

Citizens Memorial Hospital - Emergency Medical Services Education Administration Manual

Part 0 - Front Matter

Section 0-165 - Mission Statements

Citizens Memorial Hospital (CMH) Mission Statement:

“Caring for every generation through exceptional services by leading physicians and a compassionate healthcare team.”

CMH Emergency Medical Services (EMS) mission is...

“To provide safe, exceptional, and compassionate care to our communities with an emphasis on highly trained and empowered staff.”

CMH EMS Education mission is...

“To provide state-of-the-art education to develop and support a team of exceptional emergency medical professionals.”



Section 0-330 - Approval Signatures


Version Number:

v 4


Version Date:

February 1st, 2017

CMH EMS Director:

 (Neal Taylor)

CMH EMS Medical Director:

 (Roger Merk, MD)

CMH EMS Education Director:

 (Theron Becker)

Scope:

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

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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 21) 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: To provide safe, exceptional, and compassionate care to our communities with an emphasis on highly trained and empowered staff.

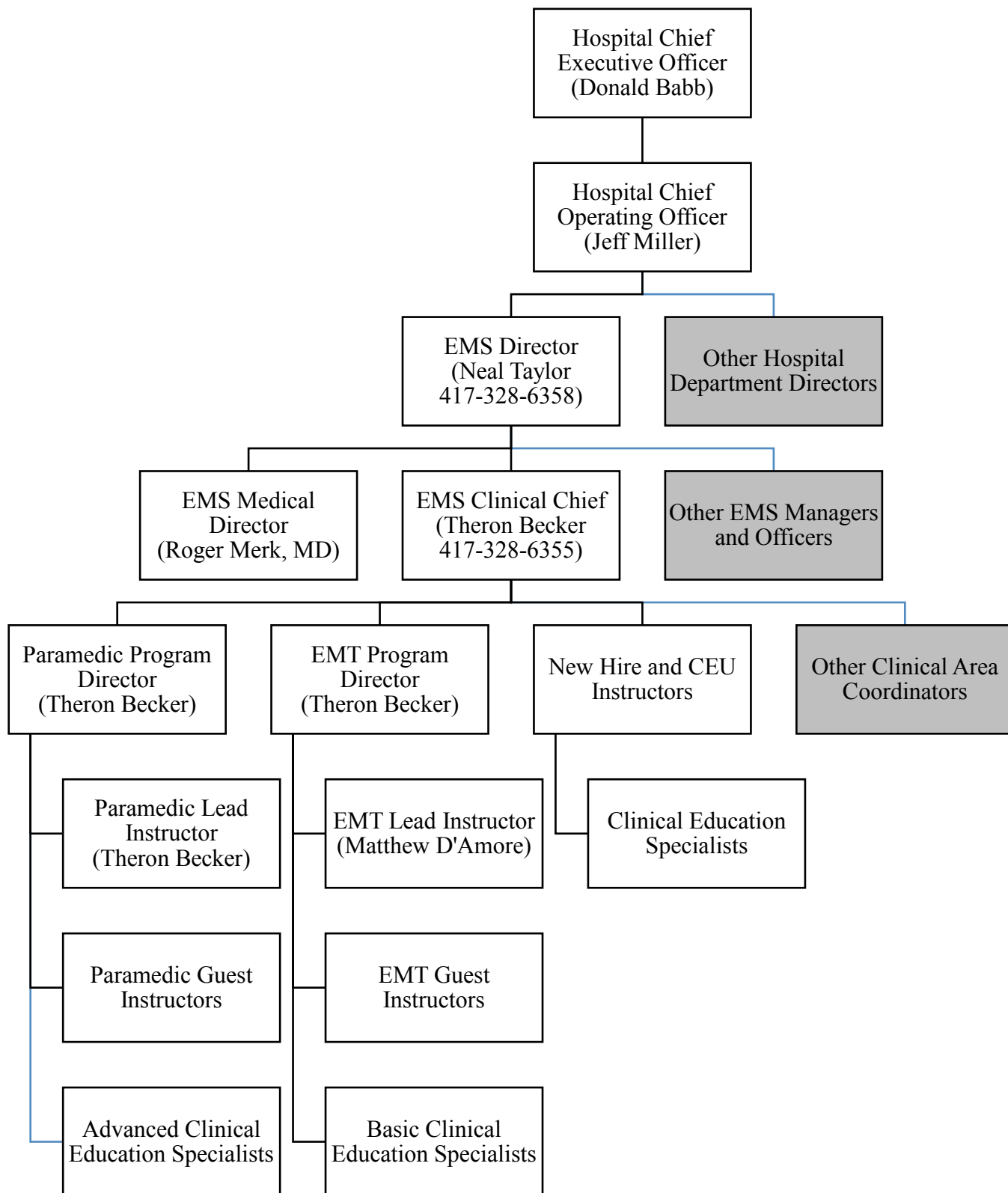
CMH EMS Education Mission: To provide state-of-the-art education to develop and support a team of exceptional emergency medical professionals.

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



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Administration Manual

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Section 1-500 - Training budget

The 2017 budget request for CMH EMS Education:

- \$16,760 for overall administration.
- \$16,244 for EMT program expenses.
- \$121,874 for paramedic program expenses.

Section 1-600 - Medical director qualifications and credentials

Purpose:

Fulfill responsibilities specified in CoAEMSP accreditation standard III.B.2.a.

CoAEMSP Accreditation Standard II.B.2.a - Medical Director responsibilities:

The medical director must be responsible for medical oversight of the program and must:

1. Review and approve the educational content of the [EMT and paramedic] program[s] curriculum for appropriateness, medical accuracy, and reflection of current evidence-informed pre-hospital or emergency care practices.
2. Review and approve the required minimum numbers for each of the required patient contacts and procedures listed in [this document for the EMT and paramedic programs].
3. Review and approve the instruments and processes used to evaluate students in didactic, laboratory, clinical, and field internship.
4. Review the progress of each student throughout the [EMT and paramedic] program, and assist in the determination of appropriate corrective measures, when necessary. Corrective measures should occur in the cases of adverse outcomes, failing academic performance, and disciplinary action.
5. Ensure the competence of each graduate of the [EMT and paramedic] program[s] in the cognitive, psychomotor, and affective domains.
6. Engage in cooperative involvement with the [EMT and paramedic] program director.
7. Ensure the effectiveness and quality of any Medical Director responsibilities delegated to another qualified physician.
8. Ensure educational interaction of physicians with students. The Medical Director interaction should be in a variety of settings, such as lecture, laboratory, clinical, and field internship. Interaction may be by synchronous electronic methods.

Qualifications and credentials:

Copies of all certificates and licenses are on file with the EMS Education Director. See Section 7-240 - Medical Director credentials (page 123).

CoAEMSP Accreditation Standard II.B.2.b - Medical Director qualifications:

The Medical Director must:

1. Be a physician currently licensed and authorized to practice in the location of the program, with experience and current knowledge of emergency care of acutely ill and injured patients.
2. Have adequate training and experience in the delivery of out-of-hospital emergency care, including the proper care and transport of patients, medical direction, and quality improvement in out-of-hospital care.

3. Be an active member of the local medical community and participate in professional activities related to out-of hospital care.
4. Be knowledgeable about the education of the Emergency Medical Services Professions, including professional, legislative, and regulatory issues regarding the education of Emergency Medical Services Professions.

Section 1-800 - Faculty

Purpose:

Provide instruction, supervision, and timely assessments of student progress in meeting program requirements. Work with advisory committee (if applicable), administration, clinical and field internship affiliates and communities of interest to enhance the program.

VITAE:

Copies of all certificates and licenses are on file with the EMS Education Director.

Primary faculty - Program Director

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).

Minimum Qualifications:

- Possess a minimum of a Bachelor's degree to direct a paramedic program and a minimum of an Associate's degree to direct an advanced emergency medical technician program from an accredited institution of higher education. Preferred to have a minimum of a Master's degree.
- Have appropriate medical or allied health education, training, and experience. Have field experience in the delivery of out-of-hospital emergency care. Have academic training and preparation related to emergency medical services at least equivalent to that of the level of program graduates. Current licensure and at least two years clinical experience in the level of program graduates.
- Be knowledgeable about methods of instruction, testing, and evaluation of students. Should be able to demonstrate knowledge gained in the following classes:
 - NFPA 1041 - Professional Qualifications for Fire Department Instructor (level III).
 - OR Emergency Medical Services Instructor/Coordinator.
- Be knowledgeable about the current versions of the National EMS Scope of Practice, National EMS Education Standards, and about evidenced-informed clinical practice.
- Must have the ability to supervise and evaluate all students in the classroom and training evolutions.
- 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.
- Experience as an instructor.

Responsibilities:

The program director must be responsible for all aspects of the program, including, but not limited to:

- The administration, organization, and supervision of the educational program.
- The continuous quality review and improvement of the educational program.
- Long range planning and ongoing development of the program.
- The effectiveness of the program, including instruction and faculty, with systems in place to demonstrate the effectiveness of the program.
- Cooperative involvement with the medical director.
- The orientation, training, and supervision of clinical and field internship preceptors.

Description of Duties:

- Identifies or develops lesson plans for programs and education events.
- Identifies or develops lesson plans.
- Organizes the learning environment so that learning is maximized.
- Develops record-keeping requirements to meet applicable licensure, state, and accreditation requirements.

Primary faculty - Lead Instructor

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).

Minimum Qualifications:

- Must possess a minimum of an Associate's degree for paramedic lead instructor - Bachelor's degree is preferred.
- Professional healthcare credential(s) and experience in emergency medicine and pre-hospital care. Current licensure and at least two years clinical experience in the level of course.
- Knowledge of instructional methods. Have teaching experience to deliver content, skills instruction, and remediation. Should be able to demonstrate knowledge gained in the following classes:
 - NFPA 1041 - Professional Qualifications for Fire Department Instructor (level II).
 - OR Emergency Medical Services Instructor/Coordinator.
- Must have the ability to supervise and evaluate all students in the classroom and training evolutions.
- 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.
- Experience as an instructor.

Description of Duties:

- Perform duties assigned under the direction and delegation of the program director.
- 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 Education Director.
- 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 Education Director.

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.

Minimum Qualifications:

- Eighteen years of age or older.
- Must be currently certified and licensed at least at the level of course being taught.
- Must have the ability to supervise and evaluate students in the clinical environment.
- 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.
- Basic 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.

Description of Duties:

- Organizes the learning environment so that learning is maximized.
- Meets the record-keeping requirements of the EMS Education Director.
- 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.

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 Education Director. 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:

- Eighteen years of age or older.
- Must be knowledgeable in course content and effective in teaching their assigned subjects, and capable through academic preparation, training, and experience to teach the courses or topic to which they are assigned.
- Current licensure and at least two years clinical experience in the level of course.
- Should be able to demonstrate knowledge gained in the following classes:
 - NFPA 1041 - Professional Qualifications for Fire Department Instructor (level I).
 - 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 Education Director.
- 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 Education Director.

