

Citizens Memorial Hospital Emergency Medical Services Training Entity Administration Manual

Part 0 - Front Matter

Section 0-330 - Signature Page

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Citizens EMS Director: _____ (Neal Taylor)

Citizens EMS Medical Director: _____ (Roger Merk, MD)

Citizens EMS Clinical Officer: _____ (Theron Becker)

Citizens Memorial Hospital (CMH) Emergency Medical Services (EMS) Training Entity is committed to the community by providing superior training that will provide for the educational needs of its citizens and those emergency responders who protect and serve them, whether it is before, during, or after an emergency or disaster.

This manual applies to all CMH EMS employees when providing or attending any training activities and to students attending training provided by CMH EMS.

This administration manual will be reviewed annually.

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Part 1 - General Requirements

Section 1-200 - Evaluation of the need for training

Attached to the bottom of each course/instructor evaluation, there is a questionnaire that assesses the student's and community's training needs. Routinely, the results of these forms are evaluated to plan for future classes. Please see Section 3-660 - Instructor and course evaluations (page 12) includes a section for assessing the need for future classes.

CMH Mission: Caring for every generation through exceptional services by leading physicians and a compassionate healthcare team.

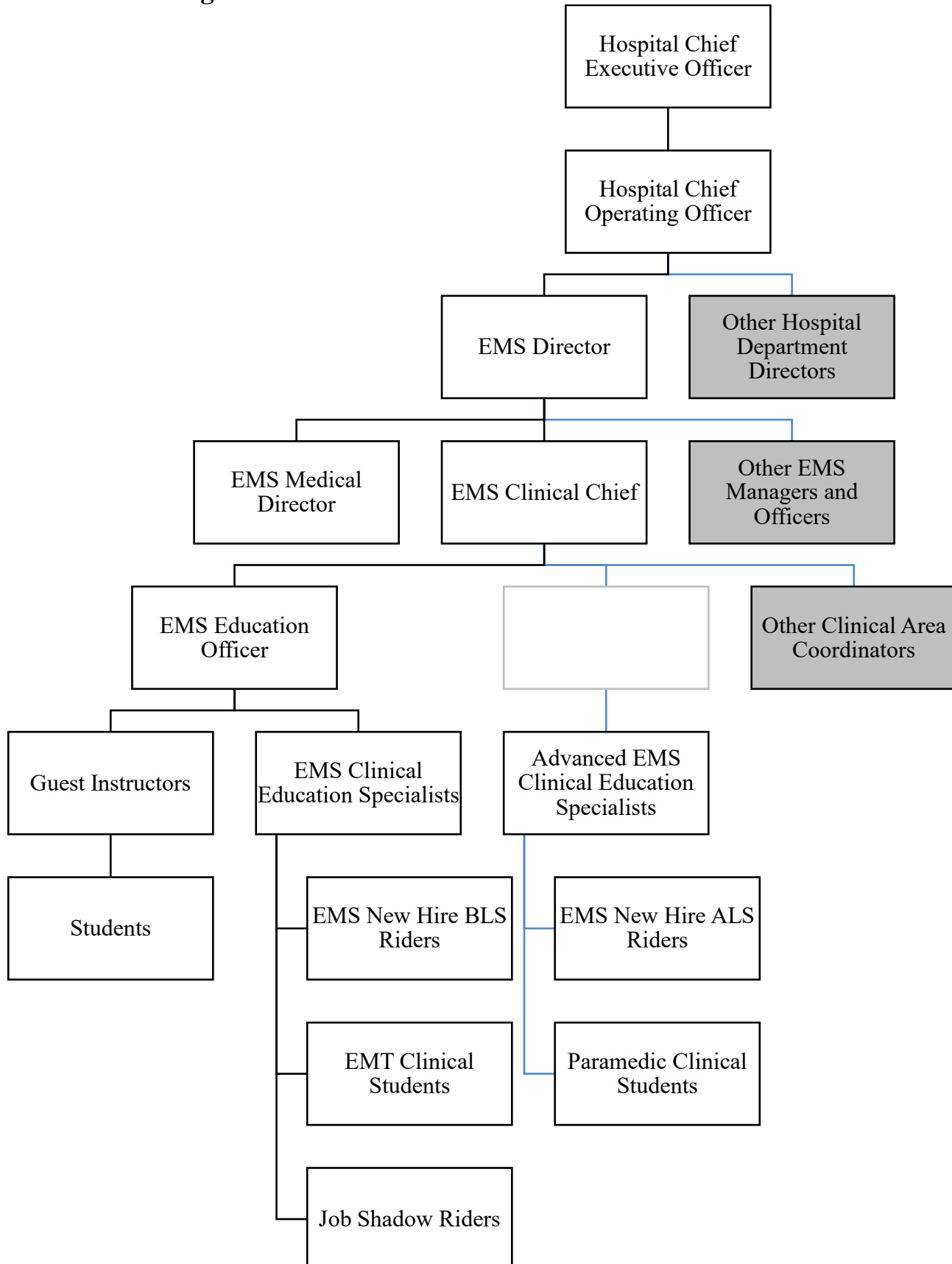
CMH EMS Mission: Caring for all our communities through safe, exceptional, and compassionate services through effective partnerships by highly qualified staff using state-of-the-art equipment.

CMH Vision: Be the first choice for customer focused healthcare to every generation.

CMH EMS Vision: Be a community leader by improving the quality of life through preventing and responding to illnesses and injuries.

CMH Values: I am Positive, Respectful, Innovative, Dedicated, and Empowered.

Section 1-400 - Organizational chart



Section 1-500 - Training budget

CMH EMS does not have a set training budget.

Section 1-600 - Medical director qualifications and credentials

Copies of all certificates and licenses are on file with the EMS Clinical Officer. See Section 7-240 - Medical Director credentials (page 64).

Section 1-800 - Faculty

Faculty includes employees on staff at CMH, other community employees (i.e. Health Department, Fire Department, 911 Dispatch, etc.), and community volunteers.

Minimum Qualifications:

- Eighteen years of age or older.
- Must be currently certified and licensed at least at the level of course being taught.
- Should be able to demonstrate knowledge gained in the following classes:
 - NFPA 1041 - Professional Qualifications for Fire Department Instructor.
 - OR Emergency Medical Services Instructor/Coordinator.
- Must have the ability to supervise and evaluate all students in the classroom and training evolutions.

Description of Duties:

- Delivers instruction effectively from a prepared lesson plan, including instructional aids and evaluation instruments.
- Adapts lesson plans to the unique requirements of the students.
- Organizes the learning environment so that learning is maximized.
- Meets the record-keeping requirements of the EMS Clinical Officer.
- Assembles course materials, given a specific topic, so that the lesson plan, all materials, resources, and equipment needed to deliver the lesson are obtained.
- Operates audiovisual equipment, and demonstration devices, given a learning environment and equipment, so that the equipment functions properly.
- Utilizes audiovisual materials, given prepared topical media and equipment, so that the intended objectives are clearly presented, transitions between media and other parts of the presentation are smooth, and media is returned to storage.
- Administers oral, written, and performance tests, given the lesson plan, evaluation instruments, and the evaluation procedures of the agency, so that the testing is conducted according to procedures and the security of the materials is maintained.
- Grades student oral, written, or performance tests, given class answer sheets or skills checklists and appropriate answer keys, so the examinations are accurately graded and properly secured.
- Reports test results, given a set of test answer sheets or skills checklists, a report form and policies and procedures for reporting so that the results are accurately recorded, the forms are forwarded according to the procedure, and unusual circumstances are reported.
- Provides evaluation feedback to students, given evaluation data, so that the feedback is timely, specific enough for the student to make efforts to modify behavior, objective, clear, and relevant; include suggestions based on the data.

-
- May develop individual lesson plans for a specific topic including learning objectives, instructional aids, and evaluation instruments to be approved by the EMS Clinical Officer.

Primary faculty

REQUIREMENTS:

Primary faculty must have certifications on file that indicate they have the education and experience on file to be a professional educator. Examples might include, but not limited to: Over 40 hours of instructor education (Emergency Services Instructor II, EMS Instructor/Coordinator, or Teacher/Educator College Degree).

Primary faculty must also have enough education and experience in the field of the program they are managing to qualify them to instruct others. This qualification is at the discretion of the EMS Director. Minimum qualifications include:

- Current licensure and at least two years clinical experience in the level of course.
- Experience as an instructor.

VITAE:

Copies of all certificates and licenses are on file with the EMS Clinical Officer.

Clinical Education Specialists

REQUIREMENTS:

Clinical Education Specialists have been an EMT for at least two years, CMH employee for at least one year, and have been recommended by their direct supervisor.

Advanced Clinical Education Specialists have been a Paramedic for at least two years, CMH employee for at least one year, and have been recommended by their direct supervisor.

VITAE:

Copies of all certificates and licenses are on file with the EMS Clinical Officer.

Guest instructors

REQUIREMENTS:

Guest instructors must also enough education and experience in the field of the course they are instructing to qualify them to instruct others. This qualification is at the discretion of the EMS Clinical Officer. In the case where the guest instructor is not an experienced and qualified instructor, the course will be supervised by a lead instructor that meets the requirements of Primary Faculty. Minimum qualifications include:

- Current licensure and at least two years clinical experience in the level of course.

VITAE:

Copies of all certificates and licenses are on file with the EMS Clinical Officer.

Part 2 - Physical Facilities

Section 2-330 - Classroom descriptions

CMH EMS Classrooms - Bolivar: Available for use are two classrooms at EMS Headquarters in Bolivar. Classroom A has computer equipment, overhead projector, dry erase boards, and desks and chairs for approximately 20 students. Classroom B has computer equipment, dry erase boards, and desks and chairs for approximately 20 students. All classrooms and facilities are wheelchair user accessible.

CMH EMS Classroom - Eldorado: Available for use is one classroom at the EMS station in El Dorado Springs. This classroom has desks and chairs for approximately 20 students. The classroom is wheelchair user accessible.

CMH Community Rooms - Bolivar: Available for use are three community rooms in the Hospital, three education rooms in the Douglas Building, and two education rooms in the Nursing College Building. Each has overhead projectors, sound system, and tables and chairs for approximately 30-50 students. The three community rooms in the Hospital and the three in the Douglas Building may be joined into one large room for approximately 200 students. Adjacent to the community rooms in the Hospital is a kitchen with the availability of refreshments and food. All community rooms and facilities are wheelchair accessible.

Informal agreements also exist with Polk County Central Dispatch (classroom for approximately 20) and Bolivar City Fire Department (classroom for approximately 30) for the use of their facilities.

Section 2-660 - Available equipment and supplies

All equipment is maintained in proper working order by instructors before and after each class.

