- A. Agency Fees: As members of the Fire Protection District, all fees for the course and certification shall be reimbursed to you at the at the conclusion of the course when you have completed your certification examinations successfully.

## **IV. Field Internship Requirements**

- A. Each student is required to ride ten (10) hours on a licensed ambulance.
- B. It is absolutely essential that PROFESSIONAL CONDUCT be maintained while in the field internship setting. Should we receive a report from an EMS agency that you have acted in a disrespectful manner, breached patient confidentiality or disregarded safety procedures, we will investigate the situation fully and take appropriate action up to and including dismissal from the course.

## **V. Attendance, Absenteeism and Tardiness.**

- A. We have taught many EMT courses in the past years and what we have found to be the most intense hurdle to a student passing state boards is a lack of appreciation for attendance at each class. It is imperative that students attend class. The knowledge

lost from missing a good lecture cannot be made up. **Therefore, it is the policy of the directors of the Mercer County Fire Protection District that students will be allowed only 3 absences.** We feel that a student missing more than 3 classes has a serious lack of information regarding a number of subject areas. Students missing more than three classes will be automatically dismissed from the current class, but will be allowed to apply for future classes.

- B. Coming in late for class on a regular basis, without prior approval from the course director, demonstrates that a student may display the same lack of regard for work schedules at an EMS service or a fire department. Therefore, do not expect a good reference if you come in late on a regular basis, without prior approval. You'll find that references go a long way in obtaining employment. Your grade will also be affected by habitual tardiness. Any quiz administered for that class meeting will be given when class begins. If you miss the quiz, you'll get a zero (0), which is averaged in your overall grade.

#### **VI. Pagers, Cell Phones and Radios**

- A. *It is the policy of the Mercer County Fire Protection District that Fire Department, Rescue or EMS pagers and/or 2-way radios will not be allowed to be turned on while in class.* The world will continue without you for these three months. Cell phones should not be on while in class. Personal pagers are permitted if they can be placed in a "vibra-page" mode. We are not flexible regarding this policy. REASON: Multiple complaints from previous students that it really hindered the learning environment when half the class wore FD pagers, and the pagers were louder than the instructor.

#### **VII. Smoking, Chewing, etc.**

- A. *It is the policy of the Mercer County Fire Protection District that smoking will not be permitted inside this building.* Those who must smoke, must smoke outside. You must bring in your own container in which to place butts and other carcinogenic debris. Anyone caught throwing cigarette butts on the ground outside will be asked to pick them up. Failure to comply with this policy can result in dismissal. REASON: We've had multiple complaints from other schools regarding areas around exit doors looking like a cigarette butt depository.
- B. It is also our policy that chewing tobacco will not be permitted in class.

#### **VIII. Practice Time**

- A. April seems such a long time away now, but it will be here before we know it. In that regard, we have such a short amount of time to practice our skills that we must make the most of it. Each student must make it his or her goal to abandon the fine art of socializing during skills time. Skills practice time is not a time to goof off, practice your comedy routine, or ingest a pack of cigarettes. It is a time to practice. **DO NOT** tell the instructor that you are proficient in all your skills and you'd like to use your time to study. **DO NOT** tell me that you've been through this before in another EMT course, or in a first-responder course, and that you don't feel that it's necessary to practice it anymore. Students not adhering to this policy will be dismissed from the course.

#### **IX. Break Time**

- A. Sufficient break time has been designed in the course curriculum.

## **X. Physical Plant**

- A. You do not own this building, the taxpayers do. If you accidentally damage something, let us know. An accident / incident investigation form must be completed in this regard.
- B. You will be asked to help keep this facility clean. You may be assigned garbage detail, policing the grounds or restrooms or other responsibilities. We will all have an active share and will rotate duties.
- C. Do not play on or around any fire apparatus. Do not go into rooms where you are not authorized to go.

## **XI. Complaints and Grievances**

- A. As a student, you have the right to bring to our attention things that are causing you grief. Examples might be another student harassing you, we're lecturing too fast, it's too cold or warm in the classroom, not getting enough practice time, etc. We request that you put your complaint in writing and what you would like to see accomplished to rectify the situation. We ask that you also sign and date your complaint. We will respond to your complaint as soon as possible.

## **XII. Inclement Weather and Cancellation of Class**

- A. In the case of inclement weather (snow storm, flooding) class may have to be canceled for that day. In the event of such weather, to find out if class has been canceled, please call the list of phone numbers given to you on the first evening of the class.

## **XIII. THINGS THAT WILL GET YOU KICKED OUT OF CLASS IMMEDIATELY**

- A. Physically, verbally or sexually abusing another student.
- B. Willful destruction of Fire District property or equipment.
- C. Willful destruction of any equipment owned by the Fire District.
- D. Not adhering to safety standards to the point that it endangers yourself or other students.
- E. Repeated use of foul language or cursing. There are some folks who will not appreciate your use of colorful metaphors. First Amendment standards regarding the right to curse is hereby repealed.

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