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 Bolivar Technical College (classroom for approximately 50 and simulation lab), 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)
- Training ambulance stocked with opened and expired equipment.

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 or electronic 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 and electronic 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.

Section 3-660 - Instructor and course evaluations

Instructor and course evaluations will be emailed to students at the completion of each course. The evaluation is online and results are available to instructors and program directors.

The form can be found at: <https://goo.gl/forms/F0m0EQWt2RYj0DlD2>

Questions asked on the form include:

- Course completion date.
- Course title.
- Course location.
- Score the course on a scale from one to five:
 - Classroom provided a learning environment.
 - Hands-on activities were an effective learning tool.
 - Audio/visuals were an effective learning tool.
 - Printed materials were an effective learning tool.
 - Online materials and activities were an effective learning tool.
- Comments about the course.
- Instructor name.
- Score the instructor on a scale from one to five:
 - Instructor is knowledgeable and experienced in subject matter.
 - Instructor facilitated your learning.
- Comments about the instructor.

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 Director 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 Education Director.
6. Applicants may be required to attend an interview with the EMS Education Director, and/or Lead Instructor.
7. Applicants may be required to successfully complete an entrance exam.
8. 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 Education Director 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.

CMH affirms a policy of equal employment opportunity and nondiscrimination in the provision of education services to the public. CMH makes all decisions regarding recruitment, hiring, promotion, and all other terms and conditions of employment without discrimination on the 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 by state, local, or federal law.

CMH EMS Education Department is obligated by and adheres to the provisions of:

- Section 493A, Title IV, Higher Education Act of 1965 as amended.
- Title 38, United States Code, Veteran's Benefits.
- Title IX, Education Amendments of 1972.
- Section 504, Rehabilitation Act of 1973.
- Family Education Rights and Privacy Act of 1974 as amended.
- Drug-Free Schools and Communities Act Amendments of 1989.

Inquiries concerning the application of these laws and their implementing regulations may be referred to the CMH EMS Education Director.

CMH EMS Education Department complies with Section 504 of the Rehabilitation Act of 1973 and makes every effort to ensure that disabled persons admitted as students or employed by the college are afforded all of the rights and privileges provided to them by this state and federal laws. CMH EMS Education Department is committed to providing a sound learning environment to academically qualified students with disabilities. Students must provide complete current documentation to the EMS Education Director prior to beginning a program, and accommodations will be determined based on documentation, then communicated to the instructor with consent of the student.

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 Director), and available to students upon course payment.

Course fees established for 2017:

- Academy, EMT\$750 (plus \$50 application fee)
- Academy, Paramedic\$7,500 (plus \$100 application fee)
- CEU (4-hr)\$20
- DT4EMS (EMS defensive tactics).....\$100
- EMR (first responder)\$290
- EMS Educator\$280
- PHTLS / ITLS (trauma life support).....\$180
- Refresher, EMT\$100
- Refresher, Paramedic\$380
- 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 Education Director or Instructor should be contacted. Due to the compact time frame of most courses, it is important that all classes are attended. **Students must attend 80% of required course activities**, including classroom and laboratory hours. **More than 20% absence rate** may be the reason for dismissal.

Doctor's visits and other appointments should be scheduled beyond school hours. Any absence of three consecutive days or longer due to illness will require a doctor's written statement. Illness verification by a doctor may also be required at any time as deemed necessary by the EMS Education Director. Any hospitalization requires a release from the doctor to return to class and clinicals. Extenuating circumstances will be considered on a case-by-case basis. Documentation for extenuating circumstances must be submitted within seven calendar days of return to class.

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. All missed clinical hours must be made up. Time made up for clinical rotations does not decrease the total number of hours missed. Faculty are under no obligation to offer extraordinary assistance to students who are chronically absent or tardy.

Students should realize that tardiness to class is very disruptive and that disciplinary measures may be taken for tardiness. If a student arrives to class after it has started must wait until the next break to enter to avoid causing a disturbance. Any student who is tardy more than 20% of the total contact time for that class will marked absent for the entire activity. For example, a student may not be more than 48 minutes late to a class that is to meet from 1800 hours to 2200 hours. Habitual tardiness of any period of time may be handled on a case-by-case basis to eliminate the disruption.

Children and visitors are not allowed during classroom, laboratory, or skills activities except by explicit invitation by instructor, lead instructor, program director, or EMS Education Director. Instructor, lead instructor, program director, and EMS Education Director must approve all visitors on a case-by-case basis.

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. On-duty students may, at the instructor's discretion, be allowed to respond to emergencies during class at the request of the Incident Commander.

Students will not be allowed to attend class or clinical rotations if any of the following health issues is present:

- Elevated temperature of 100.4 degrees Fahrenheit or above.
- Vomiting or diarrhea.
- Cognitive deficits.
- Signs or symptoms of communicable disease (i.e. pink eye, cold, flu, streptococcus, etc.)

Section 4-360 - Dress code

Violations of the following dress code and behavior code may be grounds for the EMS Education Director 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.

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. If students believe road conditions are unsafe near their home, they are responsible for contacting the instructor.

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 http://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 Education Director, 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:

- Violation of the EMS Code of Ethics;
- 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;
- Inadequate preparation for clinicals;
- Theft of any property;
- Unprofessional conduct;
- Behavior indicating drug or alcohol abuse;
- Unsafe paramedic practices: Behavior that conflicts with that of a reasonably prudent licensed paramedic and has the potential to cause physical or emotional harm. Examples include failure to follow infection control procedures, failure to follow safety policies, or failure to follow treatment protocols.

Academic dishonesty is defined as a student providing or obtaining unauthorized help in academic coursework or accepting recognition for work which is not theirs. Examples of dishonesty include, but not limited to:

- Copying from another student or allowing another student to copy work.
- Unauthorized collaboration with others on tests, quizzes, or assignments.
- Using unauthorized resources (i.e. notes or cheat sheets).
- Transmitting or receiving unauthorized communications (i.e. notes or text messages) during an exam.
- Disclosing or receiving examination questions to other students.
- Using another person's ideas, opinions, or theory without acknowledgement of the source.

Positive statements on social media regarding your experience at CMH and your clinical locations are encouraged and appreciated. If your social media profile associates you with CMH, **all of your social posts shall be positive and professional**, regardless of the topic.

Section 4-560 - Appeal and grievance procedure

CMH EMS Education Department is responsible for managing and resolving all disputes, complaints, or problems that arise from a course offered by an instructor representing CMH. The EMS Education Director 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 Education Director. 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 Education Director. 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.** Students will not be allowed to take a quiz, test, or exam early for any reason.

The grade for each course is determined by attendance, quizzes, written exams, practical exams, and/or final exams; thus reflecting mastery of the course material based on the percentage of the total points scored as being correct. All practical exams are Pass/Fail. Grades will be determined as follows:

Grade	Percentage Grade	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 overall grade to be eligible to test for National Registry (EMR, EMT, or Paramedic).
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.

Grades will not be rounded. For example, 79.99% is less than 80% and is not a passing overall grade in EMT or Paramedic Academy. Each multi-day course has a course syllabus that will articulate the required course work, assignments, and specific requirements.

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 Education Director 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 the 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>Cardiovascular Pediatric Cardiac Arrest Simulation</u>	
Meeting the objectives and lesson requirements established by:	
<u>National Registry of Emergency Medical Technicians</u>	
<u>Special</u>	<u>January 29, 2017 - 17:30</u>
Missouri BEMS module category	Completion Date
<u>1.0</u>	<u>100% (Passed with A+)</u>
Contact Hours	Score (Grade)
<u>Becker, Theron</u>	
Lead Instructor	Approving Signature



CMH EMS is a paramedic-level accredited training entity by the Missouri Bureau of EMS.

BEMS #: 16706T4



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Part 6 - Program Details

Section 6-060 - Clinical agreements

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:_____

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Signature of CMH Anesthesia Director: _____

CMH Cardiology Department Clinical Agreement for Cath Lab Clinicals.

CMH EMS Training Entity may send interns to **CMH Cardiology Department** for clinical time in the **Cardiac Cath Lab**. 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 Cardiology Department 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:

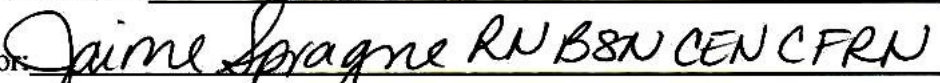
- Background check completed by CMH Human Resources Department.
- Have liability insurance.
- Have attended HIPPA training.
- Have had all immunizations required of a healthcare professional.
- Have completed didactic and psychomotor training to prepare the student for the clinical experience.

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: 12-2-16

Signature of Training Entity Coordinator: 

Signature of CMH ED Director:  Jaime Sprague RN BSN CEN CFRN

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Signature of Training Entity Coordinator: _____

Signature of CMH ED Director: _____

CMH Geriatric Psychiatric Unit Clinical Agreement for Geriatric Psych Clinicals.

CMH EMS Training Entity may send interns to **CMH Geriatric Psychiatric Unit** for clinical time in the **Geriatric Psych Unit**. 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 Geriatric Psych Unit Director: _____

CMH Intensive Care Unit Clinical Agreement for ICU Clinicals.

CMH EMS Training Entity may send interns to **CMH Intensive Care Unit** for clinical time in the **ICU**. 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.

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Date of agreement: _____

Signature of Training Entity Coordinator:_____

Signature of CMH Intensive Care Unit Director:_____

CMH Labor and Delivery Department Clinical Agreement for L&D Clinicals.

CMH EMS Training Entity may send interns to **CMH Labor and Deliver Department** for clinical time in the **Labor and Delivery**. 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.

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Date of agreement: _____

Signature of Training Entity Coordinator: _____

Signature of CMH Labor and Delivery Department Director: _____

CMH Laboratory Department Clinical Agreement for IV and Blood Draw Clinicals.

CMH EMS Training Entity may send interns to **CMH Laboratory Department** for clinical time assisting **lab techs in the hospital**. 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.

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Date of agreement: _____

Signature of Training Entity Coordinator:_____

Signature of CMH Laboratory Department Director:_____

CMH Pediatric Clinic Department Clinical Agreement for Pediatric Clinic Clinicals.

CMH EMS Training Entity may send interns to **CMH Pediatric Clinic Department** for clinical time in the **Pediatric Walk-In 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.

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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.

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Date of agreement: _____

Signature of Training Entity Coordinator: _____

Signature of CMH Pediatric Clinic Department Director: _____

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.

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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.

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Date of agreement: 12/1/16

Signature of Training Entity Coordinator: 

Signature of CMH PHS Director: 

CMH Respiratory Therapy Department Clinical Agreement for Respiratory Therapy Clinicals.

CMH EMS Training Entity may send interns to **CMH Respiratory Therapy Department** for clinical time assisting **respiratory therapists in the hospital**. 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.

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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.