Equipment dedicated to EMS training:

- Simple manikin for BLS scenarios and procedures
- Medium-fidelity manikin for ALS scenarios and procedures
- Projectors, Data (2)
- Training library of emergency services subjects
- Numerous expired and otherwise out of service equipment and supplies
- Android tablet devices for students (12)

Equipment dedicated to training (not dedicated to EMS):

- High-fidelity manikins (various ages) and simulation labs
- ACLS training equipment (setup for 15 students)
- CPR training equipment (setup for 30 students)
- ITLS training equipment (setup for 15 students)
- Manikin, Airway (2)
- Manikin, Anatomical (2)
- Manikin, CPR, Adult (10)
- Manikin, CPR, Infant (10)
- Manikin, CPR, Pediatric (10)
- Manikin, OB (1)
- PALS training equipment (setup for 15 students)
- Projectors, Data (multiple)
- Training library of medical subjects

Equipment available (not dedicated to training):

- Computers, Laptop (15)
- Fully equipped ALS ambulances (15)
- Fully stocked ALS supply rooms (5)

Part 3 - Program Evaluations

Section 3-330 - Student evaluations

Each course administered shall have a written record of student performance. This record may include, but not limited to written tests, practical skill evaluations, or other written evidence of test or exam. Individual records such as tests and skill sheets shall be maintained as a hard-copy in the student's file at EMS Headquarters. Class rosters shall be scanned in or otherwise electronically maintained on CMH's file server network. Student transcripts shall be maintained electronically and be available to students upon request from the CMH file server network.

Copies of completed evaluations will be maintained in student records at CMH Headquarters. Students may request a copy or to review their file or any portion thereof at any time and will be granted access within three business days.

Reasonable accommodations will be made for individuals with disabilities at their request.

Written tests:

Written exams will be developed by the administrative agency (i.e. American Heart Association, International Trauma Life Support, etc.) or developed by the instructor to evaluate established lesson objectives.

All written tests will be reviewed and approved by the medical director as needed.

Practical tests:

Practical skill evaluations will be developed by the administrative agency (i.e. American Heart Association, International Trauma Life Support, etc.) or developed by the instructor to evaluate established lesson objectives.

All practical tests will be reviewed and approved by the medical director as needed.

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Section 3-660 - Instructor and course evaluations

Date: _____ Course name: _____

Instructor(s) name(s): _____

	Strongly agree	Agree	Undecided	Disagree	Strongly disagree
The instructor is knowledgeable and experienced in subject matter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Instructor facilitated your learning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Classroom provided a learning environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hands-on activities were an effective learning tool.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Audio/visuals were an effective learning tool.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Printed materials were an effective learning tool.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online materials and activities were an effective learning tool.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please list at least one thing you <u>LIKED</u> about the course:	<hr/> <hr/>
Please list at least one thing you <u>DISLIKED</u> about the course.	<hr/> <hr/>
Please list any other classes you would be interested in attending if they were offered	<hr/> <hr/>

When would you be most likely to attend other offered classes?

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Afternoon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Night	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Part 4 - Policy Manual

This policy manual will be made available to all students in all courses taught.

The current class schedule and calendar are available at www.citizensmemorial.com. This calendar is subject to change without notice. Changes to ongoing courses will be announced to the affected students.

Section 4-080 - Admission criteria

Some exceptions may apply. Please contact the EMS Education Coordinator with specific questions.

1. Complete Registration Form (form varies from course-to-course and is usually in an online format).
2. Applicant shall be at least **18 years of age** at the completion of EMS and rescue courses and before any clinical time. Fourteen years of age is acceptable for community courses.
3. Applicant must have a **High School Diploma or GED** for EMS courses.
4. Applicant must have a current **Missouri Drivers License** for EMS and rescue courses.
5. Space may be limited and could be on a first-come, first-serve basis. A point system could be utilized for student selection and include such criteria as CMH employment status, answers to questions on the registration form, and residency within EMS response area. Further considerations may be at the discretion of the EMS Clinical Officer.
6. Participants may be required to attend an interview with the EMS Clinical Officer, and/or Lead Instructor.
7. Students performing skills or clinical time on actual patients will be required to obtain a **student ID** at CMH Human Resources Department. HR department will conduct a criminal background check to ensure no felonies and no drug convictions before issuing ID.

Students who require special assistance should contact the EMS Clinical Officer and/or Lead Instructor as soon as possible. All efforts will be made to accommodate the special needs of students.

Section 4-120 - Non-discrimination policy

CMH makes all decisions regarding student recruitment, selection, retention, and grading practices without discrimination on grounds of race, color, creed, religion, sex, sexual orientation, ancestry, national origin, age, genetic marker, disability, or any other characteristic which lawfully cannot be the basis for an employment decision by state, local, or federal law.

Section 4-160 - Course fees

Course fees will be established and published with course announcements. At a minimum, 50% of course fees will be due by the first day of class.

Textbooks may be required for courses. The required texts will be purchased before each class (textbook title is the decision of the Medical Director and/or EMS Education Coordinator), and available to students upon course payment.

Course fees established for 2017:

- CEU (4-hr)\$20
- DT4EMS (EMS defensive tactics).....\$100
- EMR (first responder)\$290
- EMS Academy (EMT).....\$730
- EMS Educator\$280
- ITLS (trauma life support)\$180
- TCCC (all combatants tactical casualty care).....\$70
- TCCC (law enforcement first responder)\$70
- TCCC (medical tactical casualty care)\$140
- TECC (non-medical/law tactical casualty care)\$140

Section 4-240 - Refund policy

A full refund will be made up to two weeks before the start date of the course. After that point, reimbursement will be refunded at 75%, and after the start date of the course will be 50%. No fees will be returned after the second day of class. In the case of any refund, all course materials shall be returned by the student in good working order and able to be issued to another student.

Section 4-280 - Student withdrawal policy

The student shall submit in writing with date and signature a request to withdrawal from the lead instructor. An exit interview shall be conducted with the program director.

Section 4-320 - Attendance policy

Any time a student must be absent from class, the EMS Clinical Officer or Instructor should be contacted. Due to the compact time frame of most courses, it is important that all classes are attended. Students are allowed only two unexcused absences. **More than two absences** may be the reason for dismissal unless the student can show just cause. Excused absences will be at the discretion of the EMS Clinical Officer and Instructor.

Any student who is absent is responsible for any and all information, materials, and instructions given during class. The student will be held responsible for material presented and for assignments in the missed class.

Students should realize that tardiness to class is very disruptive and that disciplinary measures may be taken for tardiness. Any student who is tardy more than fifteen minutes on three occasions will have an unexcused absence marked on their attendance log.

Section 4-360 - Dress code

Violations of the following dress code and behavior code may be grounds for the EMS Clinical Officer or Instructor to mark the student as absent, excuse the student from the activity, and/or dismiss the student from the program.

Students that are also **employees must not wear employee uniforms** or other apparel that might identify them as a non-student while performing as a student in the classroom or clinical rotations.

During class time, clinical rotations, or lab time, students should wear dark navy or black pants (EMT-style pants preferred), black belt, black shoes (safety boots preferred), and the issued polo-style shirt. If a polo shirt has not been issued for the class, an appropriate blank, collared shirt may be worn as long as it does not indicate the student is an employee of CMH or other organization and cannot be disruptive.

Polo shirt style will 5.11 Tactical Performance Polo

- Men's style number: 71049
- Women's style number: 61165
- EMR students shall wear Silver Tan (color code 160).
- EMD student shall wear Range Red (color code 477).
- EMT students shall wear TDU Green (color code 190).

Students not wearing the proper uniform will be sent home. Any time patient contact is made, participants with long hair should keep it pulled back; nails should be kept short; and perfume, cologne, and jewelry should be kept to a minimum. All jewelry and tattoos must adhere to CMH policies (Dress code policy HR 03-05 states personal hygiene must be maintained and any jewelry other than small stud earrings must be removed or covered. Additionally, all tattoos must be covered and beards cannot be longer than two inches.)

Student **uniforms may not be worn outside class activities**, except during travel to or travel from a class activity. The intent of this rule is to prohibit students representing CMH while doing non-class sanctioned activities. Incidental stops before and after class activities are acceptable as long as they are within social norms and will not reflect poorly on CMH.

Students are expected to display courteous and professional behavior during classroom, lab, and clinical sessions. Disruptive behavior during a lecture, practical, or clinical session may be grounds for dismissal.

Students are not permitted to leave early or interrupt class with pagers, cell phones, or radios. Students should turn them off, silence them, or not bring them into the classroom. Responders may, at the instructor's discretion, be allowed to respond to emergencies during class at the request of the Incident Commander.

Section 4-400 - Class cancellation policy

In the event of course cancellation, for any reason, registrants will be notified immediately, and course fees will be refunded when all course materials are returned. In the event of poor weather, courses will be cancelled at the discretion of the Lead Instructor. In the event that a class is cancelled, that class will be rescheduled, and students should prepare for the next class already on the schedule.

In the event of cancellation, students will be contacted via text message and email.

Section 4-440 - Academic integrity

Academic integrity is vital to the success of the student and the educational program. Quality education leads to quality care. The highest standards of ethical and professional conduct are integral to success in the EMS education. As members of the EMS profession, the student shares a commitment to adhere to the EMS Code of Ethics found at https://www.naemt.org/about_us/emtoath.aspx:

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, always striving for clinical excellence in the delivery of patient care.
- To assume responsibility for 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.

Section 4-480 - Student dismissal

Any violation of the medical ethics for patient care and patient confidentiality will result in a meeting with the Medical Director, Pre-Hospital Director, EMS Clinical Officer, and/or Lead Instructor. The meeting will determine the proper course of discipline or dismissal.

Infractions which may result in disciplinary action or dismissal from the class are:

- Dishonesty;
- Cheating in any form;
- Illegal use of controlled substances;
- Vulgarity or derogatory language;
- Harassment of instructors or fellow students;
- Inappropriate attire is worn for clinical times or field internship or wearing a name tag other than to class, clinical times, or field internship;
- Breach of patient confidentiality, giving out information, or copying trip sheets;
- Falsification of any information on student application, records, or evaluations;
- Violations of absence/tardiness policies;
- Failure to meet the minimum scholastic, clinical, or field internship requirements as listed in the policies;
- Unexcused absence from clinicals;
- Theft of any property;
- Unprofessional conduct; or
- Behavior indicating drug or alcohol abuse.

Section 4-560 - Appeal and grievance procedure

CMH EMS is responsible for managing and resolving all disputes, complaints, or problems that arise from a course offered by an instructor representing CMH EMS. The EMS Clinical Officer and Instructors are responsible for day-to-day operations of training programs. They will become involved in resolving any disputes, complaints, or problems arising from courses taught by CMH EMS.

Once a student has been dismissed for any of the reasons listed, he/she may seek reinstatement through a personal interview with the Medical Director, Pre-Hospital Director, and/or EMS Clinical Officer. If all agree, the student may return for a probationary period to be determined in that meeting. After that probation, the student will be reevaluated and may be fully reinstated, dismissed, or the probationary period extended.

A line of authority shall be followed when a grievance occurs. If there are any problems, students should contact their instructor. If the problem is not resolved or the problem is with the instructor, they should contact the EMS Clinical Officer. If the problem is still not resolved, they should contact the EMS Director. If the grievance is not resolved, the student can request an appeal with a committee comprised of EMS management, human resources, and the hospital chief operating officer.

Request for appeal must be filed in writing to the program manager with a date and signature within five (5) business days.

