

Arnot Ogden Medical Center

ACADEMIC POLICIES AND PROCEDURES

1. Course Goals and Objectives
As outlined in the specific NYS Course Outline.
2. Testing Procedures
 - a. Weekly quizzes – There will be a weekly quiz which will be graded in class. If a weekly quiz is missed, it must be made up PRIOR to the next class. This will be arranged in accordance with the instructor's schedule.
 - b. Interim test requirements – Each student must take and pass all interim exams. If a student fails a test: (Note: Failure constitutes a grade less than 80%)
 1. A remediation time will be established with the student and instructor, with a time base not to exceed two weeks from the date of failure.
 2. The student may retake a similar exam with a time agreeable to the Instructor; this is to be done no later than two weeks after remediation.
 3. State written exam: A grade of 70% or better is passing.
3. Course Attendance Requirements/ Make-up Procedures

UNEXCUSED absences are not allowed. Absences must be cleared with the course coordinator and all missed sessions must be made up. Students MUST attend 90% of the classes, which include lab and clinical rotations, in order to be eligible to take the final exams – both the practical and written. Absenteeism of greater than 10% will be grounds for dismissal from the course. Sessions such as labs, final exams, and clinical rotations are not possible to make-up, without great inconvenience to everyone involved. If a student is unable to attend a clinical session, for any reason, he/she must notify the instructor- coordinator, by phone, immediately.

Classes begin at 1900 hours and are held until 2200 hours.
Be on time and expect to stay the full time.

On the schedule, you will see a note of ***MANDATORY*** on some of the classes. These classes are virtually impossible to have a make-up class for; therefore, it is VERY important that you attend these classes.

4. Clinical Requirements for an EMT:
See the NYS Student Manual
5. Course Personal Conduct/ Ethics
 - a. Dress Code – In didactic and lab sessions, students are requested to wear casual clothing appropriate for doing CPR, etc... In clinical sessions a clean neat and professional appearance is required. Clothes such as jeans, tee shirts, and work boots are inappropriate. During clinical rotations, at Arnot Ogden Medical Center, all students are expected to behave with honesty and personal integrity, with an emphasis on PATIENT CONFIDENTIALITY. An EMT who exhibits a poor attitude, concerning roles and responsibilities, DOES NOT foster trust and could have a negative impact on patient care. It is important to remember that, to

the patient, the EMT represents not only him/herself, but all other EMT's and the larger medical community as well. Students are, therefore, expected to behave in a professional manner at all times. This includes, but is not limited to, dressing properly, being polite, respecting patient's privacy, following directions, and exhibiting a positive attitude. Students who fail to uphold this professional standard may be expelled from the training program after due process.

- c. Personal communication devices- ie; cell phones, blackberry's are not to be used during any testing situation. They must be put on vibrate if left on during a class. All pagers must be off during class.

6. Course Termination/ Expulsion From a Program

- a. Upon notification of a problem with a student, the instructor/ coordinator will arrange to meet with the student to discuss the problem. At this time, it will be the instructor's decision whether the student should be expelled.
- b. Student Appeal Procedures -Students who wish to request an appeal of the academic expulsion, should do this in writing to the EMT Medical Director, of the institution.

7. Emergency Class Cancellation Procedures

At the beginning of such course, students will be requires to fill out a personal data sheet, which includes a phone number where the student may be reached. If for any reason other than weather a class is cancelled the instructor/ coordinator will notify each student. In the case of bad weather, students are encouraged to call EMSTAR 607-732-2354 Note: A decision to cancel class due to weather will be made no later than two hours prior to the usual starting time. The decision will be made by 1700 hours. Call the instructor/coordinator for make-up procedure for the missed class.

8. Tuition and Fees

Course fees: For participants not affiliated with an Agency

CFR Original	\$220.00
CFR Refresher	\$100.00
EMT-B Original	\$700.00
EMT-B Refresher	\$335.00
EMT-P Refresher	\$700.00

Additional fees:

Textbook	NYS Manual
Workbook	Blob mask
CPR text book	

Note: Tuition and book fees will be paid by the third class and, if not, unless other arrangements are made, the student will not be permitted to continue class.

9. Tuition Refund Policy

A 50% refund will be given to all students who need to drop out within the first three weeks of class. THERE WILL BE NO REFUNDS AFTER THREE WEEKS.

10. EMT Student Immunization Assessment

Each EMT student, who will be doing clinical rotations, must have a current physical/immunization assessment completed and on file. This MUST be completed by a private physician and returned within the first month of classes. You may need to check with the high school you graduated from, for immunization records.

All students are required to review the policies and procedures. They will be reviewed in the first class. After, this, the students need to complete their student contract. After the student contract is signed, a copy is placed in the student file.

Weekly quizzes are given on the material that was covered in the previous lecture and lab sessions. ALL quizzes MUST be completed. All make-ups are to be done before the next class session, unless otherwise arranged.

PRACTICAL LAB SESSIONS: These are very important!! All students are encouraged to attend each lab session and make the best of it. A practical lab exam is part of the NYS Certification and needs to be passed or you can't sit for the NYS written exam.

Any student experiencing difficulty with any part of the EMT requirements needs to contact either his/her instructor or Bob Rajskey and relay this information. Bob can be reached at 607-732-2354 x105, leave a message.

PROFESSIONALISM:

This is a professional class. The use of mind-altering drugs and alcohol does not belong in a professional setting. The use or consumption of such substances, during this class, will result in expulsion of the student. Also included in being is to be appropriate in your behavior. Your behavior includes your ACTION, CONDUCT, LANGUAGE- both, verbal and non-verbal, DRESS, and PERSONAL HYGIENE. If at any time during this course I feel, or it is brought to my attention, that this professionalism is not being upheld, I will bring it to the student's attention. Your appearance is the first impression, it is a lasting impression.

Each student in this class is an individual like no other. The differences you may have make your needs different than another's. Please let me know if there is something I can do to help you in your newest adventure of becoming a member of the NYS Certified EMS Personnel.

Please feel free to call me at home if any questions arise.

Thank you,

Vanessa Jewett
607-739-2741