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Date of agreement: _____

Signature of Training Entity Coordinator: _____

Signature of CMH Respiratory Therapy Department Director: _____

CMH Surgery Department Clinical Agreement for Surgery Recovery Clinicals.

CMH EMS Training Entity may send interns to **CMH Surgery Department** for clinical time assisting **recovery nurses**. 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.

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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.
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Date of agreement: _____

Signature of Training Entity Coordinator:_____

Signature of CMH Surgery Department Director:_____

Cox Air Care Agreement for Air Ambulance Clinicals.

CMH EMS Training Entity may send interns to **Cox Air Care** for clinical time on a **Medical Helicopter**. 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.

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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.

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Date of agreement: _____

Signature of Training Entity Coordinator: _____

Signature of Cox Air Care Director: _____

Cox Emergency Department Agreement for Emergency Department Clinicals.

CMH EMS Training Entity may send interns to **Cox Emergency Department** for clinical time in the **Emergency Department**. 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.

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- Background check completed by CMH Human Resources Department.
- Have liability insurance.
- Have attended HIPPA training.
- Have had all immunizations required of a healthcare professional.
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Date of agreement: _____

Signature of Training Entity Coordinator: _____

Signature of Cox Emergency Department Director: _____

Cox Pre-Hospital Department Agreement for Ambulance Clinicals.

CMH EMS Training Entity may send interns to **Cox Pre-Hospital 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.

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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.

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Date of agreement: _____

Signature of Training Entity Coordinator: _____

Signature of Cox Pre-Hospital Department 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.

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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.

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- Have had all immunizations required of a healthcare professional.
- Have completed didactic and psychomotor training to prepare the student for the clinical experience.

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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.

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- Have liability insurance.

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Date of agreement: 12-1-2016

Signature of Training Entity Coordinator: 

Signature of PCHC Administrator: 

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Section 6-120 - Emergency Medical Responder (EMR) program [Medical Responder Academy]

This section serves as the course syllabus for the Medical Responder Academy.
A maximum of 16 students will be accepted into each EMR Program.

Medical Responder Academy Goal:

Equip students with all the education needed to be a high-performing EMR in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains and an asset to the community as an Emergency Medical Responder.

EMR Program Faculty:

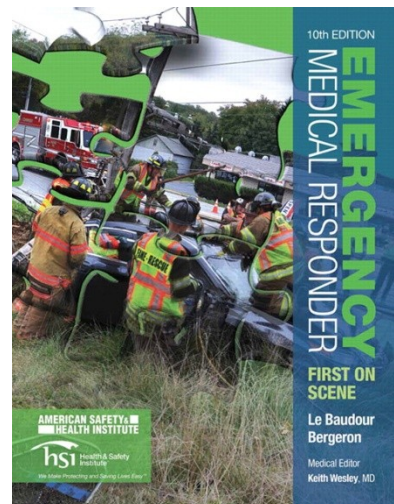
The designated director for the EMR program is the EMS Education Director. The EMR lead instructor will be selected by the EMS Education Director.

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.

ISBN-13: 9780133943306



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 Education Director 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 Education Director. Contact EMS Education Director 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 Education Director. Contact EMS Education Director 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 Education Director. Contact EMS Education Director 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.

Section 6-240 - Emergency Medical Dispatch (EMD) program [Medical Dispatcher Academy]

This section serves as the course syllabus for the Medical Dispatcher Academy.
A maximum of 16 students will be accepted into each EMD program.

Medical Dispatcher Academy Goal:

Equip students with all the education needed to be a high-performing EMD in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains and a desirable candidate for employment as an Emergency Medical Dispatcher.

EMD Program Faculty:

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

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 Education Director 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 Education Director. Contact EMS Education Director 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 Education Director. Contact EMS Education Director 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.

Section 6-360 - Emergency Medical Technician (EMT) program [EMT Academy]

This section serves as the course syllabus for the EMT Academy.
A maximum of 16 students will be accepted into each EMT Academy.

EMT Academy Goal:

Equip students with all the education needed to be a high-performing EMT in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains and a desirable candidate for employment as an Emergency Medical Technician.

This section serves as the course syllabus for the EMT Academy.

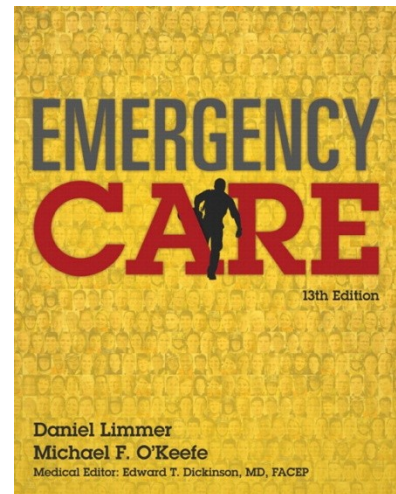
During this academy, students are highly encouraged not to make any other large life changes (i.e. get married, get divorced, move residences, change jobs, etc.). Additionally, in order to have enough time to prepare for and complete all requirements of the academy, a maximum work load of 36 hours per week is recommended. If the student's overall score is less than 80%, the recommended work load is reduced to 24 hours and further reduced to 12 hours if the overall score is less than 70%.

EMT Program Faculty:

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

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.



EMT Program Pre-Requisites:

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

- Have regular access to a personal computer with reliable internet access and some type of word processing software.
- 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**:
 - Two-step tuberculosis (TB) screening,
 - Diphtheria and tetanus (TDAP),
 - Measles, mumps, and rubella (MMR),
 - Hepatitis B,
 - And seasonal influenza. Annual influenza vaccinations will be required throughout the Paramedic Academy.
- 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.
 - Must have the ability to pass a drug screen.
- Ability to meet functional requirements of EMT job responsibilities.

Functional Abilities Required:

CMH EMS Department does not discriminate against any individual with disabilities. However, there are certain technical standards, essential functions, and physical demands which are required of the paramedic. The physical requirements are listed below and the student must be able to perform these requirements as well as have satisfactory physical health.

Students must be able to achieve all clinical objectives, and below items in the list of functional abilities, which are an inherent part of the clinical objectives. Students returning to school following an illness or injury must submit a letter from his or her doctor indicating any restrictions. Situations with a student placed on restrictions from a doctor will be considered on a case-by-case basis. Determination will then be made after evaluation of the restriction and time frame indicated by the doctor regarding the student's ability to meet all clinical objectives and remain in the academy.

- **Gross motor skills:** Move within confined spaces, sit and maintain balance, stand and maintain balance, reach above shoulders (i.e. hang an IV bag), and reach below waist (i.e. plug an electrical plug into an outlet).
- **Fine motor skills:** Pick up objects with hands, grasp small objects with hands, write with pen or pencil, type on a computer keyboard, pinch and pick or otherwise work with fingers (i.e. manipulate a syringe), twist (i.e. turn knob), squeeze with fingers (i.e. eye dropper), and able to safely operate a motor vehicle (i.e. an ambulance).
- **Physical endurance:** Stand (i.e. at patient side during a procedure), sustain repetitive movements (i.e. CPR compressions), and maintain physical tolerance (i.e. assist a patient walking).
- **Physical strength:** Push and pull 50 pounds (i.e. position patients), support 50 pounds of weight (i.e. ambulate a patient), lift 50 pounds (i.e. pick up a child), move 50 pound objects (i.e. transfer a patient), defend against combative patient, carry equipment and supplies, use upper body strength (i.e. physically restrain a patient), and squeeze with hands (i.e. operate a fire extinguisher).
- **Mobility:** Twist, bend, stoop, squat, move quickly (i.e. in response to an emergency), climb (i.e. ladders), and walk.
- **Hearing:** Hear normal speaking levels (i.e. person-to-person report), hear faint voices, hear faint body sounds (i.e. blood pressure), hear in situations when not able to see lips, hear auditory alarms.
- **Visual:** See objects at arms-length (i.e. computer screen), see objects around 20 feet away (i.e. patient in a room), see objects more than 20 feet away (i.e. obstacles on the roadway), use depth perception, use peripheral vision, distinguish color (i.e. color codes on equipment), distinguish color intensity (i.e. skin color).
- **Tactile:** Feel vibrations (i.e. palpate pulse), detect temperature (i.e. skin), feel differences in surface characteristics (i.e. skin turgor), feel differences in sizes and shapes (i.e. palpate vein), and detect environmental temperature (i.e. check for drafts).
- **Smell:** Detect odors from patient (i.e. alcohol breath), detect smoke, and detect gases or noxious smells.
- **Reading:** Read and understand written documents (i.e. protocols).
- **Arithmetic competence:** Read and understand columns of writing (i.e. charts), read digital displays, read graphics (i.e. EKG), calibrate equipment, convert numbers to and from metric system, tell time, measure time (i.e. count duration of contractions), count rates (i.e. breaths per minute), use measuring tools (i.e. thermometer), read measurement marks (i.e. scales), add/subtract/multiply/divide whole numbers, compute fractions (i.e. medication dosages), use a calculator, and write numbers.

- Emotional stability: Establish therapeutic boundaries, provide patients with emotional support, adapt to changing environments and stress, deal with the unexpected (i.e. patient crisis), focus attention on task, monitor own emotions, perform multiple responsibilities concurrently, and handle strong emotions (i.e. grief).
- Analytical thinking: Transfer knowledge from one situation to another, process information, evaluate outcomes, problem solve, prioritize tasks, use long-term memory, and use short-term memory.
- Critical thinking: Identify cause and effect relationships, plan and control activities for others, synthesize knowledge and skills, and sequence information.
- Interpersonal skills: Negotiate interpersonal conflict, respect differences in patients and co-workers, and establish rapport with patients and co-workers.
- Communication skills: Teach (i.e. patient education), explain procedures, give oral reports, interact with others, communicate on the telephone, communicate on a radio, influence people, direct activities of others, convey information through writing.

Application and Selection Process:

CMH EMS Education Department will review completed student applications. Upon meeting minimum admission standards, or higher, qualified applicants will be offered a seat in the EMT Academy in the following priority:

- CMH employee.
- First responder agency within CMH's seven-county service area.
- Highest Fisdap entrance exam score.

Fisdap entrance exam is used to select and admit prospective EMT students with the best chances of success in the EMT Academy. It is also used as a diagnostic tool to assess the incoming students' strengths and weaknesses. The exam is comprised of two sections:

- The cognitive test measures student preparedness in the following subjects:
 - Anatomy and physiology,
 - Reading comprehension (at the 9th and 11th grade levels),
 - Math, and
 - EMT knowledge, application, and problem solving.
- The affective test uses 30 items from the M5-50 personality inventory. The M5-50 is a valid and reliable personality item set designed for the evaluation of law enforcement personnel in three areas:
 - Agreeableness: How well an individual gets along with others (also described as kindness, cooperativeness, or sympathy for others),
 - Conscientiousness: Attention to detail and understanding of right versus wrong, which may also have utility in predicting elements of empathetic behaviors, and
 - Neuroticism: The inability to accept failures and deal with stress, which tends to predict depressive moods.