Section 4-640 - Academic criteria: Grading and examination policies

Students may be assigned homework during the course. Homework may consist of essay papers, reading assignments, take-home quizzes, practical evolutions, etc. Assignments must be turned in by the due date. Late work will not be accepted.

Quizzes, written exams, practical exams, or final exams may be given during the course. All practical exams are Pass/Fail. Grades will be determined as follows:

Grade	Range	Comments
A +	96.7% - 100%	
A	93.3% - 96.6%	
A -	90.0% - 93.2%	
B +	86.7% - 89.9%	
B	83.3% - 86.6%	
B -	80.0% - 83.2%	Minimum grade to be eligible to test for National Registry.
C +	76.7% - 79.9%	
C	73.3% - 76.6%	
C -	70.0% - 73.2%	Minimum grade on any single test or significant course activity. Minimum grade to be eligible to test for Division of Fire Safety.
F	Below 70.0%	Not a passing grade. No certificate will be given.

If the student misses an exam (practical or written), the student shall receive a score of zero unless the absence is excused by the EMS Clinical Officer or Lead Instructor. Students will be allowed to retest two times for each practical station failed. Questions regarding test failure should be directed to the Lead Instructor.

All students will be under constant evaluation for the duration of the course. This will include the listed written testing as well as practical examinations. Students may have a practical check-off sheet that must be completed for course completion. The Medical Director may review all evaluations, written and practical test results, and skill performance sheets at his/her convenience.

Extra credit worksheets or quizzes may be given at any time during class. All extra credit work is voluntary. Any student wishing to complete extra credit work shall have it turned in on time.

Section 4-720 - Health and safety procedures

Students shall report any dangerous environmental situations or safety hazards to their instructor, preceptor, FTO, and/or clinical educator immediately (i.e. Spills, loose wires, unsafe equipment, etc.).

While working clinical hours, students may occasionally be exposed to communicable or other medical diseases. When performing clinical rotations, students should take appropriate Body Substance Isolation (BSI) precautions. This may include (but is not limited to) gloves, eye shields, and gowns. If a student is exposed to a known case, he/she will be required to report this immediately to the instructor, preceptor, FTO, and/or clinical educator and seek necessary medical treatment.

Any participant who has a communicable disease (common cold, flu, hepatitis, herpes or cold sore, HIV-related illness, etc.) should not participate in practical skills stations or have direct patient care/contact during the clinical setting. Students must be non-febrile for 24-hours before patient contact. Participants will be expected to attend classes (unless their condition will not permit attendance) and

observe others in the practical stations. The student will be expected to practice on his/her own time to maintain skill levels.

When practicing skills, students should operate all equipment appropriately and properly clean all equipment.

The clinical preceptor(s), FTO(s), and clinical educator(s) have final authority over the student during rotations. Students are not permitted to operate any vehicles while on clinical rotations. Students shall always ride in a seated position and wear a seat belt while the vehicle is in motion - this includes in the patient compartment in the back of the ambulance.

If at any time the student performs actions not approved by the preceptor(s), FTO(s), or clinical educator(s), the participant may be sent home or possibly expelled from the course.

Directions given by training personnel should be followed and if not understood, the student should ask for clarification before continuing the task.

Section 4-800 - Drug and substance use and abuse

Tobacco use is not permitted during class, clinicals, labs, or while wearing student uniforms. Tobacco use is also not permitted on healthcare property, in healthcare vehicles, or during healthcare functions. Students under the influence of any illegal substance or alcohol during class will be dismissed and may be subject to further discipline or legal action. Students under the influence of even prescribed and legal substances that may impair judgment, impair reflexes, or cause drowsiness may have certain restrictions placed on them (i.e. cannot participate in laboratory, clinical, or evolutions). Illegal use of controlled substances outside of class can also lead to dismissal.

Section 4-880 - Certification requirements

To be eligible for National Registry testing, students must have a course grade of at least 80%. The practical exam may be taken up to three times to achieve a passing score. Once the practical exam is passed, the student will be able to take the written exam. Each student will be given a National Registry Certification Requirement Brochure at the beginning of each applicable course.

To be eligible for Missouri State Department of Public Safety - Division of Fire Safety testing, students must have a course grade of at least 70%.

Refer to Missouri Bureau of Emergency Medical Services (BEMS) website (<http://health.mo.gov/safety/ems>) for information on the scope of practice and licensing requirements to practice as an EMR, EMT, AEMT, or Paramedic in the state of Missouri.

To be eligible for NREMT testing, the student must pass all practical exams by successfully completing all applicable skill checks for the level of licensure currently available on NREMT's website (<http://www.nremt.org>).

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Section 4-920 - Photo and video release

I give permission to CMH or any authorized agency, television or newspaper source to take photos or videos of me. I also give permission to have those photos and/or videos used by CMH in an appropriate manner for the promotion of CMH, CMH EMS, or CMH EMS Training Entity. I release all rights to the photos and videos and the publications and media in which they are published or aired for CMH.

Print name: _____

Signature: _____

Date: _____

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Section 4-940 - Authorization for release of information

I authorize a member of CMH EMS Training Entity to release the following information to the authorized persons listed.

- ☐ My name
- ☐ My address
- ☐ My phone number
- ☐ My email address
- ☐ My student transcript
- ☐ My course grade. Specify which course: _____

List of authorized persons:

Name	Agency or relation

Print name: _____

Signature: _____

Date: _____

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Section 4-950 - Tuition Payment Agreement

I agree to pay the amount below by the date below to settle my account for tuition for the course listed below.

Course name:_____

Course start date:_____

Course end date:_____

Total course tuition:_____ \$

Course tuition remaining:_____ \$

Remaining tuition will be paid by (date):_____

Consequences of not meeting the deadline:_____

Print name:_____

Signature:_____

Date:_____

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Section 4-960 - Policy manual acknowledgment

My signature below indicates that I have received, read, and understood the policy manual. I agree to follow and adhere to the guidelines set forth by the policy manual, class syllabus, and the instructors. I have received, read, and understood the clinical requirements for the course I am enrolling. I agree to follow and adhere to the guidelines set forth by each course and clinical site. I understand that my final grade will be impacted by my actions or my inactions. I understand that my success or lack thereof is solely my responsibility and not that of the faculty or staff. I take full responsibility for myself and my actions.

As a student, I understand that my performance will be evaluated by faculty, instructors, preceptors, FTOs, and clinical educators in cognitive, psychomotor, and affective domains. I will be informed of the content of these evaluations.

Safety is required of all EMS students. The following are grounds for course failure and may result in dismissal from the course:

- Preceptor, FTO, or clinical educator refusal to continue working with the student due to clinical safety issues.
- Inappropriate or unsafe behavior during educational activities that indicates impaired judgment and/or unfit condition for the learning environment.
- Abuse or inappropriate behavior.
- Patient neglect.
- Breach of patient confidentiality (HIPPA).
- Dishonesty with the patient or own actions.
- Refusal to follow directions or commands given by preceptors, FTOs, instructors, faculty, or clinical educators that are meant to ensure your safety, other responder's safety, or patient safety.
- Other unsafe clinical practice as deemed by faculty.

By signing below, I acknowledge that I have read and understood the list above and will act in a safe manner.

Print name: _____

Signature: _____

Date: _____

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Part 5 - Records and Reports

Section 5-140 - Satellite programs (NA)

Currently, no satellite programs exist.

Section 5-280 - Use of BEMS number

Missouri BEMS Number will only be used on completion certificates and correspondence with BEMS.

Section 5-420 - Course records

All student and course records are kept in the student file at CMH EMS Headquarters for five years and are available to the student for review.

Section 5-560 - Student transcripts

Student transcripts are maintained as each course completion certificate is completed. A transcript is given to each student with each certificate. Transcripts are maintained indefinitely in an electronic format on CMH file server network.

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Section 5-700 - Training roster form

Date: _____ Start time: _____ Contact hours: _____

Course name: _____ Eval sent? ☐ Competency DB? ☐

#	Enter name as you want it to appear on your certificate.	Enter email address for evaluation form and notification of future courses.	Score	DB	Cert	Comments
1	<div>Radio #: <input type="text"/></div> <div>Last Name: <input type="text"/></div> <div>First Name: <input type="text"/></div>	<div>Email: <input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div>	100%			← Lead Instructor
2	<div>Radio #: <input type="text"/></div> <div>Last Name: <input type="text"/></div> <div>First Name: <input type="text"/></div>	<div>Email: <input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div>				
3	<div>Radio #: <input type="text"/></div> <div>Last Name: <input type="text"/></div> <div>First Name: <input type="text"/></div>	<div>Email: <input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div>				
4	<div>Radio #: <input type="text"/></div> <div>Last Name: <input type="text"/></div> <div>First Name: <input type="text"/></div>	<div>Email: <input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div>				
5	<div>Radio #: <input type="text"/></div> <div>Last Name: <input type="text"/></div> <div>First Name: <input type="text"/></div>	<div>Email: <input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div>				
6	<div>Radio #: <input type="text"/></div> <div>Last Name: <input type="text"/></div> <div>First Name: <input type="text"/></div>	<div>Email: <input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div>				

#	Enter name as you want it to appear on your certificate.	Enter email address for evaluation form and notification of future courses.	Score	DB	Cert	Comments
7	<div>Radio #:</div> <div>Last Name:</div> <div>First Name:</div>	<div>Email:</div>				
8	<div>Radio #:</div> <div>Last Name:</div> <div>First Name:</div>	<div>Email:</div>				
9	<div>Radio #:</div> <div>Last Name:</div> <div>First Name:</div>	<div>Email:</div>				
10	<div>Radio #:</div> <div>Last Name:</div> <div>First Name:</div>	<div>Email:</div>				
11	<div>Radio #:</div> <div>Last Name:</div> <div>First Name:</div>	<div>Email:</div>				
12	<div>Radio #:</div> <div>Last Name:</div> <div>First Name:</div>	<div>Email:</div>				
13	<div>Radio #:</div> <div>Last Name:</div> <div>First Name:</div>	<div>Email:</div>				
14	<div>Radio #:</div> <div>Last Name:</div> <div>First Name:</div>	<div>Email:</div>				

Section 5-840 - Sample certificate of completion

After successful completion of each course, each student will receive a certificate similar to below which also includes a transcript of courses completed to date.