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 \$700 includes textbooks, online access codes, polo shirts (2), and testing fees (re-testing fees not included). Application deadline is at least four weeks before class start date. A non-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. If paying by credit card, an additional 2.5% will be required to cover added expenses by credit card company.

A payment schedule is available with the following amounts and deadlines:

- \$350 is due by the first day of class.
- An additional \$150 is due before the mid-term exam can be taken.
- An additional \$200 is due before the final exam can be taken.

EMT Academy Timeline (Sep through Mar):

Month	Week	Classroom Description	Weekend class	Exam
Sep	1	Begin Section 1 - Foundations Ch 1 - Introduction Ch 2 - Well-being	BLS CPR	
	2	Ch 3 - Lifting and moving Ch 4 - Medical legal		
	3	Ch 5 - Medical terminology Ch 6 - Anatomy and physiology		
	4	Ch 7 - Shock Ch 8 - Life span development		
Oct	5	Begin Section 2 - Airway and ventilation Ch 9 - Airway Ch 10 - Ventilation		
	6	Practical Skills Practice Exam Begin Section 3 - Patient assessment Ch 11 - Size-up		FISDAP Airway Unit Exam (Routine individual academic counseling with all students)
	7	Ch 12 - Primary assessment Ch 13 - Vital signs		
	8	Ch 14 - Secondary assessment Ch 15 - Communication and documentation	PHTLS	
Nov	9	Begin Section 4 - Medical emergencies Ch 16 - Pharmacology Ch 17 - Respiratory emergencies		
	10	Ch 18 - Cardiac emergencies Practical Skills Practice Exam		FISDAP Cardiology Unit Exam (Routine individual academic counseling with all students)
	11	Thanksgiving usually falls on this week - No class		
	12	Ch 19 - Altered mental status emergencies Ch 20 - Allergic reaction emergencies		
Dec	13	Ch 21 - Poisoning and overdose Ch 22 - Abdominal emergencies		
	14	Ch 23 - Behavioral and psychiatric emergencies Ch 24 - Hematologic and renal emergencies		
	15	Practical Skills Practice Exam		FISDAP Medical Unit Exam (Routine individual academic counseling with all students)
	16	Christmas usually falls on this week - No class		
Jan	17	Begin Section 5 - Trauma Ch 25 - Bleeding and shock Ch 26 - Soft-tissue trauma	DT4EMS	

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Month	Week	Classroom Description	Weekend class	Exam
	18	Ch 27 - Chest and abdominal trauma Ch 28 - Musculoskeletal trauma		
	19	Ch 29 - Head, neck, and spine trauma Ch 30 - Multisystem trauma		
	20	Ch 31 - Environmental emergencies emergencies Practical Skills Practice Exam		FISDAP Trauma Unit Exam (Routine individual academic counseling with all students)
Feb	21	Begin Section 6 - Special populations Ch 32 - Obstetric and gynecologic Ch 33 - Pediatric emergencies		
	22	Practical Skills Practice Exam Ch 34 - Geriatric emergencies		FISDAP OB-Peds Unit Exam (Routine individual academic counseling with all students)
	23	Ch 35 - Special challenges Begin Section 7 - Operations Ch 36 - Operations	TIMS and EVDT	
	24	Ch 37 - Hazmat and mass casualties Ch 38 - Highway safety		
Mar	25	Ch 39 - Terrorism Practical Skills Final Exam		FISDAP Operations Unit Exam FISDAP Comprehensive EMT Exam

Certifications gained after successful completion of the academy include:

- **Prepared and eligible to test for Missouri Licensed Emergency Medical Technician**
- Prepared and eligible to test for 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) (self-study)
- National Incident Management System - 100: Introduction to the Incident Command System (self-study)
- National Incident Management System - 700: Introduction to National Incident Management System (self-study)
- 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 forms and/or software.

EMT Clinical Requirements:

At no time may an EMT student be substituted for EMT staff. If the EMT student is also an employee of the clinical site:

- When functioning as an EMT student:
 - Must wear student uniform.
 - Must not perform normal work duties that are outside the scope of the clinical objectives.
- When functioning as staff:
 - Must not wear student uniform.
 - Must not perform clinical student activities outside the scope of employed job description.

Students are required to participate and be eligible to participate at all clinical sites without exception. Students must also comply with the facilities' policies and procedures. CMH is not obligated to locate an additional clinical site to accommodate a student for any reason.

Courses with a clinical component require mastery of the clinical objectives in order to successfully complete the course. The clinical component of any course is an integral portion of that course. Clinical experiences are graded on a pass/fail basis. **If a student fails in clinical, he or she will fail the course.** Students will be sent home from the clinical setting for unsafe or unprofessional behavior and may be grounds from dismissal from the course.

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.

FISDAP will be used to schedule clinicals and track skills.

- FISDAP Scheduler gets students' clinical internship schedules online where educators, clinicians, preceptors, and students can all view and interact with the live calendar. Students pick and sign up for their own shifts from what is available. EMT accounts are limited to ten (10) non-ambulance shifts and ten (10) ambulance shifts.
- FISDAP Skills Tracker documents learning, reports achievements and growth, and aids program accreditation and self-study. After each patient contact, students document their experience on the FISDAP website.

Polk County Central Dispatch (9-1-1):

- Prerequisites: Complete chapter 15 (Documentation).
- EMT students will shadow emergency medical call-taker or dispatcher.
- Complete a minimum of 4 hours by the mid-term exam (approximately six weeks).
- Contact Clardy@polkco911.com to schedule clinicals any day of the week between 8 am and 8 pm.

CMH Emergency Room:

- Prerequisites: Complete dispatch clinicals.
- EMT students will shadow ER Tech.
- Complete a minimum of 36 hours.
- May begin assessing medical and trauma patients.
 - By the final exam, the student must have successfully documented an assessment on six (6) medical patients.
 - By the final exam, the student must have successfully documented an assessment on six (6) trauma patients.

CMH Ambulance:

- Prerequisites: Complete emergency room clinicals.
- EMT students will shadow ambulance EMT.
- Complete a minimum of 36 hours by the final exam (approximately 16 weeks for all clinicals).

Academic Progress:

To remain in and progress through the EMT Academy, the student must:

- Remain in compliance with policies and procedures outlined in this administration manual.
- Submit to annual influenza immunization.
- Maintain 80% or higher attendance.
- Attain a “pass” grade in all clinical activities by the due dates.
- Attain 70% or higher score on all FISDAP unit exams.

Students are responsible to constantly monitor his or her own learning process. Current standing and grades are available upon request. Every effort will be made to maintain grade records in an online format for instant access by students.

Students are strongly encouraged to request appropriate faculty guidance and assistance with any curriculum material or any clinical objectives he or she is having difficulty mastering.

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.

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CMH EMT 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 EMT Academy? _____

A nonrefundable \$50 application fee is due at time of application. We will contact you by email to schedule an interview and entrance exam. Class size is limited to 16 students. If you are selected, the first tuition payment of \$350 will be required before the first day of class.

Application fee and tuition fees can be paid by credit card, check, cash, or CMH payroll deduct. If paying by credit card, an additional 2.5% will be added to offset fees.

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.

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Section 6-600 - Paramedic program (Paramedic Academy)

This section serves as the course syllabus for the Paramedic Academy.
A maximum of 16 students will be accepted into each Paramedic Academy.

Paramedic Academy Goal:

Equip students with all the education needed to be a high-performing paramedic in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains and a desirable candidate for employment as a Paramedic.

Paramedics are highly trained and extremely important members of the allied healthcare team caring for the critically ill or injured. This is a highly demanding 18- to 24-month study that provides students the opportunity to acquire the knowledge and master the skills necessary to enter the workforce as a competent entry-level paramedic. Didactic portions of the course are taught at CMH EMS Headquarters with clinical time at CMH and other various clinical sites.

During this academy, students are highly encouraged not to make any other large life changes (i.e. get married, get divorced, move residences, change jobs, etc.). Additionally, in order to have enough time to prepare for and complete all requirements of the academy, a maximum work load of 24 hours per week is recommended. If the student's overall score is less than 80%, the recommended work load is reduced to 12 hours and further reduced to zero hours if the overall score is less than 70%.

The didactic and laboratory portions of the academy meet every Tuesday and Thursday between 0900 and 1700 hours. Clinical and internship time will be scheduled outside of that time. The academy is divided into four semesters:

- First Semester (Summer) covers volume one (Introduction to advanced prehospital care) and volume two (Patient assessment) of the textbook during morning sessions and Anatomy and Physiology I during afternoon sessions. Clinicals include lab, surgery recovery, ICU, and RT.
- Second Semester (Fall) covers volume three (Medical emergencies) of the textbook during morning sessions and Anatomy and Physiology II during afternoon sessions. Clinicals include anesthesia, geriatric psych, ER, and cath lab.
- Third Semester (Spring) covers volume four (Trauma emergencies) and volume five (Special considerations and operations) during both morning and afternoon sessions. Clinicals include air and ground ambulance, L&D, and pediatric clinic.
- Fourth Semester (Fall) does not have classroom activities. Clinicals involve the student acting as team leader on the ambulance. Clinicals can be started as soon as Third Semester ambulance clinicals are completed.

Accreditation:

Status: Pending application for Letter of Recommendation from Committee on Accreditation of Educational Programs for the Emergency Medical Services Profession (CoAEMSP).

- CoAEMSP, 8301 Lakeview Parkway, Suite 111-312, Rowlett, TX 75088, www.coaemsp.org, 214-703-8445

Paramedic Program Faculty:

The designated director and lead instructor for the paramedic program is the EMS Education Director.

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Paramedic Curriculum:

The paramedic program will use the NHTSA National Standard Curriculum. Specifically, the current edition curriculum and textbooks from Brady will be utilized for paramedic courses.

As of this printing of the training manual, “Paramedic Care - 5th edition” will be used.

Volume 1 ISBN-13: 9780134571997

Volume 2 ISBN-13: 9780134572345

Volume 3 ISBN-13: 9780134573243

Volume 4 ISBN-13: 9780134573960

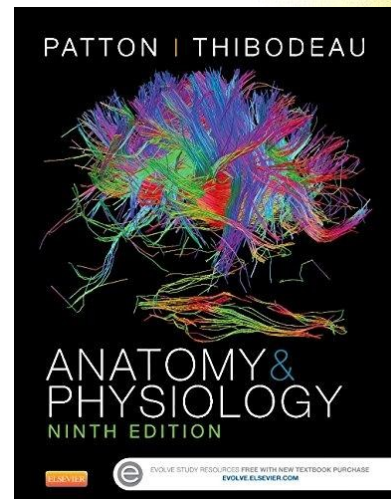
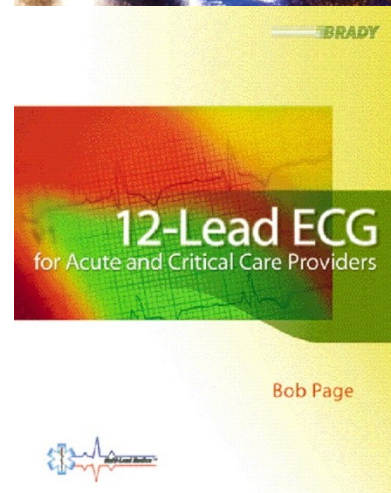
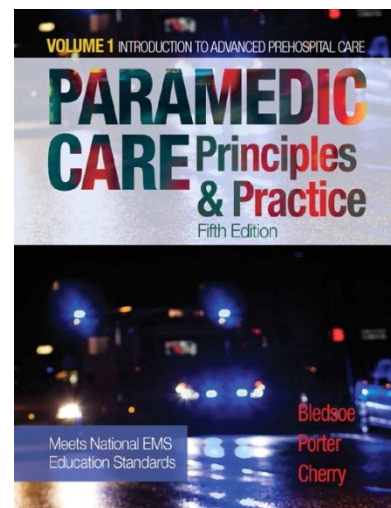
Volume 5 ISBN-13: 9780134574066

Additional textbook includes, “12-Lead ECG for Acute and Critical Care Providers” will be used.

ISBN-13: 9780130224606

Additional textbook includes, “Anatomy & Physiology, Ninth Edition” will be used.

ISBN-13: 9780323298834



Paramedic Program Pre-Requisites:

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

- Have regular access to a personal computer with reliable internet access and some type of word processing software.
- Must have a high school diploma, GED, or equivalent.
- Will be at least **18 years old** before scheduled clinical time.
- Complete application process (including application fee, entrance exam, and acceptance into the program).
- Verify **vaccinations**:
 - Two-step tuberculosis (TB) screening,
 - Diphtheria and tetanus (TDAP),
 - Measles, mumps, and rubella (MMR),
 - Hepatitis B,
 - And seasonal influenza. Annual influenza vaccinations will be required throughout the Paramedic Academy.
- 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.
 - Must have the ability to pass a drug screen.
- Must have completed NIMS 100 and NIMS 700.
- Must be currently certified in Basic Life Support CPR and maintain certification until completion of the Paramedic Academy.
- Must currently hold an undisciplined Missouri Emergency Medical Technician license and must maintain licensure until completion of the Paramedic Academy.
 - Must have one year of work experience full-time as an EMT.
 - OR must have two years of work experience part-time, PRN, or volunteer work experience as an EMT.
 - OR must have recommendation in writing by the head of department or current employer.
- Ability to meet functional requirements of paramedic job responsibilities.

Functional Abilities Required:

CMH EMS Department does not discriminate against any individual with disabilities. However, there are certain technical standards, essential functions, and physical demands which are required of the paramedic. The physical requirements are listed below and the student must be able to perform these requirements as well as have satisfactory physical health.

Students must be able to achieve all clinical objectives, and below items in the list of functional abilities, which are an inherent part of the clinical objectives. Students returning to school following an illness or injury must submit a letter from his or her doctor indicating any restrictions. Situations with a student placed on restrictions from a doctor will be considered on a case-by-case basis. Determination will then be made after evaluation of the restriction and time frame indicated by the doctor regarding the student's ability to meet all clinical objectives and remain in the academy.

- **Gross motor skills:** Move within confined spaces, sit and maintain balance, stand and maintain balance, reach above shoulders (i.e. hang an IV bag), and reach below waist (i.e. plug an electrical plug into an outlet).
- **Fine motor skills:** Pick up objects with hands, grasp small objects with hands, write with pen or pencil, type on a computer keyboard, pinch and pick or otherwise work with fingers (i.e. manipulate a syringe), twist (i.e. turn knob), squeeze with fingers (i.e. eye dropper), and able to safely operate a motor vehicle (i.e. an ambulance).
- **Physical endurance:** Stand (i.e. at patient side during a procedure), sustain repetitive movements (i.e. CPR compressions), and maintain physical tolerance (i.e. assist a patient walking).
- **Physical strength:** Push and pull 50 pounds (i.e. position patients), support 50 pounds of weight (i.e. ambulate a patient), lift 50 pounds (i.e. pick up a child), move 50 pound objects (i.e. transfer a patient), defend against combative patient, carry equipment and supplies, use upper body strength (i.e. physically restrain a patient), and squeeze with hands (i.e. operate a fire extinguisher).
- **Mobility:** Twist, bend, stoop, squat, move quickly (i.e. in response to an emergency), climb (i.e. ladders), and walk.
- **Hearing:** Hear normal speaking levels (i.e. person-to-person report), hear faint voices, hear faint body sounds (i.e. blood pressure), hear in situations when not able to see lips, hear auditory alarms.
- **Visual:** See objects at arms-length (i.e. computer screen), see objects around 20 feet away (i.e. patient in a room), see objects more than 20 feet away (i.e. obstacles on the roadway), use depth perception, use peripheral vision, distinguish color (i.e. color codes on equipment), distinguish color intensity (i.e. skin color).
- **Tactile:** Feel vibrations (i.e. palpate pulse), detect temperature (i.e. skin), feel differences in surface characteristics (i.e. skin turgor), feel differences in sizes and shapes (i.e. palpate vein), and detect environmental temperature (i.e. check for drafts).
- **Smell:** Detect odors from patient (i.e. alcohol breath), detect smoke, and detect gases or noxious smells.
- **Reading:** Read and understand written documents (i.e. protocols).
- **Arithmetic competence:** Read and understand columns of writing (i.e. charts), read digital displays, read graphics (i.e. EKG), calibrate equipment, convert numbers to and from metric system, tell time, measure time (i.e. count duration of contractions), count rates (i.e. breaths per minute), use measuring tools (i.e. thermometer), read measurement marks (i.e. scales), add/subtract/multiply/divide whole numbers, compute fractions (i.e. medication dosages), use a calculator, and write numbers.

- Emotional stability: Establish therapeutic boundaries, provide patients with emotional support, adapt to changing environments and stress, deal with the unexpected (i.e. patient crisis), focus attention on task, monitor own emotions, perform multiple responsibilities concurrently, and handle strong emotions (i.e. grief).
- Analytical thinking: Transfer knowledge from one situation to another, process information, evaluate outcomes, problem solve, prioritize tasks, use long-term memory, and use short-term memory.
- Critical thinking: Identify cause and effect relationships, plan and control activities for others, synthesize knowledge and skills, and sequence information.
- Interpersonal skills: Negotiate interpersonal conflict, respect differences in patients and co-workers, and establish rapport with patients and co-workers.
- Communication skills: Teach (i.e. patient education), explain procedures, give oral reports, interact with others, communicate on the telephone, communicate on a radio, influence people, direct activities of others, convey information through writing.

Application and Selection Process:

CMH EMS Education Department will review completed student applications. Upon meeting minimum admission standards, or higher, qualified applicants will be offered a seat in the Paramedic Academy in the following priority:

- CMH employee.
- First responder agency within CMH's seven-county service area.
- Currently working full-time for an ambulance agency.
- Highest Fisdap entrance exam score.

Fisdap entrance exam is used to select and admit prospective paramedic students with the best chances of success in the Paramedic Academy. It is also used as a diagnostic tool to assess the incoming students' strengths and weaknesses. The exam is comprised of two sections:

- The cognitive test measures student preparedness in the following subjects:
 - Anatomy and physiology,
 - Reading comprehension (at the 9th and 11th grade levels),
 - Math, and
 - EMT knowledge, application, and problem solving.
- The affective test uses 30 items from the M5-50 personality inventory. The M5-50 is a valid and reliable personality item set designed for the evaluation of law enforcement personnel in three areas:
 - Agreeableness: How well an individual gets along with others (also described as kindness, cooperativeness, or sympathy for others),
 - Conscientiousness: Attention to detail and understanding of right versus wrong, which may also have utility in predicting elements of empathetic behaviors, and
 - Neuroticism: The inability to accept failures and deal with stress, which tends to predict depressive moods.

Paramedic Course Details:

The class will meet Tuesday and Thursday days from 9 am to 5 pm at CMH EMS Headquarters Classrooms located at 1525 N Oakland Ave, Bolivar, MO. An optional study session is available every Tuesday and Thursday from 8 am to 9 am. 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.

A total of 768 classroom and laboratory contact hours and a minimum of 250 clinical (hospital) contact hours and 250 field (ambulance) contact hours are expected for program completion.

Paramedic Course Tuition Details

Tuition of **\$7,500** includes textbooks, online access codes, polo shirts (2), and testing fees (re-testing fees are not included). Application deadline is at least four weeks before class start date. A non-refundable application fee of \$100 is due at time of application. Fees and tuition can be paid by check, credit card, or CMH employee payroll deduction. If paying by credit card, an additional 2.5% will be required to cover added expenses by credit card company.

A payment schedule is available with the following amounts and deadlines:

- \$2,000 is due by the first day of class.
- An additional \$2,000 is due before the first-semester final exam can be taken.
- An additional \$2,500 is due before the second-semester final exam can be taken.
- The final \$1,000 is due before the third-semester final exam can be taken.

If an approved Anatomy and Physiology I class has already been attended (contact the EMS Education Director for approval), the total tuition will be **\$6,500** with the following payment schedule:

- \$2,000 is due by the first day of class.
- An additional \$1,000 is due before the first-semester final exam can be taken.
- An additional \$2,500 is due before the second-semester final exam can be taken.
- The final \$1,000 is due before the third-semester final exam can be taken.

If an approved Anatomy and Physiology I class and Anatomy and Physiology II class have already been attended (contact the EMS Education Director for approval), the total tuition will be **\$5,500** with the following payment schedule:

- \$2,000 is due by the first day of class.
- An additional \$1,000 is due before the first-semester final exam can be taken.
- An additional \$1,500 is due before the second-semester final exam can be taken.
- The final \$1,000 is due before the third-semester final exam can be taken.

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Paramedic Academy Timeline - First Semester (May through Aug):

Mornings will be paramedic class and afternoons Anatomy and Physiology I.

Month	Week	Classroom Description	Exam
May	1	Begin volume 1 - Introduction to advanced care Ch 1 - Introduction to paramedicine Ch 2 -EMS systems	
	2	Ch 3 -Roles and responsibilities Ch 4 -Safety and wellness	
	3	Ch 5 -EMS research Ch 6 -Public health	
	4	Ch 7 -Legal aspects Ch 8 -Ethics Ch 9 -System communications	
Jun	5	Ch 10 -Documentation	
	6	Ch 11 -Life span development	
	7	Ch 12 -Pathophysiology	
	8	Ch 13 -Pharmacology	
Jul	9	Ch 14 -IV and medication administration	
	10	Ch 15 -Airway	
	11	Ch 15 -Airway (continued)	
	12	Begin volume 2 - Patient assessment Ch 1 -Scene size-up	FISDAP Airway Unit Exam (Routine individual academic counseling with all students)
Aug	13	Ch 2 -Primary assessment Ch 3 -Therapeutic communications	
	14	Ch 4 -History taking Ch 5 -Secondary assessment	
	15	Ch 6 -Monitoring technology Ch 7 -Field assessments	
	16	Practical Skills Practice Exam	(Routine individual academic counseling with all students)

Paramedic Academy Timeline - Second Semester (Sep through Dec):

Mornings will be paramedic class and afternoons Anatomy and Physiology II.