Citizens Memorial Hospital - Emergency Medical Services - Certificate of Completion	
<u>Becker, Theron</u>	
Has successfully completed	
<u>EMT/Paramedic Refresher Module 2 - BLS Airway</u>	
Meeting the objectives and lesson requirements established by:	
<u>US DOT National Standard Curriculum</u>	
<u>January 9, 2016</u>	
Completion Date	
<u>4.0</u>	
Contact Hours	
<u>Becker, Theron</u>	
Lead Instructor	
<p>CMH EMS is a paramedic-level accredited training entity by the Missouri Bureau of EMS.</p> <p>BEMS#: 16706T4</p>	<p>_____</p> <p>Approving Signature</p>

*Citizens Memorial
Pre-Hospital*

16706T4

*Missouri BEMS
ALS Training Entity*

Citizens Memorial Hospital - PreHospital Services - Official Transcript				
Year 2011 :	Completed: 1 courses	Completed: 8 hrs	Instructed: 1 courses /	8 hrs
Year 2012 :	Completed: 9 courses	Completed: 43 hrs	Instructed: 2 courses /	8 hrs
Year 2013 :	Completed: 39 courses	Completed: 127.5 hrs	Instructed: 25 courses /	89 hrs
Year 2014 :	Completed: 18 courses	Completed: 84 hrs	Instructed: 5 courses /	56 hrs
Year 2015 :	Completed: 38 courses	Completed: 138.5 hrs	Instructed: 19 courses /	96.5 hrs
Year 2016 :	Completed: 1 courses	Completed: 4 hrs	Instructed: 1 courses /	4 hrs
Total:	Completed: 106 courses	Completed: 405.0 hrs	Instructed: 53 courses /	261.5 hrs
Date	Agency	Course Name	Instructor	Hours
12/29/2011	Citizens Memorial Hospital	New Hire EMS Academy	Becker, Theron	8.0
01/11/2012	Citizens Memorial Hospital	CPAP In-Service	Taylor Neal	1.0

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Part 6 - Program Details

Section 6-060 - Clinical agreements

CMH Pre-Hospital Services Department Clinical Agreement for Ambulance Clinicals.

CMH EMS Training Entity may send interns to **CMH Pre-Hospital Services Department** for clinical time on **ambulances**. All students will be scheduled with appointed clinical coordinator. Any employee has the authority to dismiss any intern from clinical time if deemed necessary. Immediate contact must be made to the training entity program director if an intern is dismissed. Primary patient care and safety is the responsibility of the clinical site agency. The clinical site agency has the responsibility for teaching interns and will permit interns to participate in procedures limited to the scope of practice for the licensure the intern is currently pursuing. All procedures will be conducted under the appropriate supervision of the clinical site agency staff.

If an intern is injured or exposed to blood or body fluids during clinical internship, the clinical site agency will follow its standard practices and shall provide the exposed intern the same counseling, testing, and immediate medication as it does for its employees. The clinical site agency will hold CMH and each intern harmless for any claim, suit, or other liability arising in connection with the performance of the intern under this agreement.

The clinical site agency will provide CMH EMS Training Entity with an evaluation of the intern performance through written or online evaluations of the intern's competency. Preceptors will be given appropriate access and training to complete online evaluation tools.

ID name badges provided by CMH will be required to be worn by interns during their internship. Interns will be required to be in uniform during their internship. The clinical site agency may provide interns with different uniforms at its own cost if required, such as scrubs.

Only those interns who have met the following requirements will be eligible to attend clinical training:

- Background check completed by CMH Human Resources Department.
- Have liability insurance.
- Have attended HIPPA training.
- Have had all immunizations required of a healthcare professional.
- Have completed didactic and psychomotor training to prepare the student for the clinical experience.

To the extent that CMH EMS Training Entity may be considered a "business associate" under the Health Insurance Portability and Accountability Act of 1996 Privacy and Security Rule, and to the extent Protected Health Information (PHI) is provided to interns and or instructors may access PHI in review of intern performance, CMH EMS Training Entity agrees that it will use only a Limited Data Set (LDS) in the reporting gathered from and by interns in their clinical experience.

Any party may terminate this agreement at any time with 90 days prior written notice. Such termination shall apply only to future rotations of interns and shall not affect the current rotation of interns. This agreement does not create a joint venture or partnership, is not a third party beneficiary agreement, and creates no rights for interns.

Date of agreement: _____

Signature of Training Entity Coordinator: _____

Signature of CMH PHS Director: _____

CMH Emergency Department Clinical Agreement for Emergency Room Clinicals.

CMH EMS Training Entity may send interns to **CMH Emergency Department** for clinical time in the **emergency room**. All students will be scheduled with appointed clinical coordinator. Any employee has the authority to dismiss any intern from clinical time if deemed necessary. Immediate contact must be made to the training entity program director if an intern is dismissed. Primary patient care and safety is the responsibility of the clinical site agency. The clinical site agency has the responsibility for teaching interns and will permit interns to participate in procedures limited to the scope of practice for the licensure the intern is currently pursuing. All procedures will be conducted under the appropriate supervision of the clinical site agency staff.

If an intern is injured or exposed to blood or body fluids during clinical internship, the clinical site agency will follow its standard practices and shall provide the exposed intern the same counseling, testing, and immediate medication as it does for its employees. The clinical site agency will hold CMH and each intern harmless for any claim, suit, or other liability arising in connection with the performance of the intern under this agreement.

The clinical site agency will provide CMH EMS Training Entity with an evaluation of the intern performance through written or online evaluations of the intern's competency. Preceptors will be given appropriate access and training to complete online evaluation tools.

ID name badges provided by CMH will be required to be worn by interns during their internship. Interns will be required to be in uniform during their internship. The clinical site agency may provide interns with different uniforms at its own cost if required, such as scrubs.

Only those interns who have met the following requirements will be eligible to attend clinical training:

- Background check completed by CMH Human Resources Department.
- Have liability insurance.
- Have attended HIPPA training.
- Have had all immunizations required of a healthcare professional.
- Have completed didactic and psychomotor training to prepare the student for the clinical experience.

To the extent that CMH EMS Training Entity may be considered a "business associate" under the Health Insurance Portability and Accountability Act of 1996 Privacy and Security Rule, and to the extent Protected Health Information (PHI) is provided to interns and or instructors may access PHI in review of intern performance, CMH EMS Training Entity agrees that it will use only a Limited Data Set (LDS) in the reporting gathered from and by interns in their clinical experience.

Any party may terminate this agreement at any time with 90 days prior written notice. Such termination shall apply only to future rotations of interns and shall not affect the current rotation of interns. This agreement does not create a joint venture or partnership, is not a third party beneficiary agreement, and creates no rights for interns.

Date of agreement: _____

Signature of Training Entity Coordinator: _____

Signature of CMH ED Director: _____

CMH Anesthesia Department Clinical Agreement for Intubation Clinicals.

CMH EMS Training Entity may send interns to **CMH Anesthesia Department** for clinical time in **surgery**. All students will be scheduled with appointed clinical coordinator. Any employee has the authority to dismiss any intern from clinical time if deemed necessary. Immediate contact must be made to the training entity program director if an intern is dismissed. Primary patient care and safety is the responsibility of the clinical site agency. The clinical site agency has the responsibility for teaching interns and will permit interns to participate in procedures limited to the scope of practice for the licensure the intern is currently pursuing. All procedures will be conducted under the appropriate supervision of the clinical site agency staff.

If an intern is injured or exposed to blood or body fluids during clinical internship, the clinical site agency will follow its standard practices and shall provide the exposed intern the same counseling, testing, and immediate medication as it does for its employees. The clinical site agency will hold CMH and each intern harmless for any claim, suit, or other liability arising in connection with the performance of the intern under this agreement.

The clinical site agency will provide CMH EMS Training Entity with an evaluation of the intern performance through written or online evaluations of the intern's competency. Preceptors will be given appropriate access and training to complete online evaluation tools.

ID name badges provided by CMH will be required to be worn by interns during their internship. Interns will be required to be in uniform during their internship. The clinical site agency may provide interns with different uniforms at its own cost if required, such as scrubs.

Only those interns who have met the following requirements will be eligible to attend clinical training:

- Background check completed by CMH Human Resources Department.
- Have liability insurance.
- Have attended HIPPA training.
- Have had all immunizations required of a healthcare professional.
- Have completed didactic and psychomotor training to prepare the student for the clinical experience.

To the extent that CMH EMS Training Entity may be considered a "business associate" under the Health Insurance Portability and Accountability Act of 1996 Privacy and Security Rule, and to the extent Protected Health Information (PHI) is provided to interns and or instructors may access PHI in review of intern performance, CMH EMS Training Entity agrees that it will use only a Limited Data Set (LDS) in the reporting gathered from and by interns in their clinical experience.

Any party may terminate this agreement at any time with 90 days prior written notice. Such termination shall apply only to future rotations of interns and shall not affect the current rotation of interns. This agreement does not create a joint venture or partnership, is not a third party beneficiary agreement, and creates no rights for interns.

Date of agreement: _____

Signature of Training Entity Coordinator: _____

Signature of CMH Anesthesia Director: _____

Polk County Central Dispatch Clinical Agreement for Dispatch Clinicals.

CMH EMS Training Entity may send interns to **Polk County Central Dispatch** for clinical time in the **dispatch center**. All students will be scheduled with appointed clinical coordinator. Any employee has the authority to dismiss any intern from clinical time if deemed necessary. Immediate contact must be made to the training entity program director if an intern is dismissed. Primary patient care and safety is the responsibility of the clinical site agency. The clinical site agency has the responsibility for teaching interns and will permit interns to participate in procedures limited to the scope of practice for the licensure the intern is currently pursuing. All procedures will be conducted under the appropriate supervision of the clinical site agency staff.

If an intern is injured or exposed to blood or body fluids during clinical internship, the clinical site agency will follow its standard practices and shall provide the exposed intern the same counseling, testing, and immediate medication as it does for its employees. The clinical site agency will hold CMH and each intern harmless for any claim, suit, or other liability arising in connection with the performance of the intern under this agreement.

The clinical site agency will provide CMH EMS Training Entity with an evaluation of the intern performance through written or online evaluations of the intern's competency. Preceptors will be given appropriate access and training to complete online evaluation tools.

ID name badges provided by CMH will be required to be worn by interns during their internship. Interns will be required to be in uniform during their internship. The clinical site agency may provide interns with different uniforms at its own cost if required, such as scrubs.

Only those interns who have met the following requirements will be eligible to attend clinical training:

- Background check completed by CMH Human Resources Department.
- Have liability insurance.
- Have attended HIPPA training.
- Have had all immunizations required of a healthcare professional.
- Have completed didactic and psychomotor training to prepare the student for the clinical experience.

To the extent that CMH EMS Training Entity may be considered a "business associate" under the Health Insurance Portability and Accountability Act of 1996 Privacy and Security Rule, and to the extent Protected Health Information (PHI) is provided to interns and or instructors may access PHI in review of intern performance, CMH EMS Training Entity agrees that it will use only a Limited Data Set (LDS) in the reporting gathered from and by interns in their clinical experience.

Any party may terminate this agreement at any time with 90 days prior written notice. Such termination shall apply only to future rotations of interns and shall not affect the current rotation of interns. This agreement does not create a joint venture or partnership, is not a third party beneficiary agreement, and creates no rights for interns.

Date of agreement: _____

Signature of Training Entity Coordinator: _____

Signature of PCCD Director: _____

Polk County Health Center Clinical Agreement for Public Health Clinicals.

CMH EMS Training Entity may send interns to **Polk County Health Center** for clinical time in the **public health clinic**. All students will be scheduled with appointed clinical coordinator. Any employee has the authority to dismiss any intern from clinical time if deemed necessary. Immediate contact must be made to the training entity program director if an intern is dismissed. Primary patient care and safety is the responsibility of the clinical site agency. The clinical site agency has the responsibility for teaching interns and will permit interns to participate in procedures limited to the scope of practice for the licensure the intern is currently pursuing. All procedures will be conducted under the appropriate supervision of the clinical site agency staff.

If an intern is injured or exposed to blood or body fluids during clinical internship, the clinical site agency will follow its standard practices and shall provide the exposed intern the same counseling, testing, and immediate medication as it does for its employees. The clinical site agency will hold CMH and each intern harmless for any claim, suit, or other liability arising in connection with the performance of the intern under this agreement.

The clinical site agency will provide CMH EMS Training Entity with an evaluation of the intern performance through written or online evaluations of the intern's competency. Preceptors will be given appropriate access and training to complete online evaluation tools.

ID name badges provided by CMH will be required to be worn by interns during their internship. Interns will be required to be in uniform during their internship. The clinical site agency may provide interns with different uniforms at its own cost if required, such as scrubs.

Only those interns who have met the following requirements will be eligible to attend clinical training:

- Background check completed by CMH Human Resources Department.
- Have liability insurance.
- Have attended HIPPA training.
- Have had all immunizations required of a healthcare professional.
- Have completed didactic and psychomotor training to prepare the student for the clinical experience.

To the extent that CMH EMS Training Entity may be considered a "business associate" under the Health Insurance Portability and Accountability Act of 1996 Privacy and Security Rule, and to the extent Protected Health Information (PHI) is provided to interns and or instructors may access PHI in review of intern performance, CMH EMS Training Entity agrees that it will use only a Limited Data Set (LDS) in the reporting gathered from and by interns in their clinical experience.

Any party may terminate this agreement at any time with 90 days prior written notice. Such termination shall apply only to future rotations of interns and shall not affect the current rotation of interns. This agreement does not create a joint venture or partnership, is not a third party beneficiary agreement, and creates no rights for interns.

Date of agreement: _____

Signature of Training Entity Coordinator: _____

Signature of PCHC Administrator: _____

Quick guide to number of clinical hours are required for each program (more details can be found under each program section):

	ER	Ambulance	Dispatch	Medical patients	Trauma patients	Health Dept	Sim Lab
EMR	6	12	4	3	3	3	0
EMD	6	12	24	1	1	0	0
EMT	36	36	6	6	6	6	0
AEMT	na	na	na	na	na	na	na
Paramedic	na	na	na	na	na	na	na
Continuing Education	0	0	0	0	0	0	0
Clinical Educator	0	0	0	0	0	0	1

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Section 6-120 - Emergency Medical Responder (EMR) program

EMR Program Faculty:

The designated director for the EMR program is the EMS Clinical Officer. The EMR lead instructor will be selected by the EMS Clinical Officer.

EMR Curriculum:

The EMR program will use the NHTSA National Standard Curriculum. Specifically, the current edition curriculum and textbooks from Brady will be utilized for EMR courses. As of this printing of the training manual, “Emergency Medical Responder - 10th edition” will be used.

EMR Clinical Requirements:

If, at any time during a clinical rotation, a student is asked to perform outside his/her scope of training, that student shall immediately tell the requestor that they are not trained for that procedure and are not allowed to do it.

All students will be required to wear a CMH-issued ID badge during all classroom, skills, and clinical rotations. The name badge shall be returned upon course completion (or having dropped the course). Students will assume replacement cost if their name badge is lost, mutilated, or destroyed. Replacement cost will be \$10 each.

Emergency department clinical rotations will be completed at CMH ER and will be scheduled through the ER Clinical Coordinator. Contact EMS Clinical Officer for details on how to schedule clinicals. A minimum of six (6) hours of ER clinicals will be required.

Ambulance clinical rotations will be completed on a CMH ambulance and will be scheduled through the EMS Clinical Officer. Contact EMS Clinical Officer for details on how to schedule clinicals. A minimum of 12 hours of ambulance clinicals will be required.

Dispatch clinical rotations will be completed at Polk County Central Dispatch and will be scheduled through the EMS Clinical Officer. Contact EMS Clinical Officer for details on how to schedule clinicals. A minimum of four (4) hours of dispatch clinicals will be required.

Health Department clinical rotations will be completed at Polk County Health Center and will be scheduled through the EMS Clinical officer. Contact EMS Clinical Officer for details on how to schedule clinicals. A minimum of three (3) hours of public health clinicals will be required. Health Department clinical hours may be conducted any time the free public clinic will be open.

A minimum of three (3) trauma patients and three (3) medical patients must be encountered to complete clinicals.

EMR Examination Requirements:

Each student must achieve a cumulative score of no less than 80% to successfully complete the course. Additionally, each student must achieve a score of no less than 70% on each test and competency throughout the course. Students may re-take unit/chapter tests once if their first score is below 70%.

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Section 6-240 - Emergency Medical Dispatch (EMD) program**EMD Program Faculty:**

The designated director for the EMD program is the EMS Clinical Officer. The EMD lead instructor will be selected by the EMS Clinical Officer.

EMD Curriculum:

The EMD program will use the NHTSA National Standard Curriculum. Specifically, the current edition curriculum and textbooks from the International Academies of Emergency Dispatch will be utilized for EMD courses.

EMD Clinical Requirements:

If, at any time during a clinical rotation, a student is asked to perform outside his/her scope of training, that student shall immediately tell the requestor that they are not trained for that procedure and are not allowed to do it.

All students will be required to wear a CMH-issued ID badge during all classroom, skills, and clinical rotations. The name badge shall be returned upon course completion (or having dropped the course). Students will assume replacement cost if their name badge is lost, mutilated, or destroyed. Replacement cost will be \$10 each.

Emergency department clinical rotations will be completed at CMH ER and will be scheduled through the ER Clinical Coordinator. Contact EMS Clinical Officer for details on how to schedule clinicals. A minimum of six (6) hours of ER clinicals will be required.

Ambulance clinical rotations will be completed on a CMH ambulance and will be scheduled through the EMS Clinical Officer. Contact EMS Clinical Officer for details on how to schedule clinicals. A minimum of 12 hours of ambulance clinicals will be required.

Dispatch clinical rotations will be completed at Polk County Central Dispatch and will be scheduled through the EMS Clinical Officer. Contact EMS Clinical Officer for details on how to schedule clinicals. A minimum of 24 hours of dispatch clinicals will be required.

A minimum of one (1) trauma patient and one (1) medical patient must be encountered to complete clinicals.

EMD Examination Requirements:

Each student must achieve a cumulative score of no less than 80% to successfully complete the course. Additionally, each student must achieve a score of no less than 70% on each test and competency throughout the course. Students may re-take unit/chapter tests once if their first score is below 70%.

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Section 6-360 - Emergency Medical Technician (EMT) program

This program is entitled “EMS Academy” due to this program being built around the ability to equip students with all the education needed to be a high-performing EMT and a desirable candidate for employment.

EMT Program Faculty:

The designated director for the EMT program is the EMS Clinical Officer. The EMT Lead Instructor will be selected by the EMS Clinical Officer.

EMT Curriculum:

The EMT program will use the NHTSA National Standard Curriculum. Specifically, the current edition curriculum and textbooks from Brady will be utilized for EMT courses. As of this printing of the training manual, “Emergency Care - 13th edition” will be used.

A maximum of 16 students will be accepted into each EMS Academy.

EMT Program Pre-Requisites:

Students must complete the following before completing the first day of class:

- Will be at least **18 years old** before scheduled clinical time.
- Complete application process (including application fee, interview, and acceptance into the program).
- Verify **vaccinations** (TB test, Hepatitis B, and seasonal influenza).
- Ability to obtain Missouri Class E **Driver License**.
- Completion of **student ID** process at CMH HR (certification of insurance application, HIPPA video, and criminal background check).
 - Must not have a criminal background of felonies or drug-related convictions.

EMT Course Details:

The class will meet Monday and Wednesday nights from 6 pm to 10 pm at CMH EMS Headquarters Classrooms located at 1525 N Oakland Ave, Bolivar, MO. Four Saturday/Sunday 16-hour weekends will also be required to complete additional courses. Clinical activity (described below) is in addition to the classroom days described here. Coursework, classroom activities, and in-class testing will focus on personal safety, teamwork, and exceptional, compassionate patient care. Extensive use of simulation and scenario education will be included. Additionally, personal work habits and fitness activities will be included to prepare students for a life-long career in EMS.

Tuition of \$600 includes textbooks, online access codes, polo shirts (2), safety vest, and testing fees (re-testing fees not included). Application deadline is at least four weeks before class start date. A refundable application fee of \$50 is due at time of application. Fees and tuition can be paid by check, credit card, or CMH employee payroll deduction.

Section 6-360 - Emergency Medical Technician (EMT) program

Academy timeline (specific dates may change):

Week	Description
1 st week of Sep	Get-to-know night and FAQs.
2 nd week of Sep	Official start date of the class. Chapters 1 & 2. Weekend class for BLS CPR.
3 rd week of Sep	Chapters 3 & 4.
4 th week of Sep	Chapters 5 & 6.
1 st week of Oct	Chapters 7 & 8. Section 1 (Foundations) test .
2 nd week of Oct	Chapters 9 & 10.
3 rd week of Oct	Chapters 11 & 12. Section 2 (Respiration) test . Weekend class for ITLS.
4 th week of Oct	Chapters 13 & 14.
1 st week of Nov	Chapters 15 & 16. Section 3 (Assessment) test .
2 nd week of Nov	Chapters 17 & 18. Can start doing clinical rotations after completing Ch 15 test.
3 rd week of Nov	Chapters 19 & 20.
4 th week of Nov	Thanksgiving break.
1 st week of Dec	Chapters 21 & 22.
2 nd week of Dec	Chapters 23 & 24.
3 rd week of Dec	Section 4 (Medical) test . Mid-term examination . Dispatch and public health clinicals must be completed prior to Christmas break.
4 th week of Dec	Christmas break.
1 st week of Jan	Chapters 25 & 26.
2 nd week of Jan	Chapters 27 & 28. Weekend class for DT4EMS (option 1).
3 rd week of Jan	Chapters 29 & 30. Weekend class for DT4EMS (option 2).
4 th week of Jan	Chapters 31 & 32. Section 5 (Trauma) test . ER clinicals must be completed prior to starting section 6.
1 st week of Feb	Chapters 33 & 34.
2 nd week of Feb	Chapters 35 & 36. Section 6 (Special) test .
3 rd week of Feb	Chapters 37 & 38. Weekend class for TIMS / EVDT.
1 st week of Mar	Chapter 39. Section 7 (Operations) test . Final examination . Ambulance clinicals must be completed prior to the last day of class.

Certifications gained after successful completion of the academy include:

- **Missouri Licensed Emergency Medical Technician**
- Nationally Registered Emergency Medical Technician
- American Heart Association - Basic Life Support
- International Trauma Life Support
- Defensive Tactics for EMS
- Hazardous Materials Incident Response: Awareness (MUFRTI)
- National Incident Management System - 100: Introduction to the Incident Command System
- National Incident Management System - 700: Introduction to National Incident Management System
- Traffic Incident Management
- Emergency Vehicle Driver Training

EMT Simulation Requirements:

Each student will be assigned a partner for simulation activities. A schedule will be developed where each team will be responsible for responding to simulated emergencies. These simulated emergencies may occur at any time during the EMT classroom time. If your team is “on duty” for the day, you will be expected to have the assigned response equipment checked and available before start of class and left in service and available for the next class and next “on duty” team.