Month	Week	Classroom Description	Exam
Sep	1	Begin volume 3 - Medical emergencies Ch 1 -Respiratory	
	2	Ch 2 -Cardiology	
	3	Ch 2 -Cardiology (continued)	
	4	ACLS	
Oct	5	ACLS (continued)	
	6	Ch 3 -Neurology	
	7	Ch 4 -Endocrinology	
	8	Ch 5 -Immunology	
Nov	9	Ch 6 -Gastroenterology Practical Skills Practice Exam	FISDAP Cardiology Unit Exam (Routine individual academic counseling with all students)
	10	Ch 7 -Urology and nephrology	
	11	Ch 8 -Toxicology Thanksgiving usually falls on this week	
	12	Ch 9 -Hematology	
Dec	13	Ch 10 -Infectious disease	
	14	Ch 11 -Psychiatric and behavioral	
	15	Ch 12 -Diseases of eyes, ears, nose, and throat Ch 13 -Nontraumatic musculoskeletal disorders Christmas usually falls on this week	
	16	Practical Skills Practice Exam	FISDAP Medical Unit Exam (Routine individual academic counseling with all students)

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Paramedic Academy Timeline - Third Semester (Jan through Apr):

Mornings and afternoons will be paramedic class.

Month	Week	Classroom Description	Exam
Jan	1	Begin volume 4 - Trauma emergencies Ch 1 -Trauma systems Ch 2 -Mechanisms of injury	
	2	Ch 3 -Hemorrhage and shock Ch 4 -Soft-tissue trauma	
	3	Ch 5 -Burns Ch 6 -Head, neck, and spinal trauma	
	4	Ch 7 -Chest trauma Ch 8 - Abdominal and pelvic trauma	
Feb	5	Ch 9 - Orthopedic trauma Ch 10 - Environmental trauma	
	6	Ch 11 - Special trauma considerations Practical Skills Practice Exam	FISDAP Trauma Unit Exam (Routine individual academic counseling with all students)
	7	Begin volume 5 - Special considerations and operations Ch 1 - Gynecology Ch 2 - Obsetrics	
	8	Ch 3 - Neonatology Ch 4 - Pediatrics	
Mar	9	PALS	
	10	Ch 5 - Geriatrics Ch 6 - Abuse, neglect, and assault Ch 7 - Challenged patient	FISDAP OB-Peds Unit Exam (Routine individual academic counseling with all students)
	11	Ch 8 - Chronic care patient Ch 9 - Ground operations Ch 10 - Air operations	
	12	Ch 11 - Mass casualty and incident management	
Apr	13	Ch 12 - Rescue	
	14	Ch 13 - Hazardous materials	
	15	Ch 14 - Crime scene awareness Ch 15 - Rural EMS	
	16	Ch 16 - Terrorism Practical Skills Final Exam	FISDAP Operations Unit Exam FISDAP Paramedic Comprehensive Exam

Certifications gained after successful completion of the academy include:

- **Prepared and eligible to test for Missouri Licensed Paramedic**
- Prepared and eligible to test for Nationally Registered Paramedic
- American Heart Association - Advanced Cardiac Life Support
- American Heart Association - Pediatric Advanced Life Support
- National Incident Management System - 200: Incident Command System for Single Resources and Initial Action Incidents (self-study)

Paramedic 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 paramedic 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 forms and/or software.

Paramedic Clinical Requirements - General:

At no time may a paramedic student be substituted for paramedic staff. If the paramedic student is also an employee of the clinical site:

- When functioning as a paramedic student:
 - Must wear student uniform.
 - Must not perform normal work duties that are outside the scope of the clinical objectives.
- When functioning as staff:
 - Must not wear student uniform.
 - Must not perform clinical student activities outside the scope of employed job description.

Students are required to participate and be eligible to participate at all clinical sites without exception. Students must also comply with the facilities' policies and procedures. CMH is not obligated to locate an additional clinical site to accommodate a student for any reason.

Courses with a clinical component require mastery of the clinical objectives in order to successfully complete the course. The clinical component of any course is an integral portion of that course. Clinical experiences are graded on a pass/fail basis. **If a student fails in clinical, he or she will fail the course.** Students will be sent home from the clinical setting for unsafe or unprofessional behavior and may be grounds from dismissal from the course.

In the event a student is unable to obtain the minimum number of live patient encounters or skill competence, the deficiency will be evaluated on a case-by-case basis to develop an action plan that may include (but not limited to):

- Termination from the program,
- Extension of deadlines, and/or
- Alternative methods to demonstrate competence in scenario-based high-fidelity simulations.

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.

FISDAP will be used to schedule clinicals and track skills.

- FISDAP Scheduler gets students' clinical internship schedules online where educators, clinicians, preceptors, and students can all view and interact with the live calendar. Students pick and sign up for their own shifts from what is available.
- FISDAP Skills Tracker documents learning, reports achievements and growth, and aids program accreditation and self-study. After each patient contact, students document their experience on the FISDAP website.

Paramedic Clinical Requirements - Airway

Each student must demonstrate competency in airway management. By the end of the fourth semester, each student must have completed the following:

- A minimum of 50 attempts at airway management (this includes basic and advanced airway adjuncts).
 - A minimum of 100% success rate in the last 20 attempts of airway management (this includes basic and advanced airway adjuncts).
 - Simulation lab manikin airway management can be supplemented to ensure competency.
- A minimum of six (6) successful live human endotracheal intubations.
 - A minimum of 90% success rate in the last ten (10) attempts of endotracheal intubation.
 - Simulation lab manikin intubations can be supplemented to ensure competency.

Paramedic Clinical Requirements - First Semester (May through Aug):

Laboratory:

- **Prerequisites:** Complete chapter 1-14 (IV and IO access).
- Paramedic students will shadow lab tech.
- Complete a minimum of 24 hours by the end of First Semester (approximately seven weeks).
- May begin starting IVs and drawing blood.
 - By the end of the Fourth Semester (approximately 55 weeks), the student must have successfully started at least 25 IVs during all clinicals.
 - An average CMH paramedic starts IVs on two (2) patients per ambulance shift.

Surgery recovery:

- **Prerequisites:** Complete chapter 1-14 (Medication math).
- Paramedic students will shadow recovery nurse.
- Complete a minimum of 12 hours by the end of First Semester (approximately six weeks).
- May begin administering medications.
 - By the end of the Fourth Semester (approximately 54 weeks), the student must have successfully administered 15 medications via IV, IM, or IO during all clinicals.
 - An average CMH paramedic administers medications to one (1) patient per ambulance shift.

Intensive care unit:

- **Prerequisites:** Complete chapter 1-14 (Medication math).
- Paramedic students will shadow intensive care nurse.
- Complete a minimum of 24 hours by the end of First Semester (approximately six weeks).
- May begin assessing adult patients.
 - By the end of the Fourth Semester (approximately 48 weeks), the student must have documented at least 50 adult patient assessments during all clinicals.
 - An average CMH paramedic assesses two (2) adult patients per ambulance shift.
- May begin assessing geriatric patients.
 - By the end of the Fourth Semester (approximately 48 weeks), the student must have documented at least 30 geriatric patient assessments during all clinicals.
 - An average CMH paramedic assesses one (1) geriatric patients per ambulance shift.
- May begin assessing obstetric patients.
 - By the end of the Fourth Semester (approximately 48 weeks), the student must have documented at least 10 obstetric patient assessments during all clinicals.
 - An average CMH paramedic assesses one obstetric patient every 43 ambulance shifts.
- May begin assessing pediatric patients.
 - By the end of the Fourth Semester (approximately 48 weeks), the student must have documented at least 30 pediatric patient assessments during all clinicals.
 - An average CMH paramedic assesses one pediatric patient every five (5) ambulance shifts.
- May begin assessing psychiatric patients.
 - By the end of the Fourth Semester (approximately 48 weeks), the student must have documented at least 20 psychiatric patient assessments during all clinicals.
 - An average CMH paramedic assesses one psychiatric patient every two (2) ambulance shifts.

- May begin assessing trauma patients.
 - By the end of the Fourth Semester (approximately 48 weeks), the student must have documented at least 40 trauma patient assessments during all clinicals.
 - An average CMH paramedic assesses one trauma patient every two (2) ambulance shifts.
- May begin treating abdominal problem patients.
 - By the end of the Fourth Semester (approximately 32 weeks), the student must have successfully treated 20 abdominal problem patients during all clinicals.
 - An average CMH paramedic treats one (1) abdominal problem patient every ambulance shift.
- May begin treating adult respiratory patients.
 - By the end of the Fourth Semester (approximately 32 weeks), the student must have successfully treated 20 adult respiratory patients during all clinicals.
 - An average CMH paramedic treats one adult respiratory patient every two (2) ambulance shifts.
- May begin treating altered mental status patients.
 - By the end of the Fourth Semester (approximately 32 weeks), the student must have successfully treated 20 altered mental status patients during all clinicals.
 - An average CMH paramedic treats one (1) altered mental status patients per ambulance shift.
- May begin treating chest pain patients.
 - By the end of the Fourth Semester (approximately 32 weeks), the student must have successfully treated 30 chest pain patients during all clinicals.
 - An average CMH paramedic treats one chest pain patient every two (2) ambulance shifts.
- May begin treating pediatric respiratory patients.
 - By the end of the Fourth Semester (approximately 32 weeks), the student must have successfully treated 8 pediatric respiratory patients during all clinicals.
 - An average CMH paramedic treats one pediatric respiratory patient every 102 ambulance shifts.
- May begin treating stroke patients.
 - By the end of the Fourth Semester (approximately 32 weeks), the student must have successfully treated two (2) stroke patients during all clinicals.
- May begin treating syncope patients.
 - By the end of the Fourth Semester (approximately 32 weeks), the student must have successfully treated 10 syncope patients during all clinicals.
 - An average CMH paramedic treats one syncope patient every nine (9) ambulance shifts.
- May begin ventilating patients.
 - By the end of the Fourth Semester (approximately 53 weeks), the student must have successfully ventilated 20 patients via BVM during all clinicals.
 - An average CMH paramedic ventilates one patient every 30 ambulance shifts.

Respiratory therapy:

- Prerequisites: Complete chapter 1-15 (Advanced airway management).
- Paramedic students will shadow respiratory therapist.
- Complete a minimum of 12 hours by the end of First Semester (approximately five weeks).