Teams not “on duty” will be required to observe the simulated emergency. All teams will be required to document the activity using the provided ePCR documentation software.

EMT Clinical Requirements:

If, at any time during a clinical rotation, a student is asked to perform outside his/her scope of training, that student shall immediately tell the requestor that they are not trained for that procedure and are not allowed to do it.

All students will be required to wear a CMH-issued ID badge during all classroom, skills, and clinical rotations. The name badge shall be returned upon course completion (or having dropped the course). Students will assume replacement cost if their name badge is lost, mutilated, or destroyed. Replacement cost will be \$10 each.

Dispatch clinical rotations will be completed at Polk County Central Dispatch and will be scheduled through the EMS Clinical Officer. Contact EMS Clinical Officer for details on how to schedule clinicals. A minimum of **6 hours of dispatch clinicals** will be required. Dispatch clinical hours may be conducted any day of the week between 8 am and 8 pm. Successful completion of Chapter 15 (Documentation) prior to starting dispatch clinicals is required.

Health Department clinical rotations will be completed at Polk County Health Center and will be scheduled through the EMS Clinical officer. Contact EMS Clinical Officer for details on how to schedule clinicals. A minimum of **six (6) hours of public health clinicals** will be required. Health Department clinical hours may be conducted any time the free public clinic will be open. Successful completion of Chapter 15 (Documentation) prior to starting dispatch clinicals is required. Clinic times as of August 2016:

- Every Monday 8 am to 5 pm.
- Every Friday 8 am to 5 pm.
- Every 2nd and 4th Tuesday 4:30 pm to 9:30 pm.

Emergency department clinical rotations will be completed at CMH ER and will be scheduled through the ER Clinical Coordinator. Contact EMS Clinical Officer for details on how to schedule clinicals. A minimum of **36 hours of ER clinicals** will be required. CMH ER clinical hours may be conducted any day of the week between 7 am and Midnight. Other clinical sites may be requested on a case-by-case basis and approved by the EMS Clinical Officer. Successful completion of dispatch clinical and public health clinicals prior to starting ER clinicals is required.

Ambulance clinical rotations will be completed on a CMH ambulance and will be scheduled through the EMS Clinical Officer. Contact EMS Clinical Officer for details on how to schedule clinicals. A minimum of **36 hours of ambulance clinicals** will be required. Ambulance clinical hours may be conducted any day of the week at any station between 7 am and Midnight. Other clinical sites may be requested on a case-by-case basis and approved by the EMS Clinical Officer. Successful completion of ER clinicals prior to starting ambulance clinicals is required.

A complete patient assessment must be completed on a minimum of six (6) trauma patients and six (6) medical patients to complete clinicals.

EMT Examination Requirements:

Each student must achieve a cumulative score of **no less than 80%** to successfully complete the course. Additionally, each student must achieve a score of **no less than 70% on each test** and competency throughout the course. Students may re-take unit/chapter tests once if their first score is below 70%. Final test score will be the average of the first and second test scores.

CMH EMS Academy Application Form

First name: _____

Last name: _____

Email address: _____

(This is our primary means of communication with students.)

Cell phone number with text messaging: _____

(This is our secondary means of communication with students.)

Mailing address: _____

Current employer: _____

List your volunteer and employment history:

Why do you want to be an EMT?

What are your professional goals in five years?

What size polo shirt do you wear? Gender: _____ Size: _____

How did you hear about the EMS Academy? _____

Refundable \$50 application fee is due at time of application. If you are not selected to be a student, full-refund will be made. We will contact you by email to schedule an interview. Class size is limited to 12 students. If you are selected, full tuition payment will be required before the first day of class.

Application fee and tuition fees can be paid by Paypal, credit card, check, cash, or CMH payroll deduct. In addition to tuition fees, the following costs may be required:

- Re-testing fees (usually \$70) if you do not pass the first time.
- You will be required to have your own stethoscope. A quality stethoscope that costs at least \$50 is recommended (Littmann Class II, for example).
- You will be required to have a wristwatch with a second hand.
- You will be required to wear the class uniform to all class activities. Dark navy EMT-style pants, black boots, and black belt are your responsibility to provide.

Criminal History Records Disclosure Consent Form

As required by the Department of Health and Senior Services, I consent to the release of my criminal history records to Citizens Memorial Hospital. I understand that all clinical students of this hospital or long term care facility who have unsupervised contact with a resident(s) must have a criminal background check through the Missouri Highway Patrol. Citizens Memorial Hospital will consider material contained in my criminal history records solely for the purposes of determining my suitability for the position(s) for which I will be performing as a student. I do not authorize release of this information for any purposes beyond this student performance decision.

Signed: _____

Witness: _____

Legal Name (PRINTED): _____

Any Previous Names (married, maiden, etc.): _____

Date of Birth: _____

Social Security Number: _____

Date: _____

Section 6-480 - Advanced Emergency Medical Technician (AEMT) program (NA)

Currently, no AEMT program exists.

Section 6-600 - Paramedic program (NA)

Currently, no Paramedic program exists.

Section 6-720 - Continuing Education (CE) program**CE Program Faculty:**

The designated director for the CE program is the EMS Clinical Officer. The CE lead instructors will be selected by the EMS Clinical Officer for each course to be taught.

CE Curriculum:

Curriculum and lesson plans for CE courses will be approved by the EMS Clinical Officer and reviewed by the Medical Director at his/her discretion.

BEMS Core Requirements for Re-Licensure:

At the beginning of each refresher course, the Lead Instructor will review the current MO BEMS requirements on their website (<http://health.mo.gov/safety/ems/licensing.php>) to create and conduct the course to meet those requirements.

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Section 6-840 - Clinical Education Specialist Training Program

Clinical Education Specialists can also be referred to as Preceptors, Field Training Officers (FTOs), or Clinical Educators.

Clinical Education Specialist Training Program Faculty:

The designated director for the CE program is the EMS Clinical Officer.

Clinical Education Specialist Training Program Description:

Ambulance clinical rotations enable students and job shadow individuals to acquire a basic working knowledge of EMS in the field. Students are expected to follow all directions from EMS staff members and to dress appropriately. Students will be responsible for making sure time sheets and clinical rotation evaluation forms are completed by clinical educator. Ambulance clinicals will be completed on a CMH ambulance based out of any station as long as a current clinical educator is on that shift with them.

If, at any time during a clinical rotation, a student is asked to perform outside his/her scope of training, that student shall immediately tell the requestor that they are not trained for that procedure and are not allowed to do it.

Clinical Education Specialists will be utilized to educate and orient new employees and students riding on an ambulance for CMH. All students and new hires riding as a third rider must be riding with an approved clinical educator. Students doing clinicals in the Emergency Room or at 9-1-1 Dispatch must be with an approved preceptor.

Clinical Education Specialists have been an EMT for at least two years, CMH employee for at least one year, and have been recommended by their direct supervisor.

Advanced Clinical Education Specialists have been a Paramedic for at least two years, CMH employee for at least one year, and have been recommended by their direct supervisor.

First Responder students, EMT students, and new EMT employees may ride with either Basic or Advanced Clinical Education Specialist. Paramedic students, RN students, and new Paramedic employees must ride with an Advanced Clinical Education Specialist.

New hires will be assigned a primary Clinical Education Specialist that a majority of their orientation should be completed with. The primary Clinical Education Specialist must recommend the new hire to be taken off orientation to the EMS Clinical Officer who will then recommend them to be taken off orientation to their manager once all new hire requirements are met.

Ambulance rider rules:**Minimum ages:**

- Job shadow riders must be at least 16 years old. If the job shadow is less than 18 years old, the job shadow form must be signed by a parent or guardian.
- Student riders must be at least 18 years old.
- New hire riders in orientation must be at least 21 years old and possess Missouri Class E driver license.

Shift requirements:

- A maximum of one rider per shift per ambulance.
- The shift must be no less than four (4) hours and no more than 16 hours long.
- Current shift schedule (shifts are available only if a Clinical Education Specialist is on that shift):
 - Bolivar station (1525 N Oakland Ave)
 - 7 am - 7 pm
 - 8 am - 8 pm
 - 10 am - 10 pm
 - Hermitage station (121 Jackson St)
 - 8 am - 8 pm
 - Stockton station (816 West St)
 - 8 am - 8 pm
 - El Dorado Springs station (722 E Hwy 54)
 - 8 am - 8 pm
 - Osceola station (700 Giesler Dr)
 - 8 am - 8 pm
- Students and new hires may be able to stay as late as midnight with the permission of the Clinical Education Specialist.
- Riders must start the shift at the beginning of the ambulance shift.
- Rider should arrive 15 minutes early and be prepared to get off late.
- During the shift, the rider cannot move from ambulance-to-ambulance unless they will always be riding with an appropriate Clinical Education Specialist and all approve the move.
- Ensure you have money for food or bring food that does not require refrigeration.

Uniform requirements:

- All riders must have and wear CMH-issued ID (temporary from HR or employee ID).
 - Job shadow riders will be issued an ID when they arrive for the shift and will return the ID at the end of the shift.
 - Student and new hire riders will be issued a photo ID from HR before scheduling ride time.