Paramedic Clinical Requirements - Second Semester (Sep through Dec):

Anesthesia:

- Prerequisites: Start Second Semester.
- Paramedic students will shadow CRNA.
- There is not a minimum hour requirement for this clinical.
- May begin intubating patients.
 - Refer to airway requirements above.
 - An average CMH paramedic intubates one patient every 70 ambulance shifts.

Geriatric psychiatric unit:

- Prerequisites: Start Second Semester.
- Paramedic students will shadow psychiatric nurse.
- Complete a minimum of 12 hours by the end of Second Semester (approximately 16 weeks).

Emergency room triage:

- Prerequisites: Start Second Semester.
- Paramedic students will shadow ER triage nurse.
- Complete a minimum of 24 hours by the end of Second Semester (approximately 16 weeks).

Emergency room:

- Prerequisites: Complete ER triage clinicals.
- Paramedic students will shadow ER nurse.
- Complete a minimum of 106 hours by the end of Second Semester (maximum of 15 weeks).

Cardiac cath lab:

- Prerequisites: Complete ER triage clinicals.
- Paramedic students will shadow cath lab nurse.
- Complete a minimum of 12 hours by the end of Second Semester (approximately 13 weeks).

Paramedic Clinical Requirements - Third Semester (Jan through Apr):

Air Care:

- Prerequisites: Start Third Semester.
- Paramedic students will shadow flight paramedic.
- This is an optional clinical. A maximum of 12 hours by the end of Third Semester (approximately 16 weeks) can be applied towards the 100 hours of ambulance time required below.

Ambulance:

- Prerequisites: Start Third Semester and successfully complete ACLS course.
- Paramedic students will shadow ground paramedic.
- Complete a minimum of 100 hours by the end of Third Semester (approximately 16 weeks).

Labor and delivery:

- Prerequisites: Complete chapter 5-2 (obstetrics).
- Paramedic students will shadow labor and delivery nurse.
- Complete a minimum of 12 hours by the end of Third Semester (approximately ten weeks).

Pediatric walk-in clinic:

- Prerequisites: Complete chapter 5-4 (pediatrics) and successfully complete PALS course.
- Paramedic students will shadow pediatric clinic nurse.
- Complete a minimum of 12 hours by the end of Third Semester (approximately seven weeks).

Paramedic Clinical Requirements - Fourth Semester (May through Aug):

Ambulance team leader:

- **Prerequisites:** Complete Third Semester ambulance clinicals.
- **Objective:** The student has successfully led the team if he or she has conducted a comprehensive assessment (not necessarily performed the entire interview or physical exam, but rather been in charge of the assessment), as well as formulated and implemented a treatment plan for the patient. This means that most (if not all) of the decisions have been made by the student, especially formulating a field impression, directing the treatment, determining patient acuity, disposition and packaging/moving the patient (if applicable). Minimal to no prompting was needed by the preceptor. No action was initiated or performed that endangered the physical or psychological safety of the patient(s), bystanders, other responders, or crew.
- Paramedic students will act as team leader directing an EMT and paramedic.
- Complete a minimum of 150 hours by the end of Fourth Semester (approximately 16 weeks).
- By the end of the Fourth Semester (approximately 16 weeks), the student must have successfully assessed and treated 50 patients as team leader.
 - An average CMH paramedic assesses and treats four (4) patients every ambulance shift.
- By the end of the Fourth Semester (approximately 16 weeks), the student must have successfully assessed and treated two (2) pediatric patients as team leader.
- By the end of the Fourth Semester (approximately 16 weeks), the student must have successfully assessed and treated two (2) unconscious patients as team leader.
- By the end of the Fourth Semester (approximately 16 weeks), the student must have successfully assessed and treated one (1) critical patient as team leader.
 - Critical patient is defined as one requiring airway insertion, assist ventilation, chest decompression, childbirth, CPR, cricothyrotomy, electrical therapy, gastric tube, RSI, restraints, traction splint, TCD (STEMI, stroke, or trauma), tourniquet, vagal maneuver, or IO access.
 - An average CMH paramedic treats one critical patient (according to the above definition) every 13 ambulance shifts.

Academic Progress:

To remain in and progress through the Paramedic Academy, the student must:

- Remain in compliance with policies and procedures outlined in this administration manual.
- Maintain CPR certification and MO EMT licensure.
- Submit to annual influenza immunization.
- Maintain 80% or higher attendance.
- Attain 70% or higher score on all Fisdap unit exams.
- Attain 70% or higher grade in anatomy and physiology courses at the end of each semester.
- Attain a “pass” grade in all clinical activities due at the end of each semester.

Students are responsible to constantly monitor his or her own learning process. Current standing and grades are available upon request. Every effort will be made to maintain grade records in an online format for instant access by students.

Students are strongly encouraged to request appropriate faculty guidance and assistance with any curriculum material or any clinical objectives he or she is having difficulty mastering.

Paramedic Examination and Graduation 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.

To obtain a graduation certificate, the above examination requirements must be met in addition to:

- A “pass” certification on the final psychomotor evaluation and
- Completion of all clinical and field required hours, patient contacts, and treatments/procedures.

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CMH Paramedic 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 a paramedic?

What are your professional goals in five years?

What size polo shirt to do you wear?

Gender:_____

Size:_____

How did you hear about the Paramedic Academy?_____

A nonrefundable \$100 application fee is due at time of application. We will contact you by email to schedule an interview and entrance exam. Class size is limited to 16 students. If you are selected, the first tuition payment of \$2,000 will be required before the first day of class.

Application fee and tuition fees can be paid by credit card, check, cash, or CMH payroll deduct. If you pay by credit card, an additional 2.5% will be assessed to offset fees.

In addition to tuition, the following costs may be required:

- Re-testing fees 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 6-720 - Continuing Education (CE) program

CE Program Faculty:

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

CE Curriculum:

Curriculum and lesson plans for CE courses will be approved by the EMS Education Director 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 Education Director.

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 Education Director who will then recommend them to be taken off orientation to their manager once all new hire requirements are met.

Clinical Education Curriculum:

Clinical Educators must attend training annually which must include the following topics:

- Purposes of the student rotation (minimum competencies, skills, and behaviors).
- Evaluation tools used by the program.
- Criteria of evaluation for grading students.
- Contact information for the program.
- Program's definition of "Team Lead."
- Program's required minimum number of "Team Leads."
- Coaching and mentoring techniques.

All clinical and field internship shifts completed by students attending a CMH program will have the following form completed by preceptors:

<https://goo.gl/forms/kfCyeOuy4jl2PXuW2>

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 Education Director with available dates and he/she will assign the shift and Clinical Education Specialist.
 - Theron Becker, Education Director
 - theron.becker@citizensmemorial.com

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Part 7 - Appendix

Section 7-120 - MO BEMS documents

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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	TRAINING ENTITY ACCRED NO.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	DATE PASSED REVIEW	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> REACCREDITATION	DATE APPLICATION REC'D	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	ISSUE DATE	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
INSPECTOR ASSIGNED	DATE INSPECTOR ASSIGNED	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	EXPIRATION DATE	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	DATE OF FIRST INSPECTION	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		

APPLICANT MUST COMPLETE INFORMATION BELOW TYPE OR PRINT

1. TRADE NAME OF TRAINING ENTITY		DAYTIME TELEPHONE NO.	
Citizens Memorial Hospital		(417) 328-6355	
TRAINING ENTITY BUSINESS ADDRESS (STREET, ROUTE, CITY, STATE, ZIP)			
1500 N Oakland Ave, Bolivar, MO 65613			
2. TYPE OF ACCREDITATION APPLIED FOR (check all that apply)			
<input checked="" type="checkbox"/> EMT-B <input type="checkbox"/> EMT-B CEU <input type="checkbox"/> EMT-P <input type="checkbox"/> EMT-P CEU <input type="checkbox"/> FIRST RESPONDER <input type="checkbox"/> EMD <input type="checkbox"/> EMT-I			
3. PROGRAM DIRECTOR			
NAME (LAST, FIRST, MI)		TELEPHONE NUMBER	
Becker, Theron J		(417) 328-6355	
MAILING BUSINESS ADDRESS (STREET, ROUTE, ETC.)		FAX NUMBER	
1500 N Oakland Ave		(417) 328-7209	
CITY	STATE	ZIP CODE	E-MAIL
Bolivar, MO 65613			theron.becker@citizensmemorial.com
4. MEDICAL DIRECTOR			
NAME (LAST, FIRST, MI)		<input checked="" type="checkbox"/> M.D. <input type="checkbox"/> D.O.	
MERK, ROGER			
MAILING ADDRESS (STREET, ROUTE, ETC.)		OFFICE TELEPHONE NUMBER	
1500 N Oakland Ave		(417) 326-6000	
CITY	STATE	ZIP CODE	E-MAIL
Bolivar, MO 65613			rcmerk@hotmail.com
FAX NUMBER			
()			
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		DATE	
		15 FEB 2017	
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		DATE	
		2/13/17	
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

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

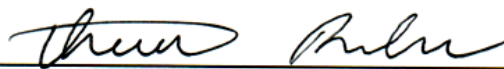
NAME OF PROGRAM DIRECTOR

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			
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

Error! Use the Home tab to apply Heading 1,Part Title to the text that you want to appear here. CMH EMS Education Administration Manual

Error! Use the Home tab to apply Heading 3,Protocol Title to the text that you want to appear here.

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 (1)(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	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

1/18/16

DATE

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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	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 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

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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	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	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

MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES

UNIT OF EMERGENCY MEDICAL SERVICES

PROGRAM ANNUAL REPORT

FOR THE YEAR 2016

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 (na)
FIRST RESPONDERS Classroom at EMS Stations	1	7	0 (0%)
EMERGENCY MEDICAL TECHNICIAN NA	0	0	0 (na)
EMT - REFRESHER Classroom at EMS Stations	1	13	13 (100%)
PARAMEDIC NA	0	0	0 (na)
PARAMEDIC - REFRESHER Classroom at EMS Stations	1	7	7 (100%)
CONTINUING EDUCATION Classroom, practical skills, and competencies at EMS Stations. Total of all modules listed below.	112	1193	1137 (95%)
Module 1 - Preparatory	15	174	154 (89%)
Module 2 - Airway	23	169	163 (96%)
Module 3 - Assessment	11	156	147 (94%)
Module 4 - Trauma	13	150	150 (100%)
Module 5 - Medical	21	235	215 (91%)
Module 6 - Special	6	59	59 (100%)
Module 7 - Operations	23	250	249 (100%)
Module 8 - Community Paramedic	0	0	0 (na)

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)].



1/5/17

SIGNATURE OF AUTHORIZED REPRESENTATIVE OF TRAINING ENTITY

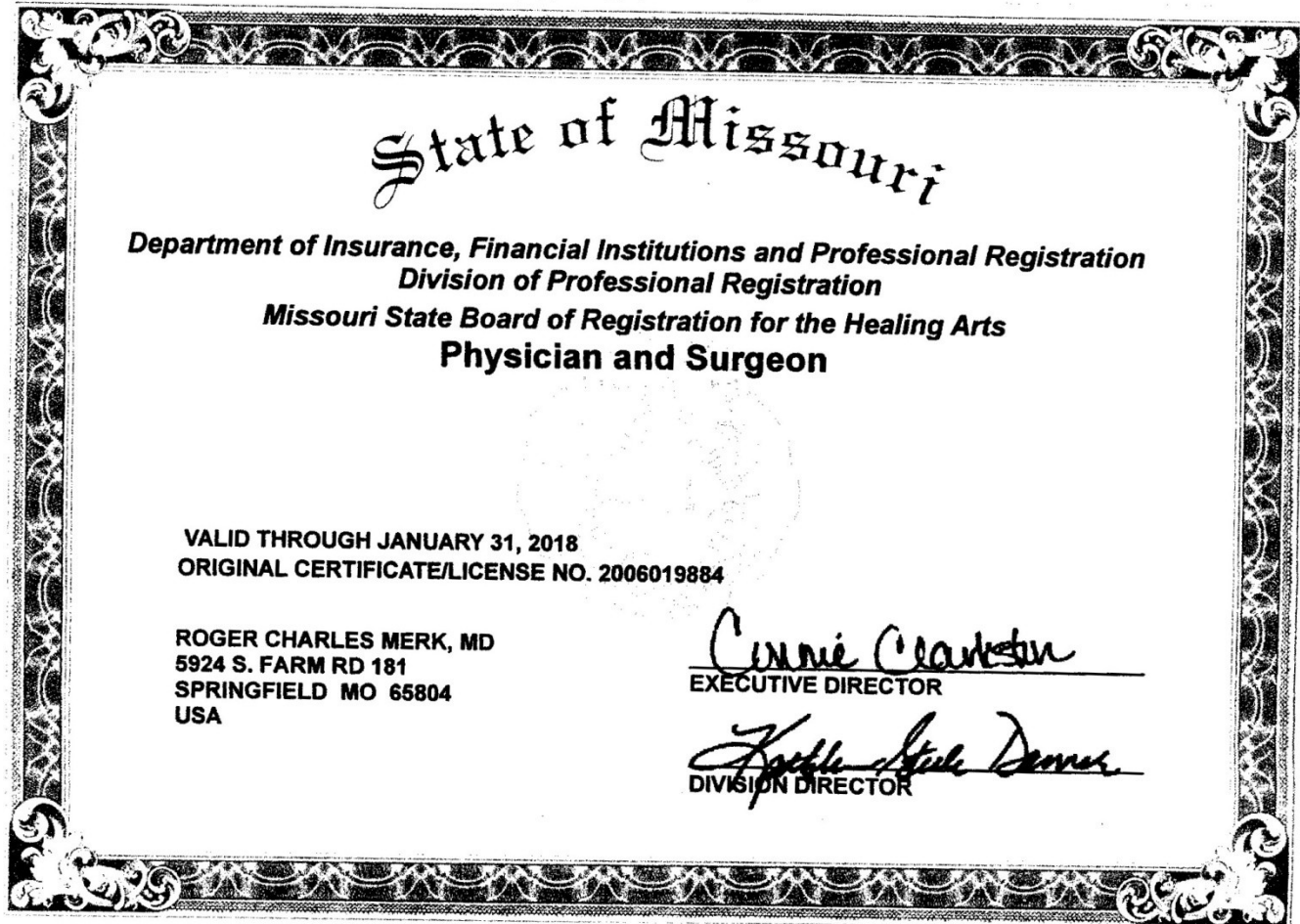
DATE

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Section 7-240 - Medical Director credentials





American Board of Emergency Medicine

3000 Coolidge Road
East Lansing, Michigan 48823-6319

517.332.4800
fax 517.332.2234
www.abem.org

January 14, 2014

Credentialing Specialist
Citizens Memorial Hospital
1500 North Oakland
Bolivar, MO 65613

Jan 20 2014

(32750)

Dear Credentialing Specialist:

Roger Charles Merk, M.D., is a current diplomate of the American Board of Emergency Medicine (ABEM). Dr. Merk's certification number and dates of certification are below:

Emergency Medicine

Certification Number*	Dates of Certification
*32750	1/1/2014 - 12/31/2023
00221051	5/30/2003 - 12/31/2013

* As of fall 2008, ABEM began using diplomates' unique ABEM User ID as their certificate number. This is a different number from the one that appears on the physician's original certificate. Both identifiers are correct and unique to the physician. Each certificate number will remain attached to the appropriate certificate as shown above. Moving forward, the physician's current ABEM certificate number is his unique ABEM User ID.

An ABEM diplomate may maintain EM certification beyond the expiration date of his or her current certification by participating successfully in the ABEM Maintenance of Certification (ABEM MOC) program.

If you have any questions or require further assistance, please contact the ABEM office at (517) 332-4800 x381.

Sincerely,

Angie McGoff
Specialist, Certification Services

AMrjar

Executive Committee

James H. Jones, M.D., President
Francis L. Counsellman, M.D., President-Elect
John C. Moorhead, M.D., Immediate-Past-President
Barry N. Heller, M.D., Secretary-Treasurer
Michael L. Carius, M.D., Member-at-Large
Rebecca Smith-Coggins, M.D., Senior Member-at-Large

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John H. Diephouse, SPHR, Operations
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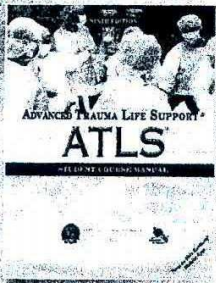
The ABEM mission is to ensure the highest standards in the specialty of Emergency Medicine.

A Member Board of the American Board of Medical Specialties

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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.


Sharon M. Henry, MD,
FACS, Chair

Chairperson,
ATLS Subcommittee


Stephen Barnes, MD, FACS

ACS Chairperson,
State/Provincial
Committee on Trauma



ATLS Course Director

Date of Issue: 08/22/2014

Date of Expiration: 08/22/2018



AMERICAN COLLEGE
OF SURGEONS

*Inspiring Quality:
Highest Standards,
Better Outcomes*



Advanced Cardiac Life Support National Provider Certification



1373880641864

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 12/28/2015

Expiration Date 12/2017


Registrar

Pediatric Advanced Life Support Provider Certification



1373880641875

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 12/28/2015

Expiration Date 12/2017


Registrar

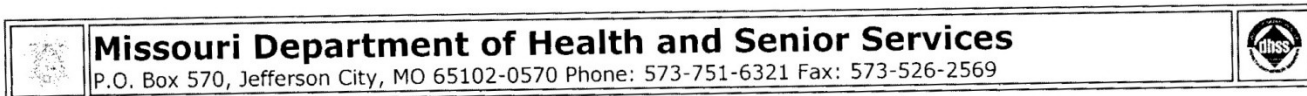
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CONTROLLED SUBSTANCE REGISTRATION CERTIFICATE		
UNITED STATES DEPARTMENT OF JUSTICE		
DRUG ENFORCEMENT ADMINISTRATION		
WASHINGTON, D.C. 20537		
DEA REGISTRATION NUMBER	THIS REGISTRATION EXPIRES	FEE PAID
8M7142095	01-31-2019	\$731
SCHEDULES	BUSINESS ACTIVITY	DATE ISSUED
2,2N,3 3N,4,5	PRACTITIONER	01-18-2016
MERK, ROGER C MD 1500 N. OAKLAND BOLIVAR, MO 65613 6580		
THIS CERTIFICATE IS NOT TRANSFERABLE ON CHANGE OF OWNERSHIP, CONTROL, LOCATION, BUSINESS ACTIVITY, OR VALID AFTER THE EXPIRATION DATE.		

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.



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:	6/10/2016
Registration Expires:	7/31/2017
BNDD Discipline:	NO
Drug Schedule Type:	2 3 4 5
Enrollment Date:	6/10/2016

Validation Date of the Registration is: 6/13/2016

Direct Inquiries to:

BNDD
PO BOX 570
Jefferson City, Missouri 65102 0570

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Section 7-420 - References

Field Internship Student Data Acquisition Project (FISDAP). (2017, February 2). Retrieved from Online tools for EMS and healthcare education: <https://www.fisdap.net/home>

Harding, T. S., Carpenter, D. D., Finelli, C. J., & Passow, H. J. (2004). Does academic dishonesty relate to unethical behavior in professional practice? An exploratory study. *Science and engineering ethics, 10*(2), 1-14.

Kaufman, H. E. (2008, July 1). Moral and ethical issues related to academic dishonesty on college campuses. *Journal of college and character, 9*(5).

National Association of Emergency Medical Technicians. (2013, June 14). *EMT oath and code of conduct*. Retrieved from NAEMT: http://www.naemt.org/about_us/emtoath.aspx

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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	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	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.
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.

CMH EMS Education Administration Manual **Error! Use the Home tab to apply Heading 1,Part Title to the text that you want to appear here.**

Error! Use the Home tab to apply Heading 3,Protocol Title to the text that you want to appear here.

Protocol	Date	Description
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 [Medical Responder Academy]	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 [Medical Dispatcher Academy]	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 [EMT Academy]	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.

Changes from version 3 to version 4 (Deming)

Version Four is named in dedication to W. Edwards Deming who was an American engineer, statistician, professor, author, lecturer, and management consultant who is considered to be the master of continual quality improvement.

Protocol	Date	Description
Section 0-165 - Mission Statements	1/26/17	Added mission statements and logo.
Section 1-200 - Evaluation of the need for training	1/29/17	Added EMS and EMS Education mission statements.
Section 1-400 - Organizational chart	1/29/17	Updated org chart.
Section 1-500 - Training budget	1/29/17	Added 2017 budget request.
Section 2-330 - Classroom descriptions	1/29/17	Added Bolivar Technical College informal agreement.
Section 2-660 - Available equipment and supplies	1/29/17	Added training ambulance.
Section 3-330 - Student evaluations	1/29/17	Added reference to electronic testing.
Section 3-660 - Instructor and course evaluations	1/29/17	Replaced written form with link and description of online evaluation form.
Section 4-080 - Admission criteria	1/29/17	Added indication of possible applicant entrance exam.
Section 4-160 - Course fees	1/29/17	Added course fees for paramedic and refresher courses.
Section 5-840 - Sample certificate of completion	1/29/17	Updated sample certificate.
Section 6-060 - Clinical agreements	1/29/17	Added scanned signatures for CMH Pre-Hospital, CMH ER, and Polk County Health Center.
Section 6-360 - Emergency Medical Technician (EMT) program [EMT Academy]	1/29/17	Reduced dispatch clinical requirement to four hours.
	2/1/17	Changed "EMS Academy" to "EMT Academy."
Section 6-600 - Paramedic program (Paramedic Academy)	2/1/17	Added paramedic academy information
	2/5/17	Continued to add details to paramedic academy.
Section 7-120 - MO BEMS documents	1/29/17	Added 2016 BEMS annual report.

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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.

CoAEMSP - Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions

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.