Scheduling ride time:

- Ride schedule must be authorized before riding.
- Rider must ride with an approved Clinical Education Specialist.
- To be authorized and scheduled, contact the EMS Clinical Officer with available dates and he/she will assign the shift and Clinical Education Specialist.
 - Theron Becker, Clinical Officer
 - theron.becker@citizensmemorial.com

Part 7 - Appendix**Section 7-120 - MO BEMS documents**
**MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
BUREAU OF EMERGENCY MEDICAL SERVICES
TRAINING ENTITY ACCREDITATION APPLICATION**

FOR DOH OFFICE USE ONLY - DO NOT WRITE IN THIS SPACE			
<input type="checkbox"/> INITIAL ACCREDITATION <input type="checkbox"/> REACCREDITATION INSPECTOR ASSIGNED _____	TRAINING ENTITY ACCRED NO. DATE APPLICATION REC'D DATE INSPECTOR ASSIGNED DATE OF FIRST INSPECTION 	DATE PASSED REVIEW ISSUE DATE EXPIRATION DATE 	
APPLICANT MUST COMPLETE INFORMATION BELOW TYPE OR PRINT			
1. TRADE NAME OF TRAINING ENTITY		DAYTIME TELEPHONE NO.	
Citizens Memorial Healthcare - Pre-Hospital Services		(417) 328-6354	
TRAINING ENTITY BUSINESS ADDRESS (STREET, ROUTE, CITY, STATE, ZIP)			
1500 N Oakland, Bolivar, MO 65613			
2. TYPE OF ACCREDITATION APPLIED FOR (check all that apply)			
<input checked="" type="checkbox"/> EMT-B <input checked="" type="checkbox"/> EMT-B CEU <input type="checkbox"/> EMT-P <input checked="" type="checkbox"/> EMT-P CEU <input checked="" type="checkbox"/> FIRST RESPONDER <input checked="" type="checkbox"/> EMD <input type="checkbox"/> EMT-I			
3. PROGRAM DIRECTOR		TELEPHONE NUMBER	
NAME (LAST, FIRST, MI) Becker, Theron J		(417) 328-6354	
MAILING BUSINESS ADDRESS (STREET, ROUTE, ETC.)		FAX NUMBER	
1500 N Oakland Ave		(417) 328-6754	
CITY Bolivar, MO 65613	STATE	ZIP CODE	E-MAIL theron.becker@citizensmemorial.com
4. MEDICAL DIRECTOR			
NAME (LAST, FIRST, MI) MERK, ROGER		<input checked="" type="checkbox"/> M.D. <input type="checkbox"/> D.O.	
MAILING ADDRESS (STREET, ROUTE, ETC.)		OFFICE TELEPHONE NUMBER	
1500 N Oakland Ave		(417) 326-6000	
CITY Bolivar, MO 65613	STATE	ZIP CODE	E-MAIL ()
I HEREBY CERTIFY that I am aware of the qualification requirements and the responsibilities of an accredited training entity medical director and I agree to serve as medical director.			
SIGNATURE OF MEDICAL DIRECTOR <i>[Signature]</i>		DATE 09 Oct 2012	
I HEREBY CERTIFY that this application contains no misrepresentations or falsifications and that the information given by me is true and complete to the best of my knowledge. I further certify that the above named Training Entity has both the intention and the ability to comply with the regulations promulgated under the Comprehensive EMS Act, Chapter 190, RSMo 1998.			
I have attached all training entity licensure and related administrative licensure actions taken against this training entity or owner by any state agency in any state.			
SIGNATURE OF AUTHORIZED REPRESENTATIVE OF TRAINING ENTITY LICENSEE <i>[Signature]</i>		DATE 10-7-12	
WARNING: In addition to licensure action, anyone who knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his official duty may be guilty of a class B misdemeanor. Missouri statutes 575.060.			
Mail Application to: Bureau of Emergency Medical Services, P.O. Box 570, Jefferson City, MO 65102			

MO-580-2317 (R 05/10)

EMS-52

MAILED 10/9/12

MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
UNIT OF EMERGENCY MEDICAL SERVICES
PROGRAM ANNUAL REPORT

FOR THE YEAR 2012

The following information must be submitted to the Unit of EMS annually in accordance with 19 CSR 30-40.331 (I)(6).

NAME OF TRAINING ENTITY CITIZENS MEMORIAL HOSPITAL	ACCREDITATION NUMBER 16706T4
ADDRESS 1500 N Oakland Ave, Bolivar, MO 65613	PHONE 417-326-6000


NAME OF PROGRAM DIRECTOR

Theron Becker

TYPE OF COURSE & LOCATION IF OFF-SITE (Use additional forms if necessary)	NO. OF COURSES OFFERED	NO. OF STUDENTS STARTED TRAINING	NO. OF STUDENTS SUCCESSFULLY COMPLETED TRAINING
EMERGENCY MEDICAL DISPATCH NA	0	0	0
FIRST RESPONDERS NA	0	0	0
EMERGENCY MEDICAL TECHNICIAN NA	0	0	0
EMT - REFRESHER NA	0	0	0
PARAMEDIC NA	0	0	0
PARAMEDIC - REFRESHER NA	0	0	0
CONTINUING EDUCATION Classroom, practical skills, and competencies at EMS Stations	12	169	166

AFFIDAVIT OF PROGRAM DIRECTOR

I hereby certify that the principal officers and medical director of this training entity remain the same as on the original application; or if any changes have occurred since the original application, the names of the new officers and/or medical director are indicated on the attached forms [Change of Medical Director MO 580-2349 (R7/05) or Change of Manager MO 580-2384 (5/04)].



SIGNATURE OF AUTHORIZED REPRESENTATIVE OF TRAINING ENTITY

1/18/16

DATE

WARNING: In addition to licensure action, anyone who knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his official duty may be guilty of a class B misdemeanor. Missouri statutes

MO 580-2434 (R2/07)

EMS-63

MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
UNIT OF EMERGENCY MEDICAL SERVICES
PROGRAM ANNUAL REPORT

FOR THE YEAR 2013

The following information must be submitted to the Unit of EMS annually in accordance with 19 CSR 30-40.331 (I)(6).			
NAME OF TRAINING ENTITY		ACCREDITATION NUMBER	
CITIZENS MEMORIAL HOSPITAL		16706T4	
ADDRESS		PHONE	
1500 N Oakland Ave, Bolivar, MO 65613		417-326-6000	
NAME OF PROGRAM DIRECTOR			
Theron Becker			
TYPE OF COURSE & LOCATION IF OFF-SITE (Use additional forms if necessary)	NO. OF COURSES OFFERED	NO. OF STUDENTS STARTED TRAINING	NO. OF STUDENTS SUCCESSFULLY COMPLETED TRAINING
EMERGENCY MEDICAL DISPATCH			
NA	0	0	0
FIRST RESPONDERS			
NA	0	0	0
EMERGENCY MEDICAL TECHNICIAN			
NA	0	0	0
EMT - REFRESHER			
Classroom at EMS Stations	2	2	2
PARAMEDIC			
NA	0	0	0
PARAMEDIC - REFRESHER			
Classroom at EMS Stations	3	4	4
CONTINUING EDUCATION			
Classroom, practical skills, and competencies at EMS Stations	55	338	331

AFFIDAVIT OF PROGRAM DIRECTOR

I hereby certify that the principal officers and medical director of this training entity remain the same as on the original application; or if any changes have occurred since the original application, the names of the new officers and/or medical director are indicated on the attached forms [Change of Medical Director MO 580-2349 (R7/05) or Change of Manager MO 580-2384 (5/04)].



SIGNATURE OF AUTHORIZED REPRESENTATIVE OF TRAINING ENTITY



DATE

WARNING: In addition to licensure action, anyone who knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his official duty may be guilty of a class B misdemeanor. Missouri statutes

MO 580-2434 (R2/07)

EMS-63

MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
UNIT OF EMERGENCY MEDICAL SERVICES

PROGRAM ANNUAL REPORT

FOR THE YEAR 2014

The following information must be submitted to the Unit of EMS annually in accordance with 19 CSR 30-40.331 (I)(6).

NAME OF TRAINING ENTITY CITIZENS MEMORIAL HOSPITAL	ACCREDITATION NUMBER 16706T4
ADDRESS 1500 N Oakland Ave, Bolivar, MO 65613	PHONE 417-326-6000
NAME OF PROGRAM DIRECTOR Theron Becker	

TYPE OF COURSE & LOCATION IF OFF-SITE (Use additional forms if necessary)	NO. OF COURSES OFFERED	NO. OF STUDENTS STARTED TRAINING	NO. OF STUDENTS SUCCESSFULLY COMPLETED TRAINING
EMERGENCY MEDICAL DISPATCH NA	0	0	0
FIRST RESPONDERS Classroom at EMS Stations	1	12	12
EMERGENCY MEDICAL TECHNICIAN NA	0	0	0
EMT - REFRESHER Classroom at EMS Stations	1	2	2
PARAMEDIC NA	0	0	0
PARAMEDIC - REFRESHER Classroom at EMS Stations	1	4	4
CONTINUING EDUCATION Classroom, practical skills, and competencies at EMS Stations	37	296	290

AFFIDAVIT OF PROGRAM DIRECTOR

I hereby certify that the principal officers and medical director of this training entity remain the same as on the original application; or if any changes have occurred since the original application, the names of the new officers and/or medical director are indicated on the attached forms [Change of Medical Director MO 580-2349 (R7/05) or Change of Manager MO 580-2384 (5/04)].



SIGNATURE OF AUTHORIZED REPRESENTATIVE OF TRAINING ENTITY

1/18/16

DATE

WARNING: In addition to licensure action, anyone who knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his official duty may be guilty of a class B misdemeanor. Missouri statutes

MO 580-2434 (R2/07)

EMS-63

MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
UNIT OF EMERGENCY MEDICAL SERVICES
PROGRAM ANNUAL REPORT

FOR THE YEAR 2015

The following information must be submitted to the Unit of EMS annually in accordance with 19 CSR 30-40.331 (I)(6).

NAME OF TRAINING ENTITY CITIZENS MEMORIAL HOSPITAL	ACCREDITATION NUMBER 16706T4
ADDRESS 1500 N Oakland Ave, Bolivar, MO 65613	PHONE 417-326-6000
NAME OF PROGRAM DIRECTOR Theron Becker	

TYPE OF COURSE & LOCATION IF OFF-SITE (Use additional forms if necessary)	NO. OF COURSES OFFERED	NO. OF STUDENTS STARTED TRAINING	NO. OF STUDENTS SUCCESSFULLY COMPLETED TRAINING
EMERGENCY MEDICAL DISPATCH NA	0	0	0
FIRST RESPONDERS NA	0	0	0
EMERGENCY MEDICAL TECHNICIAN NA	0	0	0
EMT - REFRESHER Classroom at EMS Stations	1	13	13
PARAMEDIC NA	0	0	0
PARAMEDIC - REFRESHER Classroom at EMS Stations	1	5	5
CONTINUING EDUCATION Classroom, practical skills, and competencies at EMS Stations	65	472	463

AFFIDAVIT OF PROGRAM DIRECTOR

I hereby certify that the principal officers and medical director of this training entity remain the same as on the original application; or if any changes have occurred since the original application, the names of the new officers and/or medical director are indicated on the attached forms [Change of Medical Director MO 580-2349 (R7/05) or Change of Manager MO 580-2384 (5/04)].



SIGNATURE OF AUTHORIZED REPRESENTATIVE OF TRAINING ENTITY

1/18/16

DATE

WARNING: In addition to licensure action, anyone who knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his official duty may be guilty of a class B misdemeanor. Missouri statutes

MO 580-2434 (R2/07)

EMS-63

Section 7-240 - Medical Director credentials

**Advanced Cardiac Life Support
National Provider Certification**



1373880624395

Roger Merk

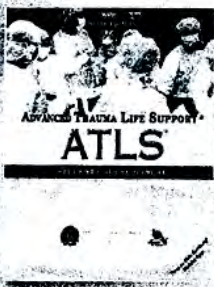
Has successfully completed the national Advanced Cardiac Life Support certification examination and clinical skills evaluation in accordance with the most recent published clinical American Heart Association Guidelines for CPR & Emergency Cardiovascular Care; and is hereby granted provider certification by the National Board of Emergency Care Certification for a period of twenty-four months from the date of issuance.

Issue Date **07/02/2014**

Expiration Date **07/2016**

[Signature]
Registrar

COMMITTEE ON TRAUMA | AMERICAN COLLEGE OF SURGEONS



Roger Merk, MD

is recognized as having successfully completed the
ATLS® Course for Doctors according to the standards
established by the ACS Committee on Trauma.

[Signature]
Sharon M. Henry, MD,
FACS, Chair

Chairperson,
ATLS Subcommittee

Stephen Barnes, MD, FACS

ACS Chairperson,
State/Provincial
Committee on Trauma

[Signature]

ATLS Course Director



AMERICAN COLLEGE
OF SURGEONS

*Inspiring Quality:
Raising Standards,
Better Outcomes*

Date of Issue: 08/22/2014

Date of Expiration: 08/22/2018



**Missouri Department of Health and Senior Services**
P.O. Box 570, Jefferson City, MO 65102-0570 Phone: 573-751-6321 Fax: 573-526-2569**Bureau of Narcotics and Dangerous Drugs
Missouri Department of Health and Senior Services****MISSOURI CONTROLLED SUBSTANCES REGISTRATION***This registration is not transferable*

Registrant Name:	MERK, ROGER C
BNDD Number:	811319499
Description:	MEDICAL DOCTOR
Street Address:	1500 N OAKLAND AVE
City/State/Zip:	BOLIVAR, MO 65613.3011
Phone Number:	417-328-6301
Registration Effective:	6/20/2014
Registration Expires:	7/31/2015
BNDD Discipline:	NO
Drug Schedule Type:	2 3 4 5
Enrollment Date:	6/20/2014

Validation Date of the Registration is: 6/27/2014

Direct Inquiries to:

BNDD
PO BOX 570
Jefferson City, Missouri 65102 0570

Missouri Division of Professional Registration

3605 Missouri Boulevard

P.O. Box 1335

Jefferson City, MO 65102-1335

573.751.0293 Telephone

800.735.2966 TTY

800.735.2466 Voice Relay

profreg@pr.mo.gov

<http://pr.mo.gov/>

Detail

Primary Source Verification

The licensee search function of this website provides data extracted from our database and constitutes a Primary Source Verification.

Licensee Name: Merk, Roger Charles
Profession Name: Medical Physician & Surgeon
Licensee Number: 2006019884
Expiration Date: 1/31/2016
Original Issue Date: 7/7/2006
Primary Business Address: 1500 North Oakland Ave.
Address Con't:
City, State Zip: Bolivar, MO 65613
County: Polk
Other Business Addresses: [View addresses](#)
Board Certification: Emergency Medicine,
Board certification is provided by the licensee. It has not
been verified by the Board of Registration for the Healing
Arts. To verify visit [ABMS](#) and [AOA](#).
Professional School: Creighton University
Other Actions:
Current Discipline Status: None

CONTROLLED SUBSTANCE REGISTRATION CERTIFICATE UNITED STATES DEPARTMENT OF JUSTICE DRUG ENFORCEMENT ADMINISTRATION WASHINGTON, D.C. 20537		
DEA REGISTRATION NUMBER	THIS REGISTRATION EXPIRES	FEE PAID
BM7142095	01-31-2016	\$731
SCHEDULES	BUSINESS ACTIVITY	DATE ISSUED
2,2N,3 3N,4,5	PRACTITIONER	01-23-2013
MERK, ROGER C MD 1500 N. OAKLAND BOLIVAR, MO 65613		

Form DEA-223 (05/04)

Sections 304 and 1008 (21 U.S.C. 824 and 958) of the Controlled Substances Act of 1970, as amended, provide that the Attorney General may revoke or suspend a registration to manufacture, distribute, dispense, import or export a controlled substance.

THIS CERTIFICATE IS NOT TRANSFERABLE ON CHANGE OF OWNERSHIP, CONTROL, LOCATION, BUSINESS ACTIVITY, OR VALID AFTER THE EXPIRATION DATE.

Pediatric Advanced Life Support Provider Certification



1373880620236

Roger Merk

Has successfully completed the national Pediatric Advanced Life Support certification examination and clinical skills evaluation in accordance with the most recent published clinical recommendations of the American Heart Association and the American Academy of Pediatrics; and is hereby granted provider certification by the National Board of Emergency Care Certifications for a period of twenty-four months from the date of issuance

Issue Date 03/06/2014

Expiration Date 03/2016

[Signature]
Registrar

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Section 7-420 - References**There are no sources in the current document.****Section 7-560 - Change log****Version 1 (Aristotle)**

Version One is named in dedication to Aristotle who was a Greek philosopher and scientist who studied almost every subject, and his combined works constitute a virtual encyclopedia of knowledge.

Changes from version 1 to version 2 (Browne)

Version Two is named in dedication to Marjorie Lee Browne who was an American mathematics educator who was one of the first African-American women to receive a doctorate in mathematics.

Protocol	Date	Version 2 changes description
Entire document	1/18/16	Updated all position titles based on current personnel in place. Replaced references to Pre-Hospital with EMS. Re-numbered and formatted entire document to align with other EMS department document standards.
Part 2 - Physical Facilities	1/18/16	Updated classroom and equipment descriptions after moving facilities.
Part 3 - Program Evaluations	1/18/16	Updated links to online content. Updated evaluation form to include online content.
Part 4 - Policy Manual	1/18/16	Updated links to online content.
Section 4-240 - Refund policy	1/18/16	Updated refund policy to reflect one-day courses.
Section 4-320 - Attendance policy	1/18/16	Updated tardy policy and updated uniform polo shirt.
Section 4-400 - Class cancellation policy	1/18/16	Removed reference to school cancellation.
Section 5-840 - Sample certificate of completion	1/18/16	Updated sample certificate to reflect actual certificate being issued.
Part 6 - Program Details	1/18/16	Updated all programs with current requirements for clinicals and procedures.
Section 6-840 - Clinical Education Specialist Training Program	1/18/16	Updated FTO program to reflect current program details as approved by EMS director.
Section 7-120 - MO BEMS documents	1/18/16	Updated documents.
Section 7-240 - Medical Director credentials	1/18/16	Added this section to move these documents out of MO BEMS document section. Updated all documents.

Changes from version 2 to version 3 (Confucius)

Version Three is named in dedication to Confucius who was a Chinese teacher and philosopher dedicated to personal morality, correctness of social relationships, and justice.

Protocol	Date	Version 2 changes description
Section 1-200 - Evaluation of the need for training	1/21/16	Added CMH and EMS department mission and vision to justify the need for quality training.
Section 1-500 - Training budget	1/21/16	Added this section.
Section 1-600 - Medical director qualifications and credentials	1/21/16	Added link to reference Section 7-240 - Medical Director credentials.
Section 4-080 - Admission criteria	1/21/16	Added comment about student IDs through the HR department and criminal background checks.
	7/8/16	Added comment about the online registration process.
Section 4-120 - Non-	8/17/16	Added this section.
Section 4-160 - Course fees	8/17/16	Added comment that 50% of course fees are due the first day of class.
	10/20/16	Added specific course fees for offered courses.
Section 4-280 - Student withdrawal policy	1/21/16	Split the previous section into two to separate refund and withdrawal policies.
Section 4-320 - Attendance policy	10/20/16	Specified "unexcused absences" in a few locations.
Section 4-360 - Dress code	1/21/16	Split the previous section into two to separate attendance and dress code policies. Added comment that employees cannot wear employee uniform while acting as a student. Added comment that students must meet CMH jewelry and tattoo policies.
	7/8/16	Added more strict uniform requirements. Removed option to wear t-shirts and shorts. Added jewelry and tattoo policy details.
	8/17/16	Added comment that uniform cannot be worn outside class activities. Added details of polo style and colors.
Section 4-400 - Class cancellation policy	1/21/16	Added comment that students will be contacted via email and text if the class is canceled.
Section 4-440 - Academic integrity	8/17/16	Added this section.
Section 4-560 - Appeal and grievance procedure	1/21/16	Added comment about unresolved grievance process and all requests must be made in writing.

Protocol	Date	Version 2 changes description
Section 4-640 - Academic criteria: Grading and examination policies	1/21/16	Expanded grade list to include all the "+" and "-" grades.
	8/17/16	Added comment that 70% is the lowest grade on any single test.
Section 4-880 - Certification requirements	1/21/16	Added comment about Missouri scope of practice and licensing requirements. Added comment about NREMT eligibility to test requirements.
Section 4-920 - Photo and video release	8/17/16	Added this section.
Section 4-940 - Authorization for release of information	8/17/16	Added this section.
Section 4-960 - Policy manual acknowledgment	8/17/16	Added this section.
Section 6-060 - Clinical agreements	1/21/16	Added this section to have a location to place signed agreements.
	8/17/16	Added health department clinical agreement.
Section 6-120 - Emergency Medical Responder (EMR) program	1/21/16	Added specifics for the curriculum used.
	7/8/16	Modified when ID badge should be worn.
	8/15/16	Added public health clinical requirements.
Section 6-240 - Emergency Medical Dispatch (EMD) program	1/21/16	Added specifics for the curriculum used.
	7/8/16	Modified when ID badge should be worn.
Section 6-360 - Emergency Medical Technician (EMT) program	1/21/16	Added specifics for the curriculum used.
	7/8/16	Modified when ID badge should be worn. Added comment that other clinical sites can be considered. Added program pre-requisites and program details sections (including generic timeline). Added application form.
	8/15/16	Added public health clinical requirements.
	8/17/16	Added simulation activity requirements.
	10/20/16	Reduced 9-1-1 clinical time to 6 hours. Added prerequisites for starting different clinicals. Added deadlines to complete clinical hours. Added criminal history consent form.
Section 6-840 - Clinical Education Specialist Training Program	2/9/16	Re-organized rider rules. Added requirements for age. Added station addresses. Added typical shift times.
	8/17/16	Added comment that riders should plan on bringing money or packed lunch to ambulance clinicals.
	10/20/16	Aligned BLS and ALS CES pre-requisites with changes to CMH policies.

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Section 7-840 - Glossary of abbreviations

ACLS - Advanced Cardiac Life Support.

AEMT - Advanced Emergency Medical Technician.

ALS - Advanced Life Support. Usually provided by paramedics and RNs.

BEMS - Missouri Bureau of Emergency Medical Services.

BLS - Basic Life Support. Usually provided by EMRs and EMTs.

BSI - Body Substance Isolation. To protect against blood borne and other pathogens and infectious agents. Usually includes gloves and eye protection but may include masks and gowns.

CE - Continuing Education.

CMH - Citizens Memorial Hospital.

CPR - Cardio Pulmonary Resuscitation.

EMD - Emergency Medical Dispatcher.

EMR - Emergency Medical Responder. Also synonymous with MFR (Medical First Responder).

EMS - Emergency Medical Services. Usually associated with transport of sick or injured patients.

EMT - Emergency Medical Technician. Also synonymous with EMT-B (Emergency Medical Technician - Basic).

ER - Emergency Room. Also known as ED (Emergency Department).

FTO - Field Training Officer. Used interchangeably at CMH with preceptor and clinical instructor.

GED - General Education Diploma. High school diploma equivalent.

ID - Identification badge.

ITLS - International Trauma Life Support.

NA - Not Applicable.

NFPA - National Fire Protection Association.

OB - Obstetrics.

PALS - Pediatric Advanced Life Support.